Retirement Online

Enhanced Reporting Error and Warning Messages

File Formatting / Data Entry into the File Upload Page

Field Name	Error Message	Error Description
Location Code	Invalid Location Code format	Please make sure there are no alphabetical or special characters in the Location Code field.
Location Code	Location Code Mismatch	The Location Code entered on the File Upload page does not match the Header Record.
Location Code	Multiple Reports Initiated for Location Code	You cannot start multiple reports for the same Location Code.
Total Pre-Tax Contributions	Invalid Total Pre-Tax Contributions amount	The Total Pre-Tax Contributions entered on the File Upload page do not match the total contributions within the file.
Total Post-Tax Contributions	Invalid Total Post-Tax Contributions amount	The Total Post-Tax Contributions entered on the File Upload page do not match the total contributions within the file.
Pre-Tax Service Credit Payments	Invalid Pre-Tax Service Credit Payments amount	The Total Pre-Tax Service Credit Payments entered on the File Upload page do not match the total pre-tax service credit payments within the file.
Post-Tax Service Credit Payments	Invalid Post-Tax Service Credit Payments amount	The Total Post-Tax Service Credit Payments entered on the File Upload page do not match the total post-tax service credit payments within the file.
Total Payments	Invalid Total Payments amount	The Total Payments do not equal the sum of the entries for Total Pre-Tax Contributions, Total Post-Tax Contributions, Total Loan Payments, Total Pre-Tax Service Credit Payments and Post-Tax Service Credit Payments on the File Upload page.
Transaction Type	Invalid Transaction Type	Only Transaction Types 1 and 2 are allowed in an Enrollment/Job Data Report. Please submit this as a regular report.

Transaction 1 — Biographical Data

Field Name	Error Message	Error Description
File Format	This row has an invalid format.	The row is not in the proper format to process in *Retirement Online*. Please verify the data in your file meets the enhanced transaction format requirements.
Transaction Type	Invalid Transaction Type	The entry for the Transaction Type field must be 1, 2, 3 or 4.
NYSLRS ID	NYSLRS ID not reported.	The NYSLRS ID field cannot be blank. If this is a new member, enter "NEW."
NYSLRS ID	Invalid NYSLRS ID.	You must enter "NEW" in the NYSLRS ID field. If this employee already has a NYSLRS ID, do not report biographical data.
Employment Instance	Invalid Employment Instance.	You must enter "NEW" in the Employment Instance field.
Employment Instance	Invalid Employment Instance.	You must enter a valid employment instance that the employee has for the reported location. If this is a new member, enter "NEW."
Social Security Number (Last 4)	The reported Social Security Number (Last 4) does not match the reported Social Security Number (Complete).	The last 4 of the Social Security Number must match the entered Social Security Number.
Social Security Number (Last 4)	Social Security Number (Last 4) not reported.	The Social Security Number (Last 4) field cannot be blank.
First 3 Characters of First Name	The reported First 3 Characters of First Name does not match the reported full First Name.	The first three characters of the First Name does not match the entered full First Name.
First 3 Characters of First Name	First 3 Characters of First Name not reported.	The First 3 Characters of First Name field cannot be blank.
Social Security Number (Complete)	Invalid Social Security Number format.	Please make sure there are no alphabetical or special characters in the Social Security Number field.
Social Security Number (Complete)	Social Security Number not reported.	The Social Security Number field cannot be blank.

Field Name	Error Message	Error Description
SSN, First 3 Char of First Name, Date of Birth	The First 3 Characters of First Name and Date of Birth do not match the Social Security Number.	The entries for the First 3 Characters of First Name and Date of Birth fields do not match the data NYSLRS has on record for this Social Security number.
SSN (Last 4), First 3 Characters of First Name	Multiple employees with the same Last 4 of SSN and First 3 Characters of First Name fields.	You cannot include multiple employees with the same combination of entries for the Last 4 of SSN and First 3 Characters of First Name fields on the same file.
Prefix	Invalid Prefix.	The entry for the Prefix field is not one of the allowed values.
First Name	First Name not reported.	The First Name field cannot be blank.
Last Name	Last Name not reported.	The Last Name field cannot be blank.
Suffix	Invalid Suffix.	The entry for the Suffix field is not one of the allowed values.
Date Of Birth	Date Of Birth not reported.	The Date Of Birth field cannot be blank.
Date Of Birth	Invalid Date Of Birth format.	Please enter all dates in MM/DD/YYYY format.
Sex	Sex not reported.	The Sex field cannot be blank.
Sex	Invalid Sex.	The entry for the Sex field is not one of the allowed values.
Country	Country not reported.	The Country field cannot be blank.
Country	Invalid Country.	The entry for the Country field is not one of the allowed values.
Address 1	Address not reported.	The Address field cannot be blank.
City	City not reported.	The City field cannot be blank.
State	State not reported.	The State field cannot be blank.
State	Invalid State.	The entry for the State field is not one of the allowed values.
Zip Code	Zip Code not reported.	The Zip Code field cannot be blank.
All Fields	Maximum field length exceeded.	The {{Field Name}} field must have {{Field Length}} or fewer characters.

Transaction 2 — Job Data

Field Name	Error Message	Error Description
File Format	This row has an invalid format.	The row is not in the proper format to process in *Retirement Online*. Please verify the data in your file meets the enhanced transaction format requirements.
Transaction Type	Invalid Transaction Type	The entry for the Transaction Type field must be 1, 2, 3 or 4.
NYSLRS ID	NYSLRS ID not reported.	The NYSLRS ID field cannot be blank. If this is a new member, enter "NEW."
NYSLRS ID	Invalid NYSLRS ID.	You must enter a valid NYSLRS ID for a current employee. If this is a new member, enter "NEW."
Employment Instance	Employment Instance not reported.	The Employment Instance field cannot be blank.
Employment Instance	Invalid Employment Instance.	You must enter a valid employment instance that the employee has for the reported location. If this is a new member, enter "NEW."
Social Security Number (Last 4)	Social Security Number (Last 4) not reported.	The Social Security Number (Last 4) field cannot be blank.
First 3 Characters of First Name	First 3 Characters of First Name not reported.	The First 3 Characters of First Name field cannot be blank.
NYSLRS ID, SSN (Last 4), First 3 Char of First Name	The Social Security Number (Last 4) and First 3 Characters of First Name do not match the NYSLRS ID.	The entries for the Social Security Number (Last 4) and First 3 Characters of First Name fields must match the data NYSLRS has on record for this NYSLRS ID.
SSN (Last 4), First 3 Characters of First Name	Multiple employees with the same Last 4 of SSN and First 3 Characters of First Name fields.	You cannot include multiple employees with the same combination of entries for the Last 4 of SSN and First 3 Characters of First Name fields on the same file.
Transaction Date	Transaction Date not reported.	The Transaction Date field cannot be blank.
Transaction Date	Invalid Transaction Date format.	Please enter all dates in MM/DD/YYYY format.
Transaction Date, NYSLRS ID, Employment Instance	Multiple job transactions reported for the same job and Transaction Date.	You cannot report multiple transactions for the same job and transaction date in a single file. Please make sure you have not reported duplicate information.

Field Name	Error Message	Error Description
NYSLRS ID, Employment Instance	Multiple new jobs cannot be reported for the same NYSLRS ID.	You cannot report multiple new job transactions for the same NYSLRS ID in a single file. Please make sure you have not reported duplicate information.
HR Transaction Type	HR Transaction Type not reported.	The HR Transaction Type field cannot be blank.
HR Transaction Type	Invalid HR Transaction Type.	The entry for the HR Transaction Type field is not one of the allowed values.
Job Code	Job Code not reported.	The Job Code field cannot be blank.
Pay Frequency	Pay Frequency not reported.	The Pay Frequency field cannot be blank.
Pay Frequency	Invalid Pay Frequency.	The entry for the Pay Frequency field is not one of the allowed values.
Annual Compensation Rate	Annual Compensation Rate not reported.	The Annual Compensation Rate field cannot be blank.
Annual Compensation Rate	Invalid Annual Compensation Rate format.	Please make sure there are no alphabetical or special characters in the Annual Compensation Rate field.
Standard Work Day	Standard Work Day not reported.	The Standard Work Day field cannot be blank.
Standard Work Day	Invalid Standard Work Day format.	Please make sure there are no alphabetical or special characters in the Standard Work Day field.
Annualized Rate of Pay	Annualized Rate of Pay not reported.	The Annualized Rate of Pay field cannot be blank.
Annualized Rate of Pay	Invalid Annualized Rate of Pay format.	Please make sure there are no alphabetical or special characters in the Annualized Rate of Pay field.
Regular/Temporary	Regular/Temporary not reported.	The Regular/Temporary field cannot be blank.
Regular/Temporary	Invalid Regular/Temporary.	The entry for the Regular/Temporary field is not one of the allowed values.
Full-Time/Part-Time	Full-Time/Part-Time not reported.	The Full-Time/Part-Time field cannot be blank.
Full-Time/Part-Time	Invalid Full-Time/Part-Time.	The entry for the Full-Time/Part-Time field is not one of the allowed values.
Employee Class	Employee Class not reported.	The Employee Class field cannot be blank.

Field Name	Error Message	Error Description
Employee Class	Invalid Employee Class.	The entry for the Employee Class field is not one of the allowed values.
Retirement Indicator	Retirement Indicator not reported.	The Retirement Indicator field cannot be blank.
Retirement Indicator	Invalid Retirement Indicator.	The entry for the Retirement Indicator field is not one of the allowed values.
Retired in Retirement System	Retired in Retirement System not reported.	The Retired in Retirement System field cannot be blank.
Retired in Retirement System	Invalid Retired in Retirement System.	The entry for the Retired in Retirement System field is not one of the allowed values.
All Fields	Maximum field length exceeded.	The {{Field Name}} field must have {{Field Length}} or fewer characters.

Transaction 3 — Days and Contributions Details Data

Field Name	Error Message	Error Description
File Format	This row has an invalid format.	The row is not in the proper format to process in *Retirement Online*. Please verify the data in your file meets the enhanced transaction format requirements.
Transaction Type	Invalid Transaction Type	The entry for the Transaction Type field must be 1, 2, 3 or 4.
NYSLRS ID	NYSLRS ID not reported.	The NYSLRS ID field cannot be blank. If this is a new member, enter "NEW."
NYSLRS ID	Invalid NYSLRS ID.	You must enter a valid NYSLRS ID for a current employee. If this is a new member, enter "NEW."
Employment Instance	Employment Instance not reported.	The Employment Instance field cannot be blank.
Employment Instance	Invalid Employment Instance.	You must enter a valid employment instance that the employee has for the reported location. If this is a new member, enter "NEW."
Social Security Number (Last 4)	Social Security Number (Last 4) not reported.	The Social Security Number (Last 4) field cannot be blank.
First 3 Characters of First Name	First 3 Characters of First Name not reported.	The First 3 Characters of First Name field cannot be blank.
Regular/Adjustment Indicator	Regular/Adjustment Indicator not reported.	The Regular/Adjustment Indicator field cannot be blank.
Regular/Adjustment Indicator	Invalid Regular/Adjustment Indicator.	The entry for the Regular/Adjustment Indicator field is not one of the allowed values.
NYSLRS ID, SSN (Last 4), First 3 Char of First Name	The Social Security Number (Last 4) and First 3 Characters of First Name do not match the NYSLRS ID.	The entries for the Social Security Number (Last 4) and First 3 Characters of First Name fields must match the data NYSLRS has on record for this NYSLRS ID.
Payroll End Date, NYSLRS ID, Employment Instance	Multiple days/contributions transactions reported for same person and Payroll End Date.	You cannot report multiple days/contributions transactions for the same job and payroll end date in a single file. Please make sure you have not reported duplicate information.
Payroll End Date	Payroll End Date not reported.	The Payroll End Date field cannot be blank.

Field Name	Error Message	Error Description
Payroll End Date	Invalid Payroll End Date format.	Please enter all dates in MM/DD/YYYY format.
Number of Pay Cycles in Period	Number of Pay Cycles in Period not reported.	The Number of Pay Cycles in Period field cannot be blank.
Number of Pay Cycles in Period	Invalid Number of Pay Cycles in Period.	Please make sure there are no alphabetical or special characters in the Number of Pay Cycles in Period field.
Reported Days	Invalid Days format.	Please make sure there are no alphabetical or special characters in the Days field.
Pre Tax Contributions	Invalid Pre Tax Contributions format.	Please make sure there are no alphabetical or special characters in the Pre-Tax Contributions field.
Post Tax Contribution	Invalid Post Tax Contributions format.	Please make sure there are no alphabetical or special characters in the Post-Tax Contributions field.
Reported Loan Payments	Invalid Loan Payments format.	Please make sure there are no alphabetical or special characters in the Loan Payments field.
Pre Tax Service Credit Payments	Invalid Pre Tax Service Credit Payments format.	Please make sure there are no alphabetical or special characters in the Pre-Tax Service Credit Payments field.
Post Tax Service Credit Payments	Invalid Post Tax Service Credit Payments format.	Please make sure there are no alphabetical or special characters in the Post-Tax Service Credit Payments field.
All Fields	Maximum field length exceeded.	The {{Field Name}} field must have {{Field Length}} or fewer characters.

Transaction 4 — Earnings Details Data

Field Name	Error Message	Error Description
File Format	This row has an invalid format.	The row is not in the proper format to process in *Retirement Online*. Please verify the data in your file meets the enhanced transaction format requirements.
Transaction Type	Invalid Transaction Type	The entry for the Transaction Type field must be 1, 2, 3 or 4.
NYSLRS ID	NYSLRS ID not reported.	The NYSLRS ID field cannot be blank. If this is a new member, enter "NEW."
NYSLRS ID	Invalid NYSLRS ID.	You must enter a valid NYSLRS ID for a current employee. If this is a new member, enter "NEW."
Employment Instance	Employment Instance not reported.	The Employment Instance field cannot be blank.
Employment Instance	Invalid Employment Instance.	You must enter a valid employment instance that the employee has for the reported location. If this is a new member, enter "NEW."
Social Security Number (Last 4)	Social Security Number (Last 4) not reported.	The Social Security Number (Last 4) field cannot be blank.
First 3 Characters of First Name	First 3 Characters of First Name not reported.	The First 3 Characters of First Name field cannot be blank.
Regular/Adjustment Indicator	Regular/Adjustment Indicator not reported.	The Regular/Adjustment Indicator field cannot be blank.
Regular/Adjustment Indicator	Invalid Regular/Adjustment Indicator.	The entry for the Regular/Adjustment Indicator field is not one of the allowed values.
NYSLRS ID, SSN (Last 4), First 3 Char of First Name	The Social Security Number (Last 4) and First 3 Characters of First Name do not match the NYSLRS ID.	The entries for the Social Security Number (Last 4) and First 3 Characters of First Name fields must match the data NYSLRS has on record for this NYSLRS ID.
Payroll End Date, NYSLRS ID, Earnings Code, Employment Instance	Multiple earnings transactions reported for the same job, Payroll End Date, and Earnings Code.	You cannot report multiple earnings transactions for the same job, payroll end date and earnings code in a single file. Please make sure you have not reported duplicate information.

Field Name	Error Message	Error Description
Payroll End Date	Payroll End Date not reported.	The Payroll End Date field cannot be blank.
Payroll End Date	Invalid Payroll End Date format.	Please enter all dates in MM/DD/YYYY format.
Reported Earnings Code	Earnings Code not reported	The Earnings Code field cannot be blank.
Reported Earnings Code	Invalid Earnings Code.	Please make sure the entry for the Reported Earnings Code field is a valid earnings code.
Reported Earnings Amount	Invalid Earnings Amount format.	Please make sure there are no alphabetical or special characters in the Earnings Amount field.
Reported Earnings Hours	Invalid Earnings Hours format.	Please make sure there are no alphabetical or special characters in the Earnings Hours field.
All Fields	Maximum field length exceeded.	The {{Field Name}} field must have {{Field Length}} or fewer characters.

Business Validation Errors and Warnings

Message Type (Error/ Warning)	Field Name	Message Text	Message Explanation
Error	Payroll End Date, NYSLRS ID	Member deceased for more than 12 months.	The member has been deceased for more than 12 months and cannot be reported for this payroll end date.
Error	Payroll End Date	No Payroll End Date reported.	You must include an entry for the Payroll End Date field if entries for the Days, Earnings, Contributions, Loans, Service Credit Purchase Payments, Regular/Adjustment Indicator or Number of Pay Cycles in Period fields are reported.
Error	Payroll End Date	Invalid Payroll End Date.	The entry for the Payroll End Date field must be the last day of a month.
Error	Payroll End Date	Invalid Payroll End Date.	This payroll end date is too early to submit. Please submit it at a later date.
Error	Transaction Date	No Transaction Date reported.	You must include an entry for the Transaction Date field if an entry for the Job Data field is reported.
Error	Transaction Date	Invalid Transaction Date.	The entry for the Transaction Date field cannot be a future date.
Error	Transaction Date	Invalid Transaction Date.	The entry for the Transaction Date field cannot come before the job's hire date.
Error	Transaction Date	Invalid Transaction Date.	The entry for the Transaction Date field cannot come before a mandatory member's membership date.
Error	Regular/Adjustment Indicator	No Regular/Adjustment Indicator reported.	You must include an entry for the Regular/Adjustment Indicator field if entries for the Days, Earnings, Contributions, Loans, Service Credit Purchase Payments or Number of Pay Cycles in Period fields are reported.
Error	Regular/Adjustment Indicator	An adjustment cannot be reported for a Payroll End Date that has not been previously reported.	You cannot submit an adjustment for a payroll end date that you have not previously reported. Please make sure the entries for the Payroll End Date and Regular/ Adjustment Indicator fields are correct.
Error	Days	Days Reported with no earnings.	If you include an entry for the Days field, you must also report associated earnings within the same report period.
Error	Days	Days Reported is a negative value.	The entry for the Days field cannot be a negative number.

Message Type (Error/Warning)	Field Name	Message Text	Message Explanation
Error	Days	The reported negative days' adjustment exceeds the previously reported days.	An adjustment to a previously reported number of days cannot result in a negative days total for a reporting period.
Error	Earnings	Reported Earnings is less than the sum of the reported Contributions, Loans Payment, and Service Credit Payments.	The entry for the Earnings field cannot be less than the sum of the reported contributions, loan payments and service credit payments. Please make sure these reported amounts are correct.
Error	Earnings Code	No Earnings Code reported.	The Earnings Code field cannot be blank, if you include entries for the Earnings Hours or Earnings Amount fields.
Error	Earnings Amount	No Earnings Amount reported.	You must include an entry for the Earnings Amount field for {{Earnings Code}}.
Error	Earnings Hours	No Earnings Hours reported.	You must include an entry for the Earnings Hours field for {{Earnings Code}}.
Error	Earnings	The reported earnings cannot be processed as a regular transaction.	You can only report earnings coded as REG, OVT, PEP and MPE as a regular transaction once per payroll end date. Please report these earnings as an adjustment.
Error	Earnings	The reported negative earnings adjustment exceeds the previously reported earnings.	An adjustment to the previously reported earnings for {{Earnings Code}} cannot result in a negative earnings total.
Error	Earnings	Earnings Reported is a negative value.	The entry for the Earnings Reported field cannot be a negative number.
Error	Loan Payment	Loan Payment amount is a negative value.	The entry for the Loan Payment field cannot be a negative number.
Error	Pre Tax Contributions	Pre Tax Contributions amount is a negative value.	The entry for the Pre-Tax Contributions field cannot be a negative number.
Error	Post Tax Contributions	Post Tax Contributions amount is a negative value.	The entry for the Post-Tax Contributions field cannot be a negative number.
Error	Pre Tax Service Credit Purchase Payment	Pre Tax Service Credit Purchase Payment amount is a negative value.	The entry for the Pre-Tax Service Credit Payment field cannot be a negative number.
Error	Post Tax Service Credit Purchase Payment	Post Tax Service Credit Purchase Payment amount is a negative value.	The entry for the Post-Tax Service Credit Payment field cannot be a negative number.

Message Type (Error/ Warning)	Field Name	Message Text	Message Explanation
Error	Number of Pay Cycles in Period	Number of Pay Cycles in Period is invalid for the current Pay Frequency established for this job.	If the entry for the Pay Frequency field is "Weekly," the entry for the Number of Pay Cycles in Period field must be 4 or 5. If it is "Semimonthly," the entry for the Number of Pay Cycles in Period field must be 2. If it is "Biweekly," the entry for the Number of Pay Cycles in Period field must be 2 or 3. If it is "Monthly," "Quarterly," "Semiannually," or "Annually," the entry for the Number of Pay Cycles in Period field must be 1.
Error	Biographical Data	No biographical data reported for a new employee.	When reporting a new employee, biographical data is required to complete the hire process. Please include entries for the Social Security Number, Name, Address, Sex and Date of Birth fields.
Error	HR Transaction Type	Invalid HR Transaction Type for the employee.	You cannot report a "Return From Leave" if you have not reported the leave start date yet.
Error	HR Transaction Type	Invalid HR Transaction Type for the employee.	For new employees, the entry for the HR Transaction Type field must be "Hire."
Error	HR Transaction Type	Invalid HR Transaction Type for the employee.	You cannot enter "Hire" in the HR Transaction Type field for employees who have an existing employment instance.
Error	HR Transaction Type	Invalid HR Transaction Type for the employee.	You cannot enter "Rehire" in the HR Transaction Type field for employees who have an employment instance that is currently active. Please report a termination date before reporting this rehire.
Error	HR Transaction Type	Invalid HR Transaction Type for the employee.	You cannot enter "Termination" in the HR Transaction Type field for an employment instance that is already terminated.
Error	HR Transaction Type	Invalid HR Transaction Type for the employee.	You cannot enter "Leave of Absence," "Leave of Absence (Medical)" or "Military Leave" in the HR Transaction Type field for an inactive employment instance.
Error	HR Transaction Type	Required fields missing for HR Transaction Type.	This transaction requires entries for the Job Code, Pay Frequency, Standard Work Day, Annualized Rate of Pay, Regular/Temporary, Full-Time/Part-Time, Employee Class, Annual Compensation Rate and Retirement Indicator fields. Please include entries for all required fields.

Message Type (Error/Warning)	Field Name	Message Text	Message Explanation
Error	Retired in Retirement System	Retired in Retirement System is required.	You must add an entry for the Retired in Retirement System field if the entry for the Retirement Indicator field is "Yes." Please add an entry for the Retired in Retirement System field.
Error	Standard Work Day	Invalid Standard Work Day.	The standard work day must be between 6 and 8 hours. Please update the entry for the Standard Work Day field to a number between 6 and 8.
Error	Job Code	Invalid Job Code Change.	Each job is associated with a retirement system, and you cannot change this once you have established the job. If this employee has changed systems as a result of changing jobs, please process this as a "Hire" transaction.
Error	Job Code	Invalid Job Code.	The reported job code is not one of the standard job codes provided by NYSLRS. Please update the entry for the Job Code field.
Error	Employment Instance, NYSLRS ID	Ineligible Employment Instance.	We cannot accept the reported days, earnings, contributions, loans and service credit purchase payments because this is not an eligible time period.
Error	Annual Compensation Rate	Annual Compensation Rate higher than Annualized Rate of Pay.	The entry for the Annual Compensation Rate field cannot be higher than that for the Annualized Rate of Pay field. Please correct either the Annual Compensation Rate or Annualized Rate of Pay entry.
Error	Address	Address exceeds maximum field size.	The entries for Address fields 1, 2 and 3 cannot have more than 35 characters each.
Error	City	City exceeds maximum field size.	The entry for the City field cannot have more than 19 characters.
Error	ZIP Code	ZIP Code exceeds maximum field size.	The entry for the ZIP Code field cannot have more than 9 characters.
Error	Transaction Date, NYSLRS ID, and Employment Instance	Multiple job transactions reported for the same job and Transaction Date.	You cannot report multiple job transactions for the same job and transaction date in a single file. Please make sure you have not reported duplicate information.
Error	Payroll End Date, NYSLRS ID, Employment Instance	Multiple transactions reported for same person and Payroll End Date.	You cannot report multiple transactions for the same job and payroll end date in a single file. Please make sure you have not reported duplicate information.

Message Type (Error/ Warning)	Field Name	Message Text	Message Explanation
Error	Payroll End Date, Earnings Code, Empl Instance	Multiple earnings transactions reported for the same job, Payroll End Date, and Earnings Code.	You cannot report multiple earnings transactions for the same job, payroll end date and earnings code in a single file. Please make sure you have not reported duplicate information.
Warning	Earnings	Earnings reported with no Days.	You cannot report earnings with no associated days from the same report period. Please make sure you have reported the days and earnings correctly.
Warning	Days	The reported days exceeds the maximum allowable amount.	You can only report up to {{Maximum Days}} days for this member in this reporting period.
Warning	Loan Payment	Loan Payment has been previously reported for the Payroll End Date.	You cannot adjust loan payments for a prior reporting period. You can only report them for the current period.
Warning	Pre-Tax Service Credit Purchase Payment	Pre-Tax Service Credit Purchase Payment has been previously reported for the Payroll End Date.	You cannot adjust pre-tax service credit payments for a prior reporting period. You can only report them for the current period.
Warning	Post-Tax Service Credit Purchase Payment	Post-Tax Service Credit Purchase Payment has been previously reported for the Payroll End Date.	You cannot adjust post-tax service credit payments for a prior reporting period. You can only report them for the current period.
Warning	Pre-Tax Contributions	Pre-Tax Contributions have been previously reported for the Payroll End Date.	You cannot adjust pre-tax contributions for a prior reporting period. You can only report them for the current period.
Warning	Post-Tax Contributions	Post-Tax Contributions have been previously reported for the Payroll End Date.	You cannot adjust post-tax contributions for a prior reporting period. You can only report them for the current period.
Warning	NYSLRS ID	Member has a pension status of terminated.	The member has terminated their membership.
Warning	NYSLRS ID, Employment Instance, Payroll End Date	The reported Employment Instance is not active for this member as of the reported Payroll End Date.	The employment instance reported for this member is inactive as of the reported payroll end date.

Message Type (Error/Warning)	Field Name	Message Text	Message Explanation
Warning	Contributions	Contributions cannot be accepted for a member that has not elected to participate in a plan as of the Payroll End Date.	The employee has not elected to participate in a plan as of the payroll end date, so we will not accept the reported contributions or include them in the total amount due for this report.
Warning	Pre-Tax Contributions	Reported Pre-Tax Contributions are less than the required amount.	The reported pre-tax contribution amount is less than the amount that is due. Next month, make sure to use the correct contribution rate of {{Percent}}%.
Warning	Pre-Tax Contributions	Reported Pre-Tax Contributions are more than the required amount.	The reported pre-tax contributions are more than the amount that is due, so we will not accept the excess contributions or include them in the total amount due for this report.
Warning	Post-Tax Contributions	Member is not eligible for Annuity Savings.	The member is not eligible the make voluntary annuity savings contributions, so we cannot accept the reported post-tax contributions.
Warning	Pre-Tax Service Credit Purchase Payment	Pre-Tax Service Credit Purchase Payment is less than what is due.	The reported pre-tax service credit payment is less than the amount that is due.
Warning	Post-Tax Service Credit Purchase Payment	Post-Tax Service Credit Purchase Payment is less than what is due.	The reported post-tax service credit payment is less than the amount that is due.
Warning	Pre-Tax Service Credit Purchase Payment	No record of this Pre-Tax Service Credit Purchase Payment exists in the system.	We have no record of a corresponding pre-tax service credit balance due, so we will not accept the reported payment or include it in the total amount due for this report.
Warning	Post-Tax Service Credit Purchase Payment	No record of this Post-Tax Service Credit Purchase Payment exists in the system.	We have no record of a corresponding post-tax service credit balance due, so we will not accept the reported payment or include it in the total amount due for this report.
Warning	Pre-Tax Service Credit Purchase Payment	Reported Pre-Tax Service Credit Purchase Payment is more than the outstanding balance.	The reported pre-tax service credit payment is more than the outstanding balance.
Warning	Post-Tax Service Credit Purchase Payment	Reported Post-Tax Service Credit Purchase Payment is more than the outstanding balance.	The reported post-tax service credit payment is more than the outstanding balance.
Warning	Contributions	Contributions received for a retiree.	If member is retired, we will not accept the reported contributions or include them in the total amount due for this report.

Message Type (Error/ Warning)	Field Name	Message Text	Message Explanation
Warning	Loan Payment	Loan Payment received for a retiree.	The member is retired, so we will not accept the reported loan payment or include it in the total amount due for this report.
Warning	Service Credit Purchase Payment	Service Credit Purchase Payment received for a retiree.	The member is retired, so we will not accept the reported service credit purchase payment or include it in the total amount due for this report.
Warning	Loan Payment	Loan Payment received for an Optional employee.	The employee has not elected to participate in a plan as of the payroll end date, so we will not accept the reported loan payment or include it in the total amount due for this report.
Warning	Service Credit Purchase Payment	Service Credit Purchase Payment received for an Optional employee.	The employee has not elected to participate in a plan as of the report date, so we will not accept the reported service credit purchase payment or include it in the total amount due for this report.
Warning	Loan Payment	Loan Payment received for a terminated member.	If member is terminated, we cannot accept the reported loan payment.
Warning	Service Credit Purchase Payment	Service Credit Purchase Payment received for a terminated member.	If member is terminated, we cannot accept the reported service credit purchase payment.
Warning	Loan Payment	Loan Account is Closed.	You are reporting a payment for a loan account which is currently closed.

If you have any questions about *Retirement Online* or the enhanced reporting format, please call the Retirement Online Help Desk at 844-619-9614 during normal business hours, or send an inquiry using the Help Desk form at **www.osc.state.ny.us/retire/contact_us/help_desk/index.php**.