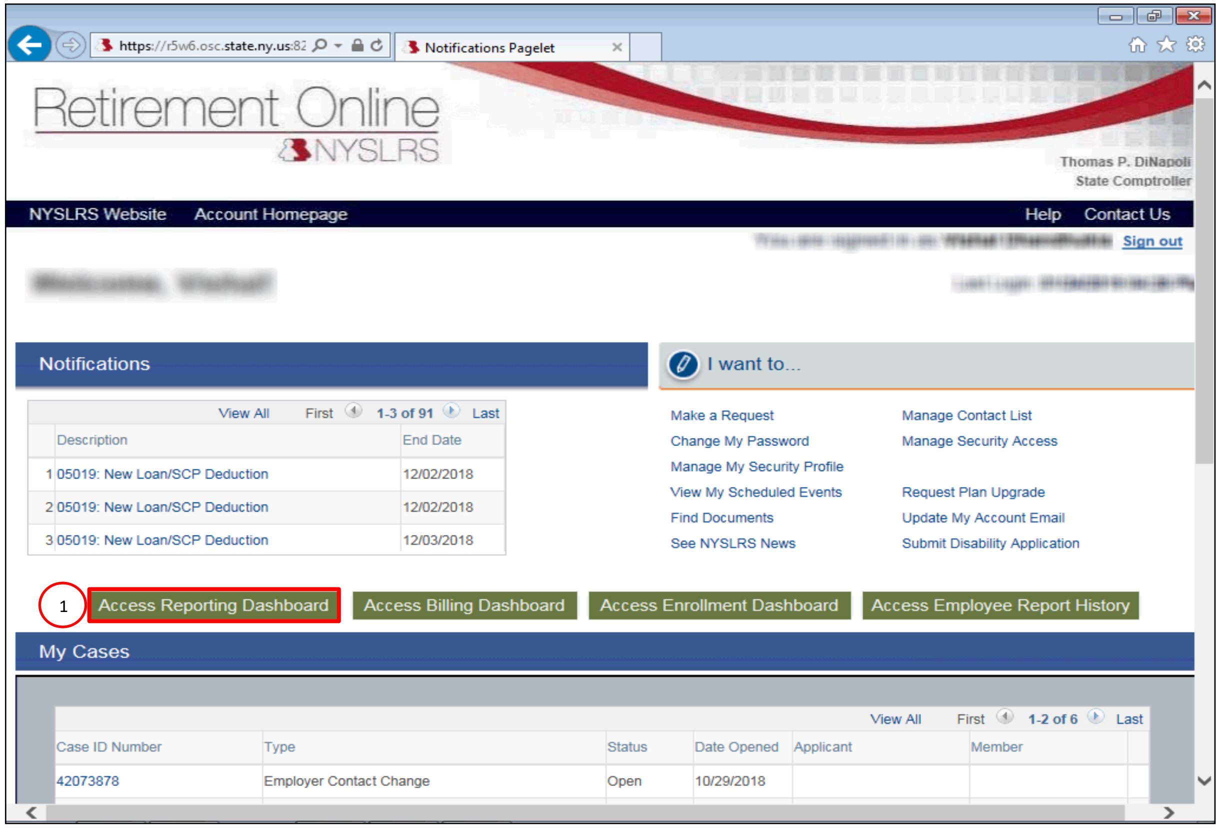
Correct Business Validation Errors and Warnings

This job aid shows you (as an Employer Reporting Submitter) how to correct business validation errors and warnings you may encounter while using the enhanced reporting format in *Retirement Online*.

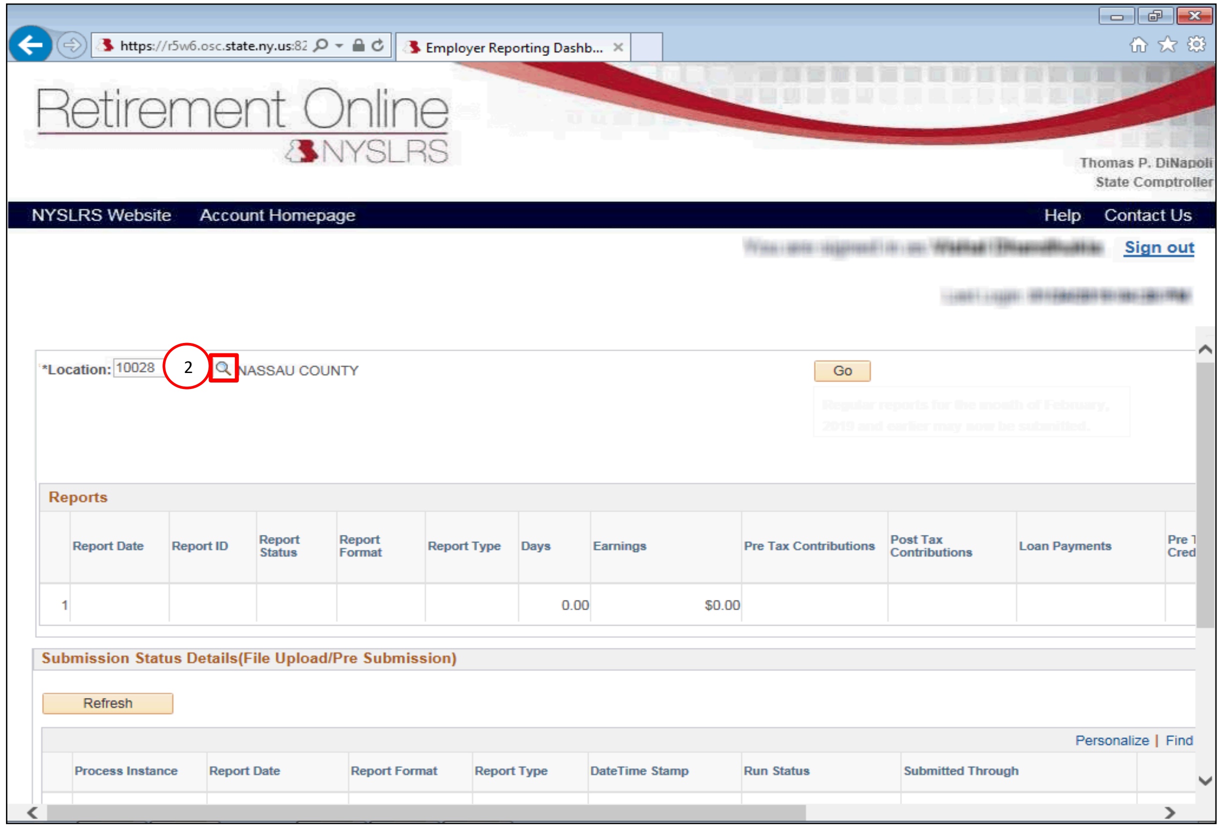
Business validation errors and warnings should be addressed before you submit and post each report.

Step	Action
1.	From the *Retirement Online Account Homepage*, click the **Access Reporting Dashboard** button. Access Reporting Dashboard



<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>2.</td><td>The Employer Reporting Dashboard page will appear.

If you only have access to one location code, it will appear automatically. Click the Go button and skip to step 5.

If you report for multiple locations, one of your locations will display by default. To select a different location, click the Look Up icon next to the Location field.
</td><td>
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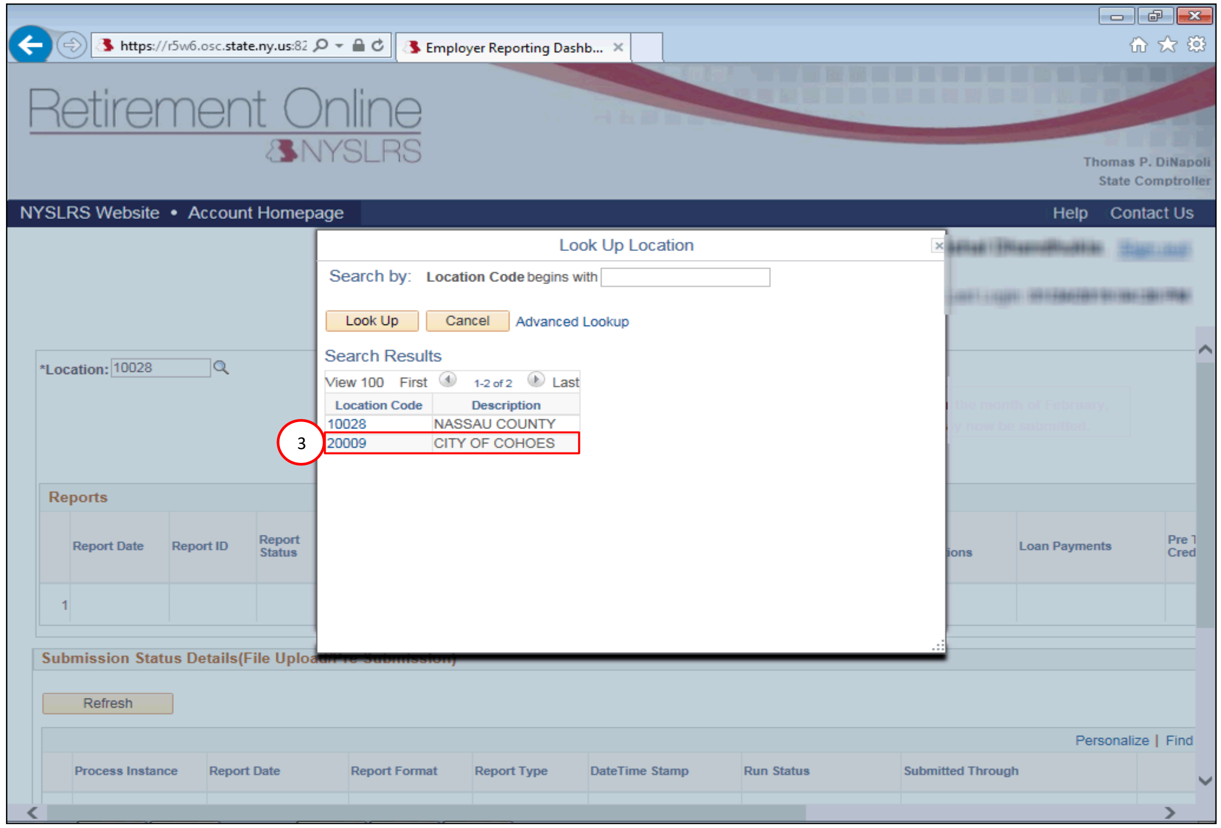
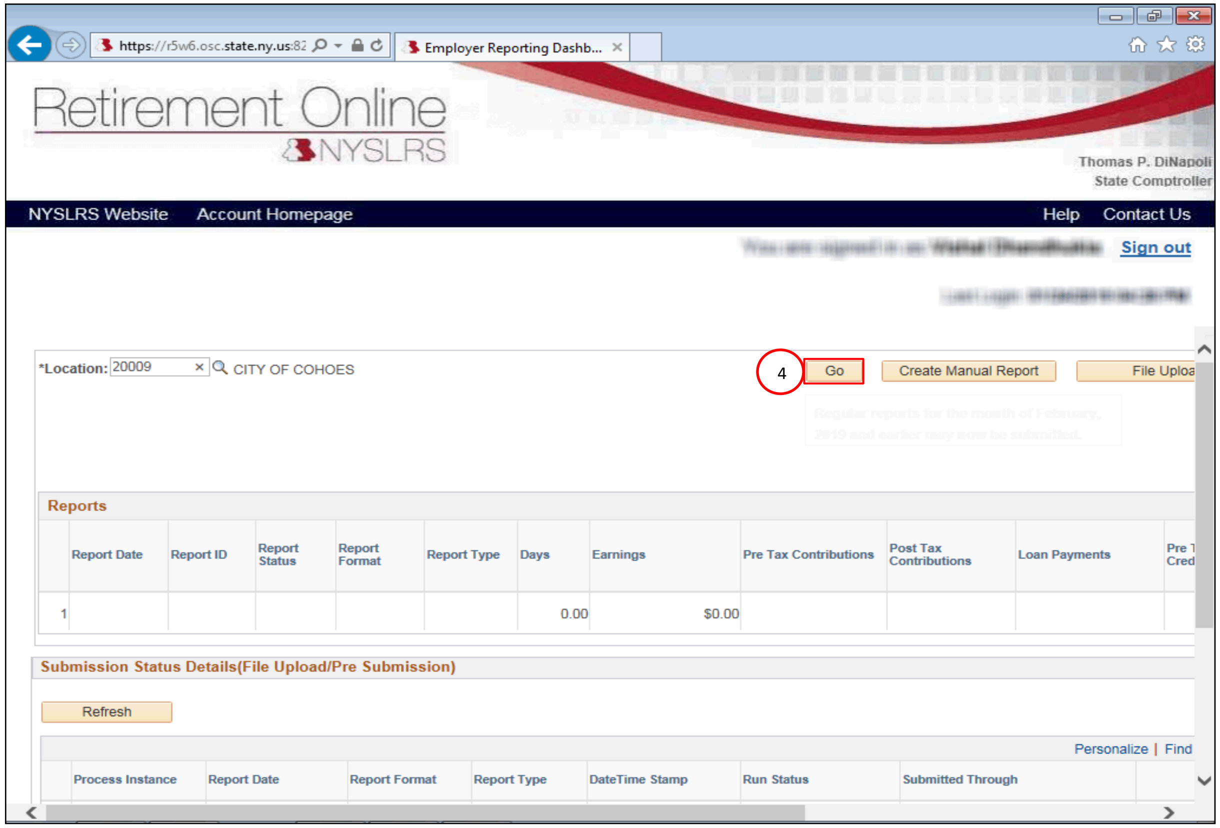
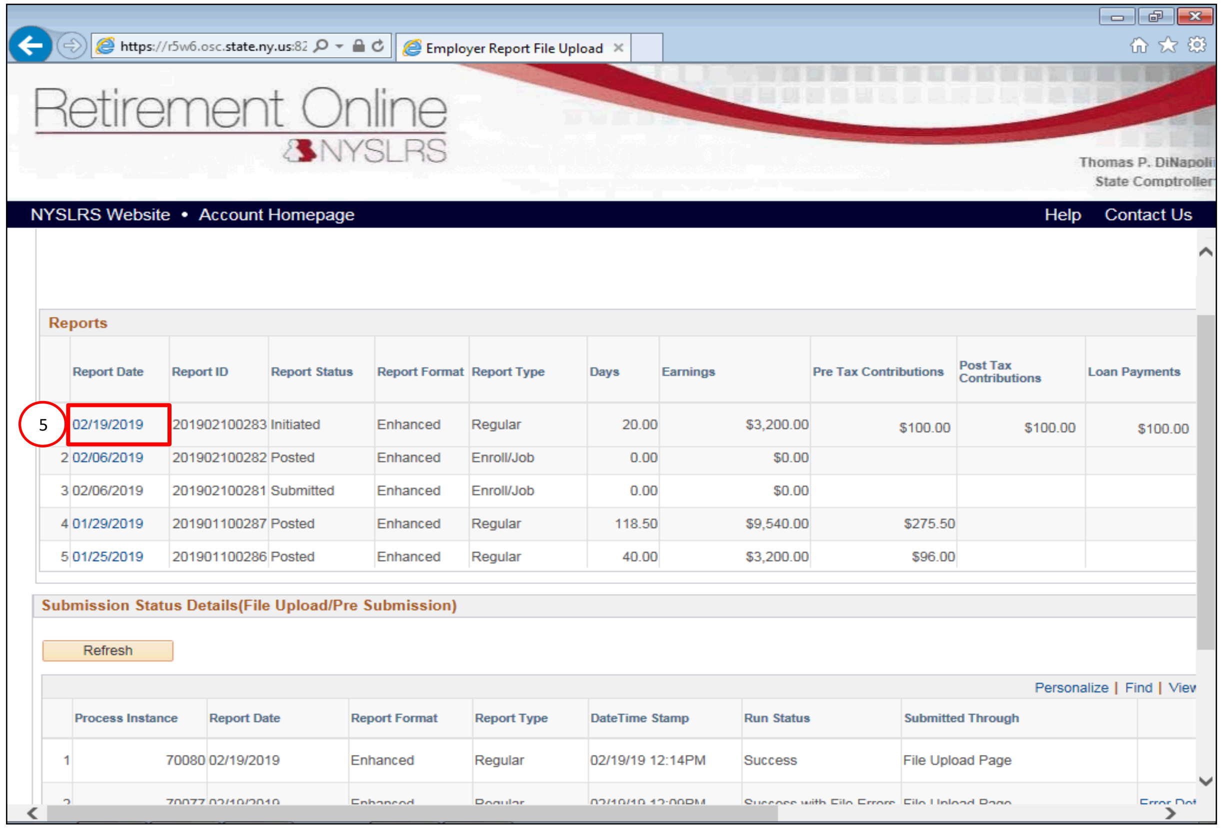
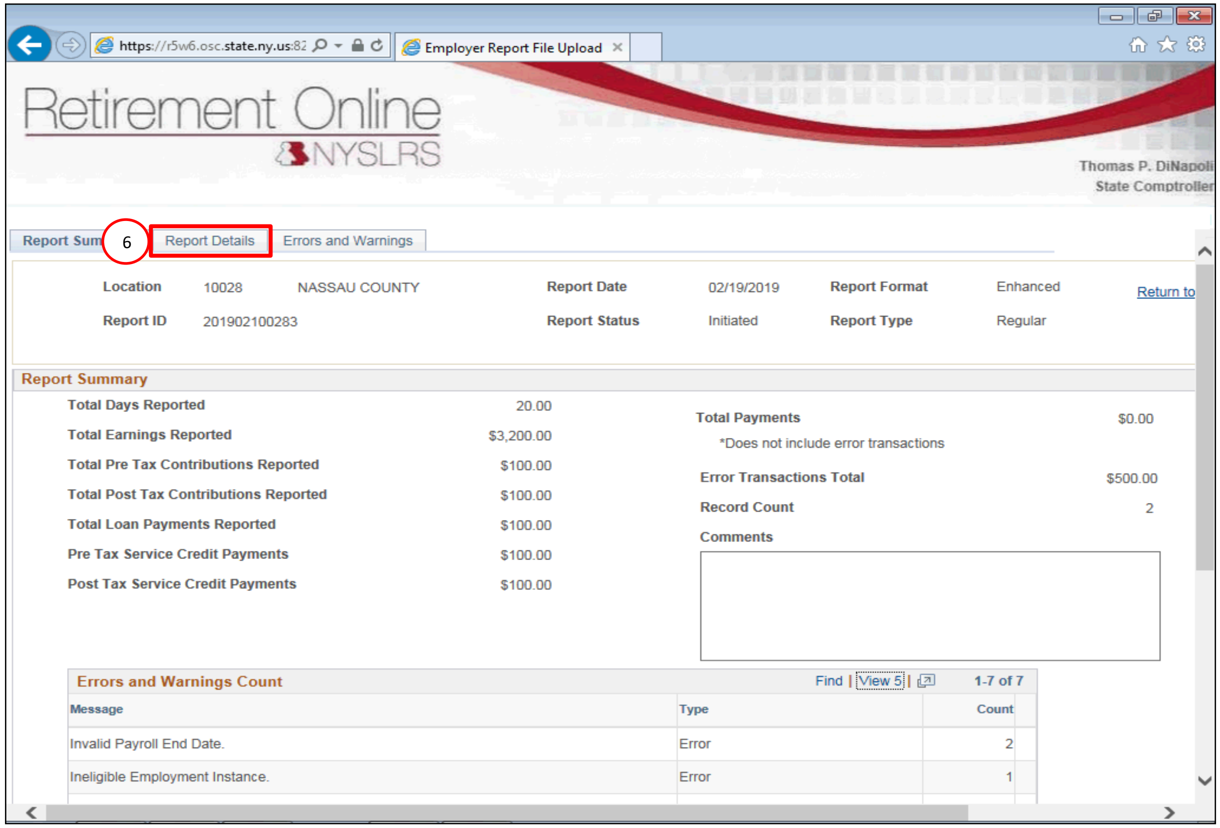
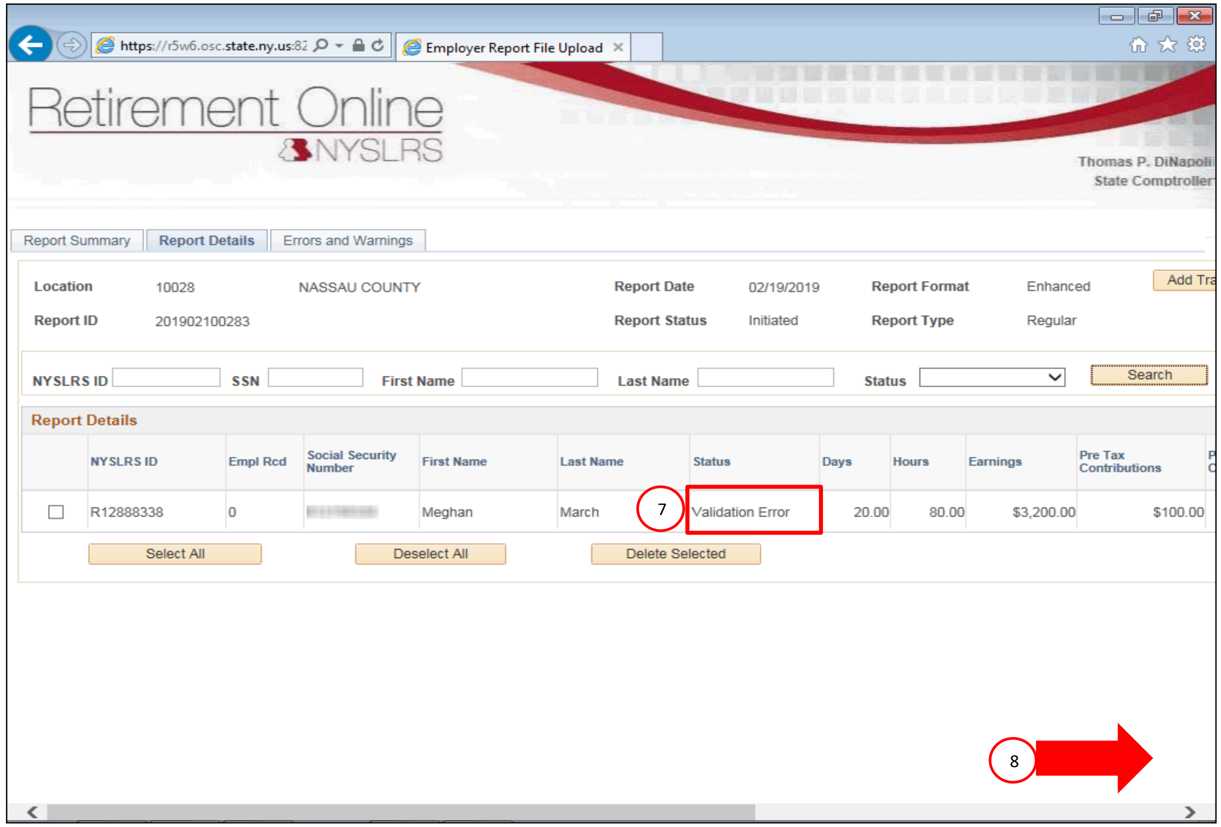
Step	Action	
3.	The ‘Look Up Location’ pop up will appear. Click the **Location Code** link for the location you want to report. 20009	

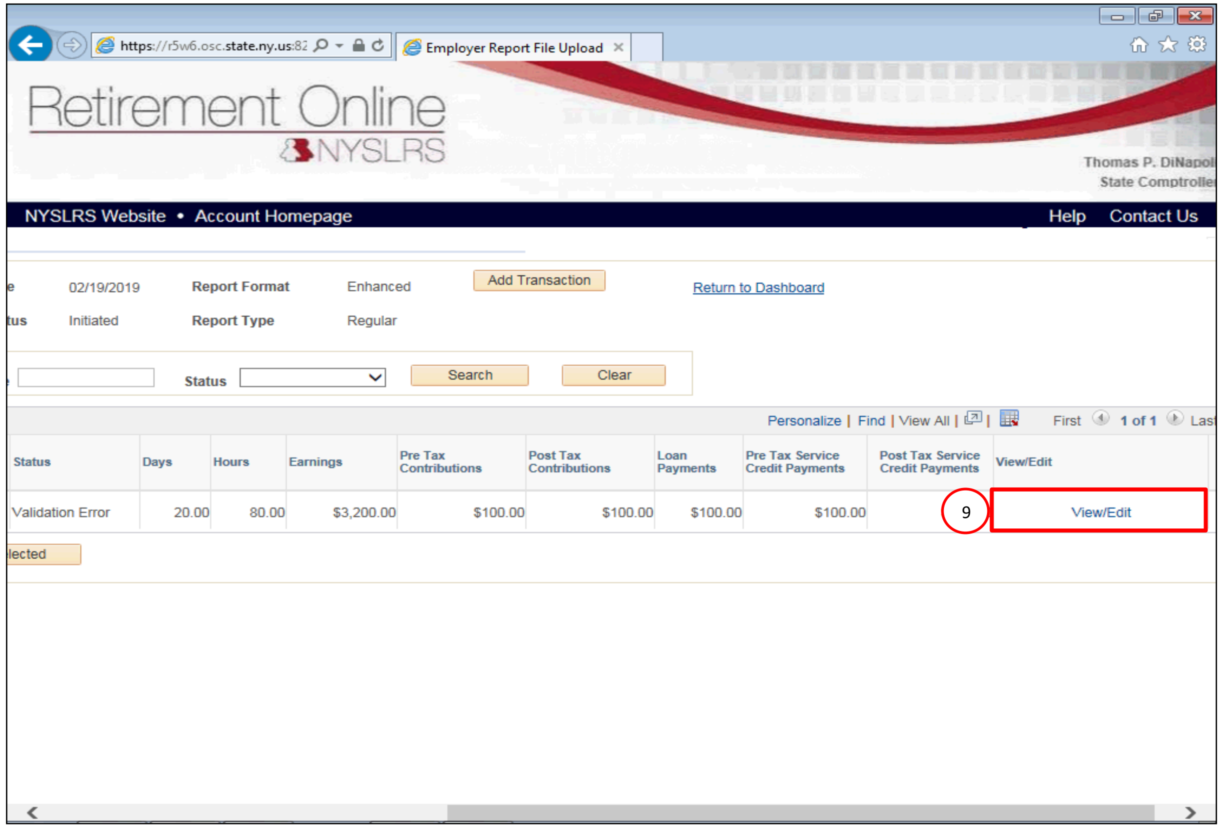
Step	Action	
4.	Click the **Go** button. Go	

Step	Action
5.	A list of previous reports for this location will appear. Click the **Report Date** link for the report you want to submit. 02/19/2019 **Note:** The report will say 'Initiated' in the **Report Status** column. Initiated reports are reports that have been created, but not yet submitted.

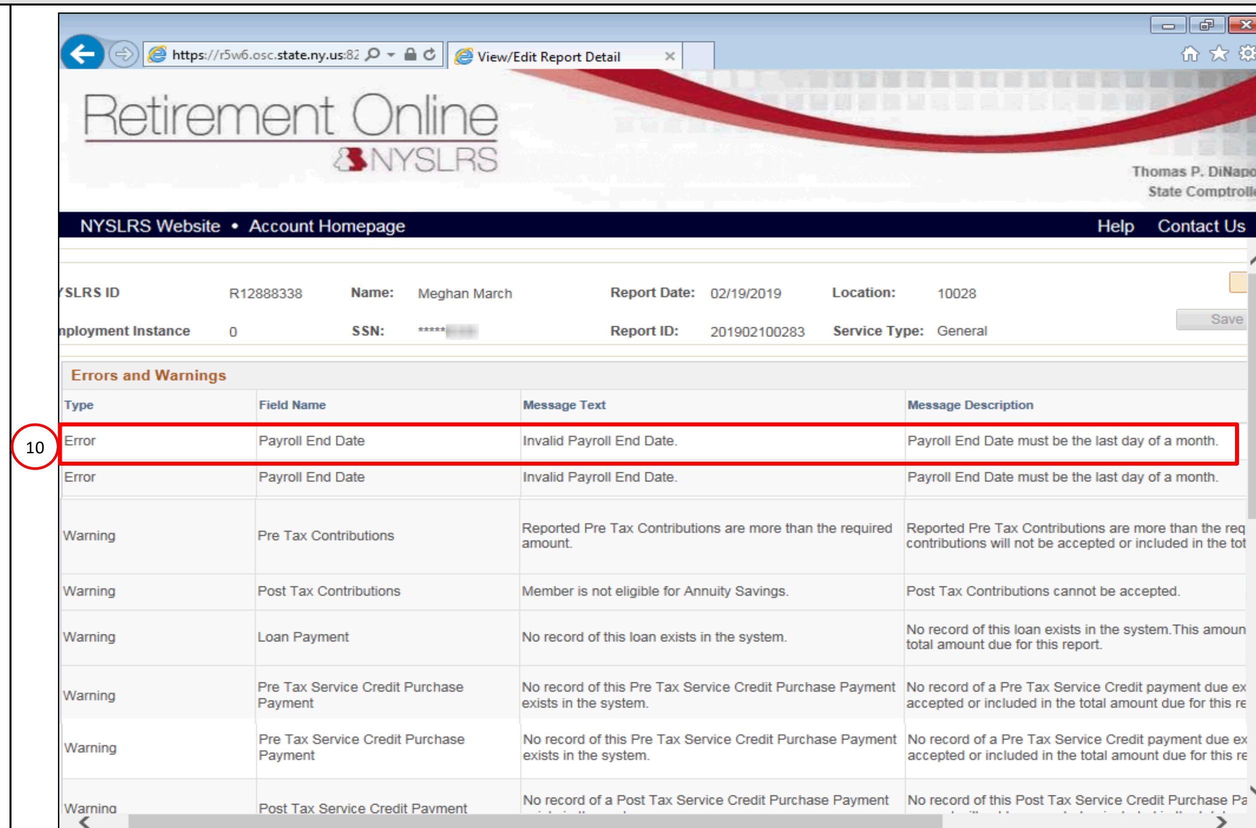


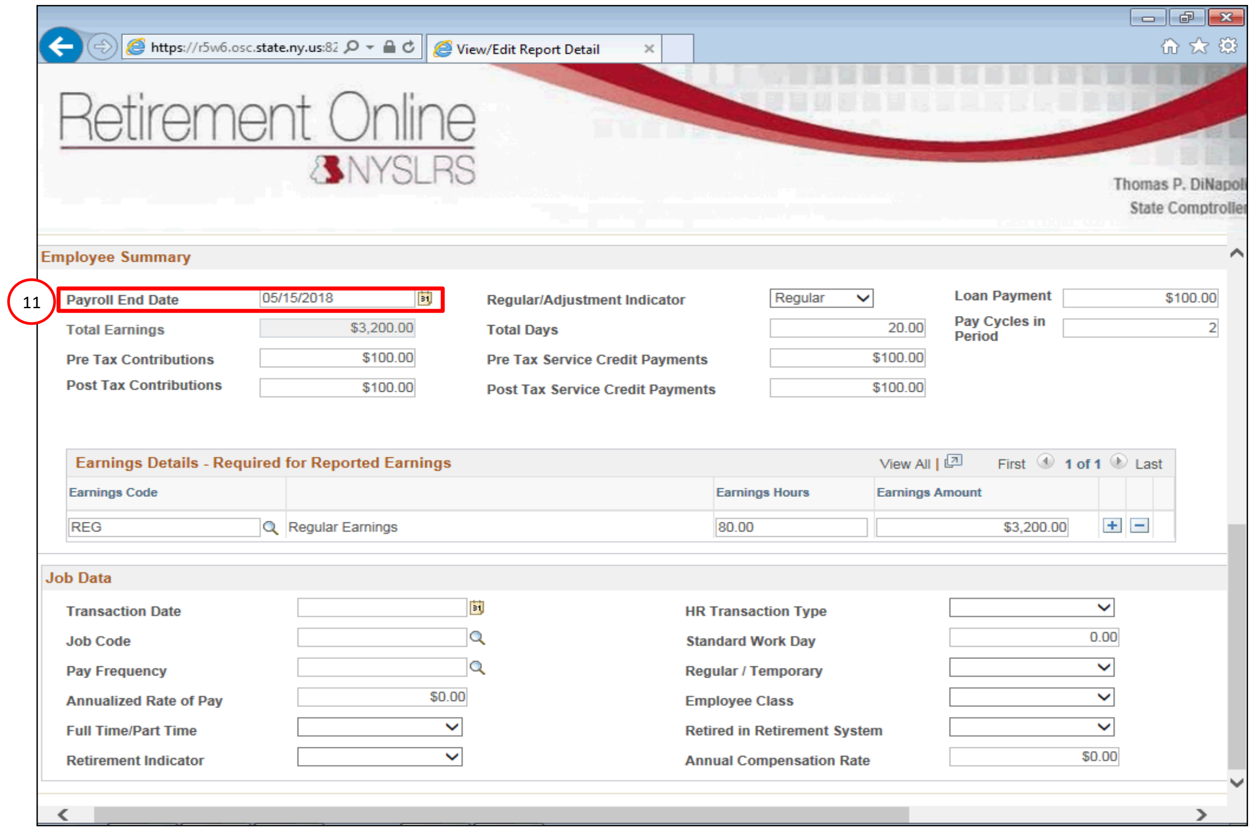
Step	Action	
6.	The *Report Summary* page will appear. Here is where you will see if there are any validation errors. They will be listed under the **Errors and Warnings Count.** Click the **Report Details** tab. Report Details	

Step	Action	
7.	The *Report Details* page will appear. Look in the **Status** field to see which employees have a validation error or warning. **Note**: Possible statuses include 'Validated,' 'Validation Warning' and 'Validation Error.' You can submit a report with validation warnings, but not with validation errors.	
8.	To correct an error or warning, **scroll to the right** until you see the **View/Edit** link.	

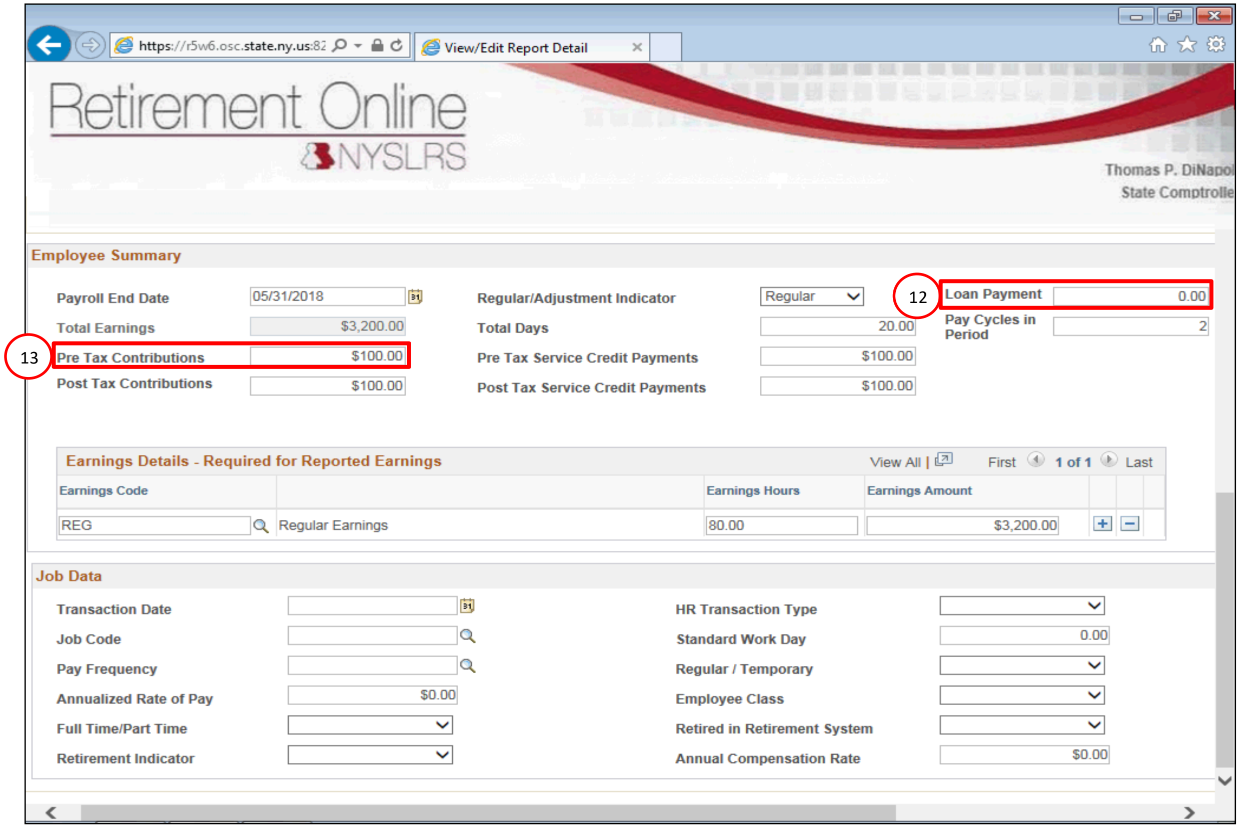
Step	Action	
9.	Click the **View/Edit** link to review and/or correct the errors and warnings. View/Edit	

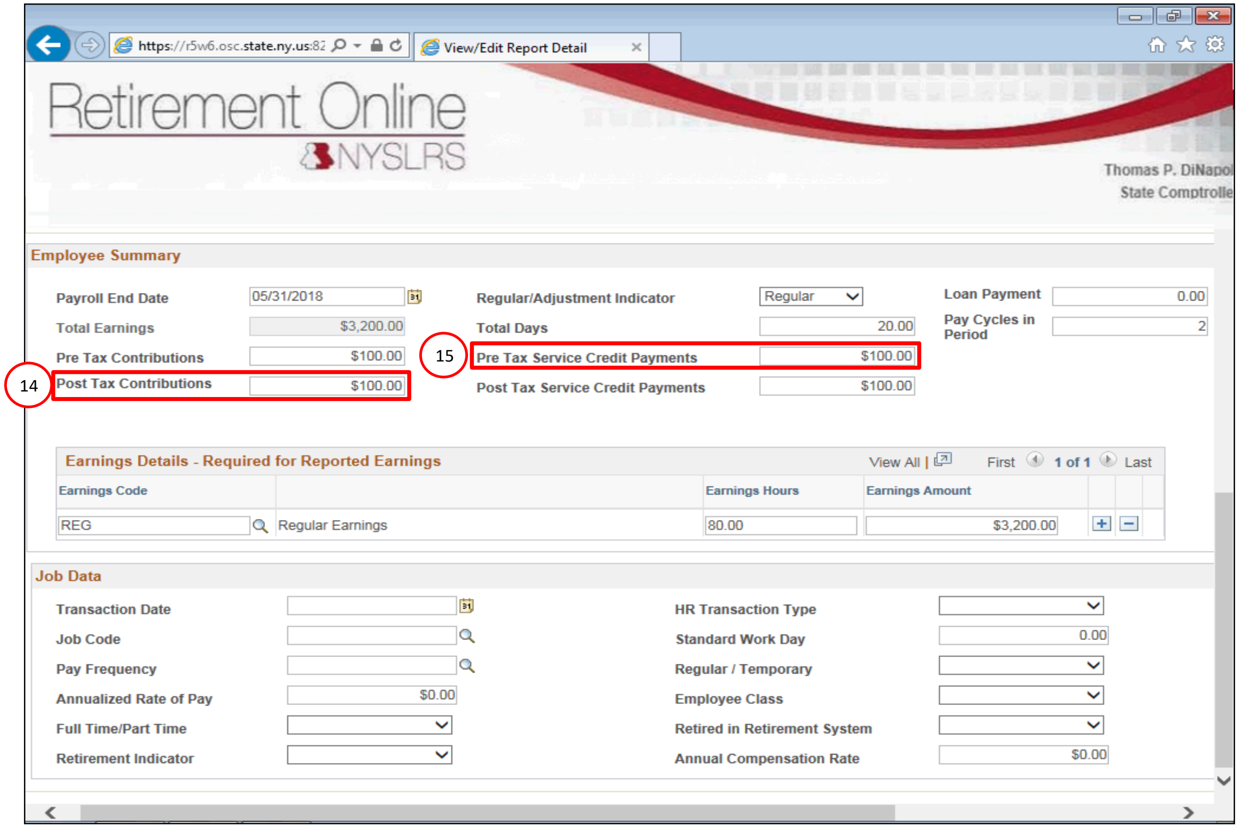
Step	Action
10	The **View/Edit** page will appear. Here, you will find the errors and warnings associated with the employee's record.

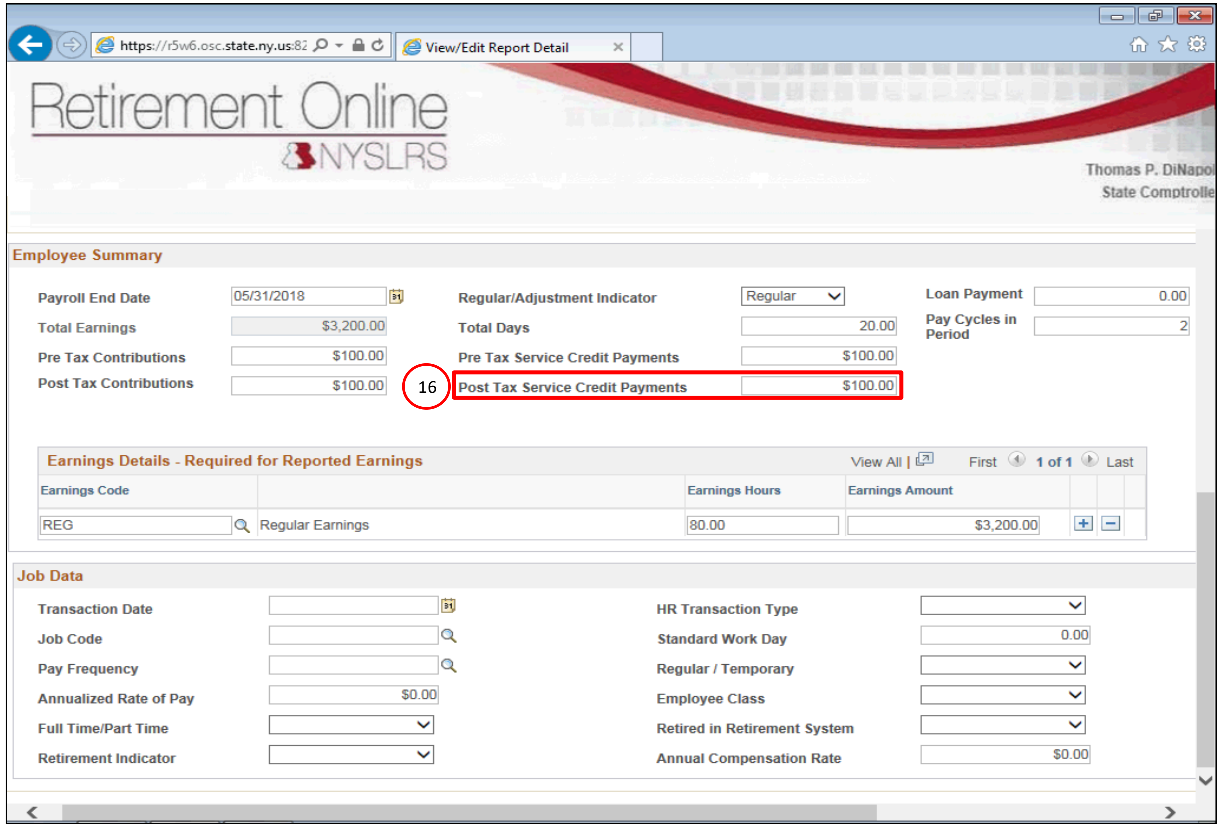


Step	Action	
11	**Scroll down** to the 'Employee Summary' section. Look for the fields you need to edit. In this example, the employer entered 5/15/2018 as the payroll end date, but the payroll end date must always be the end of month. Click in the **Payroll End Date** field to correct the date. 05/15/2018	

Step	Action
12	In this example, the employer had entered a loan payment and pre-tax contributions for the employee. However, the employer verified that there were no loan payments or pre-tax contributions deducted from the employee's paycheck. Click in the **Loan Payment field**, and enter the loan payment amount. $100.00
13	Click in the **Pre Tax Contributions** field and enter the pre-tax contribution amount. $100.00



Step	Action	
14	In this example, the employer had entered post-tax contributions, pre-tax service credit payments and post-tax service credit payments. However, the employer verified that no contributions or service credit payments were deducted from the employee's paycheck. Click in the **Post Tax Contributions** field, and enter the post-tax contribution amount. $100.00	
15	Click in the **Pre Tax Service Credit Payments** field, and enter the pre-tax service credit payment amount. $100.00	

Step	Action	
16	Click in the **Post Tax Service Credit Payments** field, and enter the post-tax service credit payment amount. $100.00	

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>17</td><td>

Retirement Online must validate and process the information you have entered.

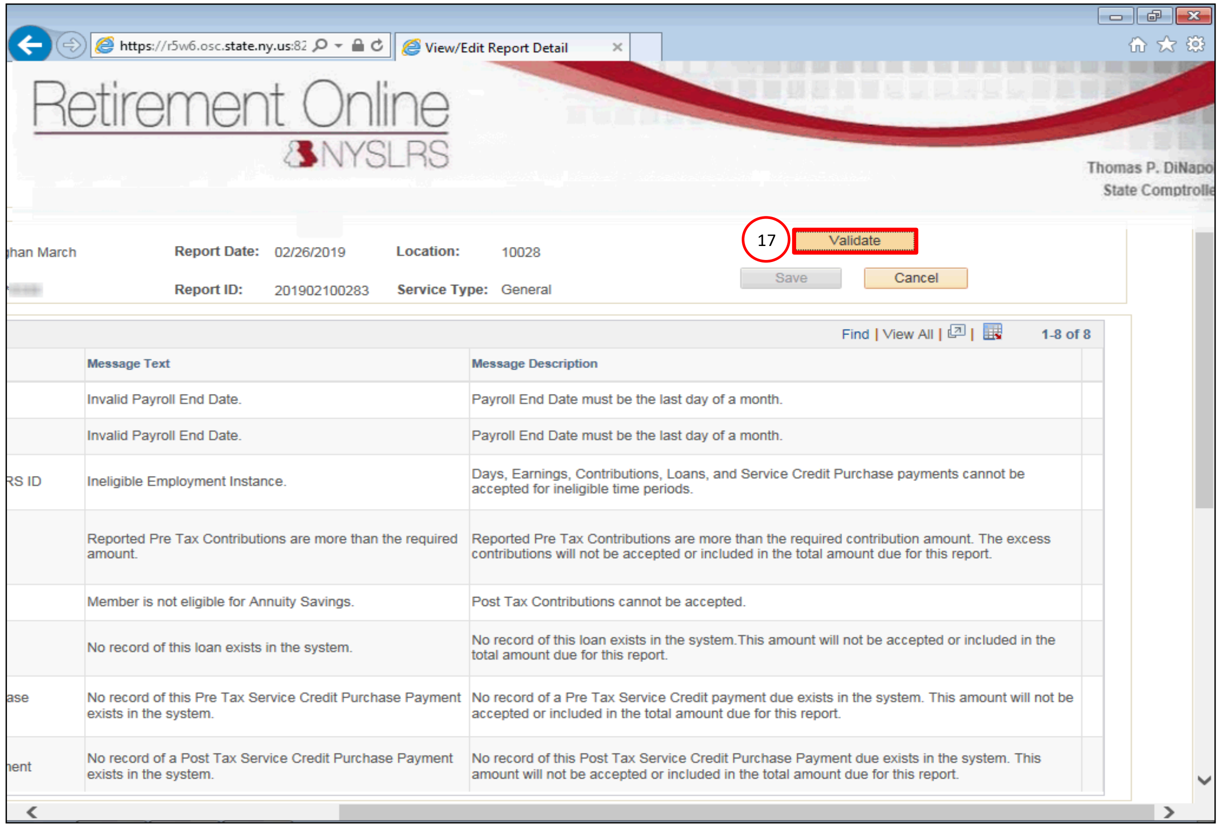
Click the **Validate** button.

Validate

You must click the **Validate** button before you can click the **Save** button.

If you wish to return to the *Employer Reporting Dashboard* page without validating your data or saving any changes, click the **Cancel** button.

</td><td>



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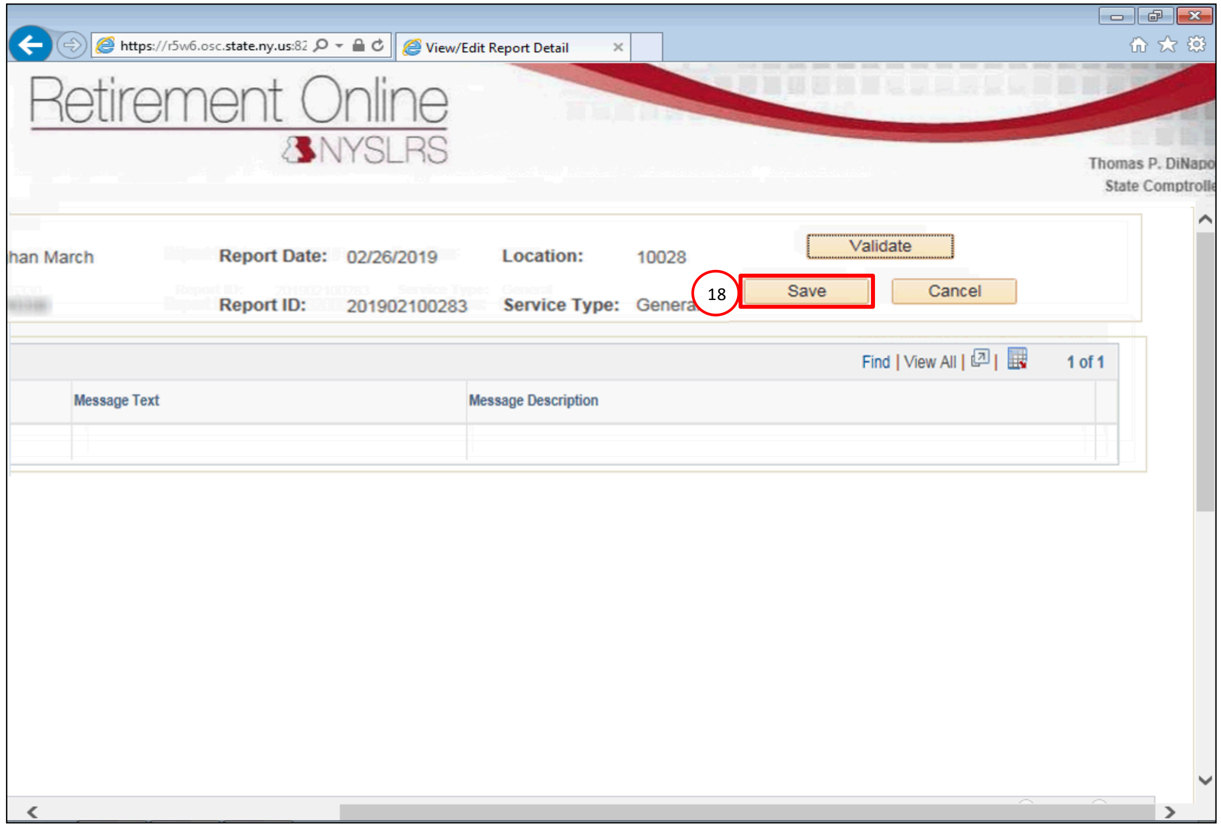
Step	Action	
18	Check the 'Errors and Warnings' section to see if any Errors or Warnings remain. If so, repeat steps 9 -16. Once no Errors remain, click the **Save** button to save the validated data.  	

Step	Action
19	The *Report Details* page will appear. The report's status is now listed as 'Validated.' The report is ready to submit to NYSLRS. **Note:** You can submit a report with the 'Validated' or 'Validation Warning' status. However, you should review reports with the 'Validation Warning' status for possible action. You may now proceed with the final step of the enhanced reporting process, Submitting and Posting the report. Click the Report **Summary** tab to begin the process. For assistance submitting and posting the report, refer to the job aid, "Submit and Post a Monthly Report." You have successfully corrected business validation errors and warnings for an enhanced report.