

Retirement Online

Enhanced Reporting File Format Supplement

HR TRANSACTION TYPES

Changes to an employee's job status can impact service crediting and benefit calculations as well as required loan payment deductions. In the enhanced file format, NYSLRS will monitor leaves of absence, returns from leave and other changes in job status through *HR transactions*. Employers will be able to include this information in **Transaction 2 — Job Data**. This will allow for greater accuracy and will require fewer follow-ups from NYSLRS. Please note, NYSLRS defines that Leaves of Absences (paid or otherwise) do not include time being charged against accruals (sick, personal, vacation, etc.), and should only be reported to NYSLRS for leaves in excess of more than one day.

Complete Example:

40042

21NEWINEWI0011|Jan|12/13/2016|HIRI03600E|A|120000.00|8|160000.00|IRIF|12PIY|INSTRS

HR Transaction	Code	Definition
Hire	HIR	Used when there is: <ul style="list-style-type: none"> • A new employee • A new job instance • A retiree that has returned to work
Termination	TER	Used when terminating employment
Data Change	DTA	Used when any of the employee's job attributes change for an existing job. If the employee has a new job, it should be reported as a Hire.
Leave of Absence	LOA	Used for any type of non-paid leave, except Military Leave
Leave of Absence — Medical	MED	Used for any paid type of leave, except Military Leave
Military Leave	MIL	Used for any leave of absence for military duties
Return from Leave	RFL	Used for return from any leave, including Military Leave
Rehire	REH	Used for any rehired employee

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/retirement/employers/help-desk-form.