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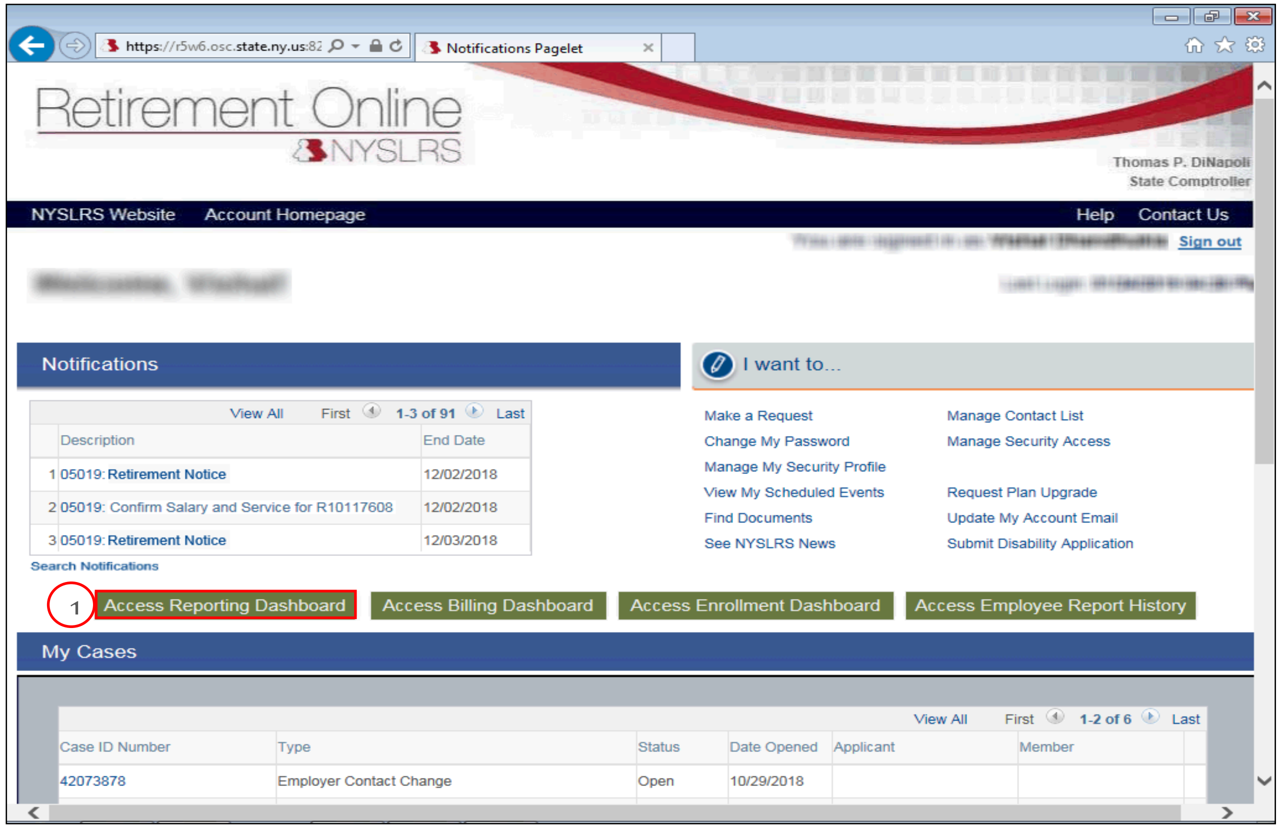
NYSLRS
New York State & Local Retirement System

Submit and Post an Enrollment File for New Hires and View New Hire Information

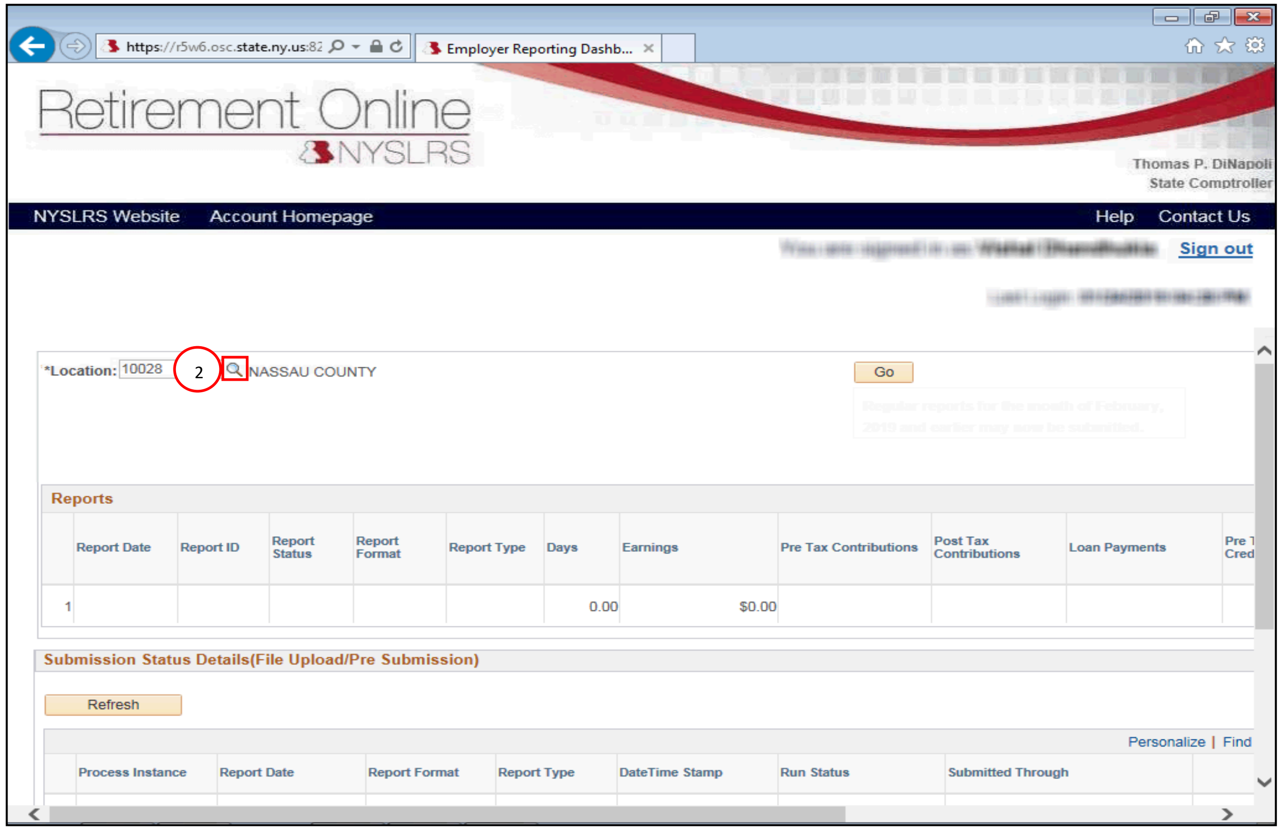
This job aid shows you (as an Employer Reporting Submitter) how to submit and post an enrollment report for new hires using the enhanced reporting format in *Retirement Online*.

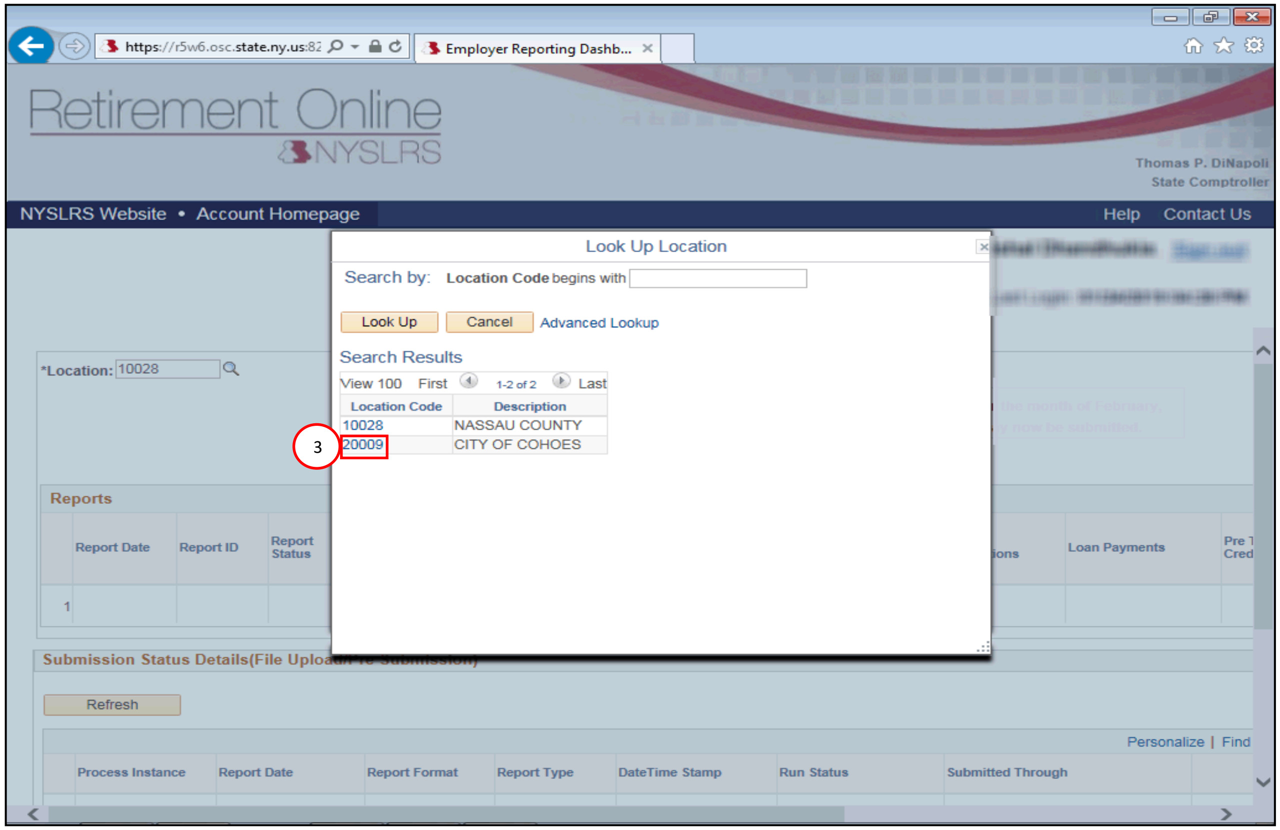
This job aid also shows you how to view information for your new employees and download that information for your records.

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

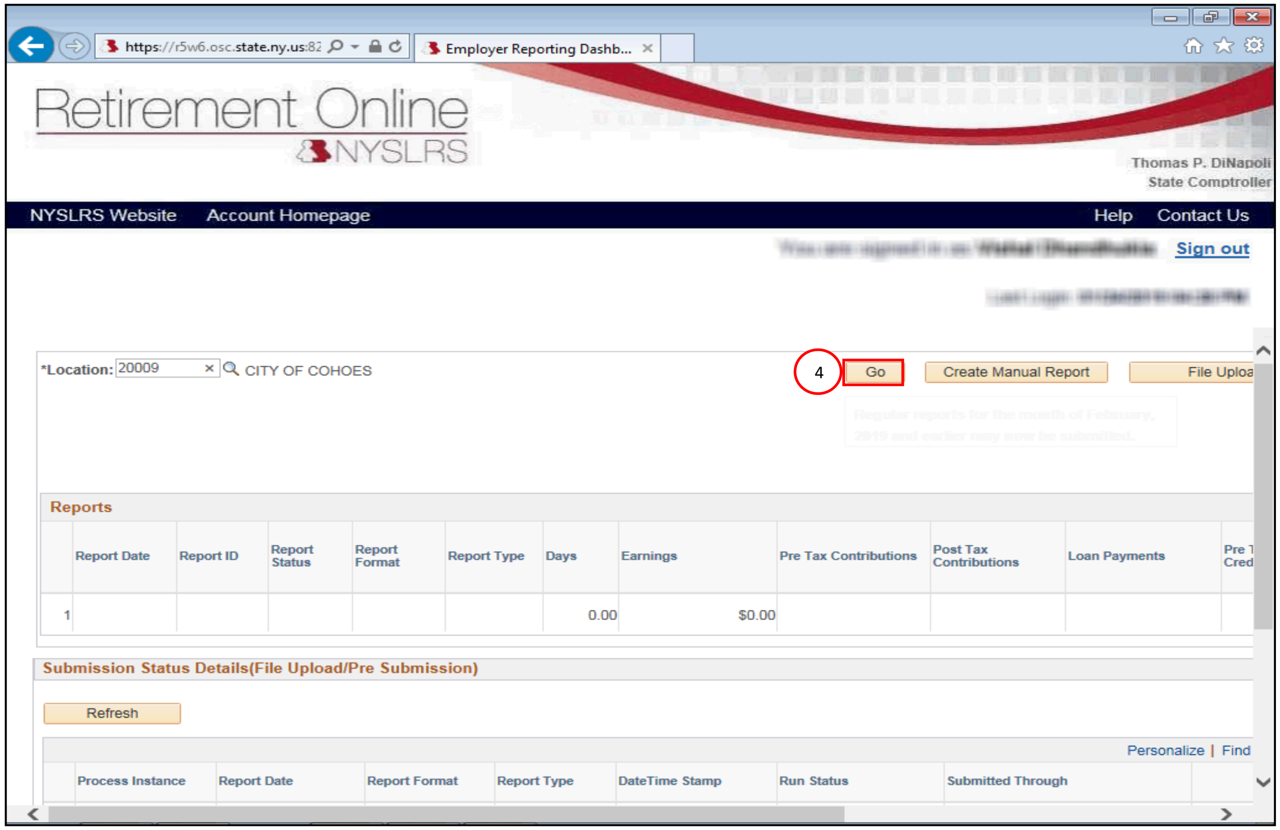


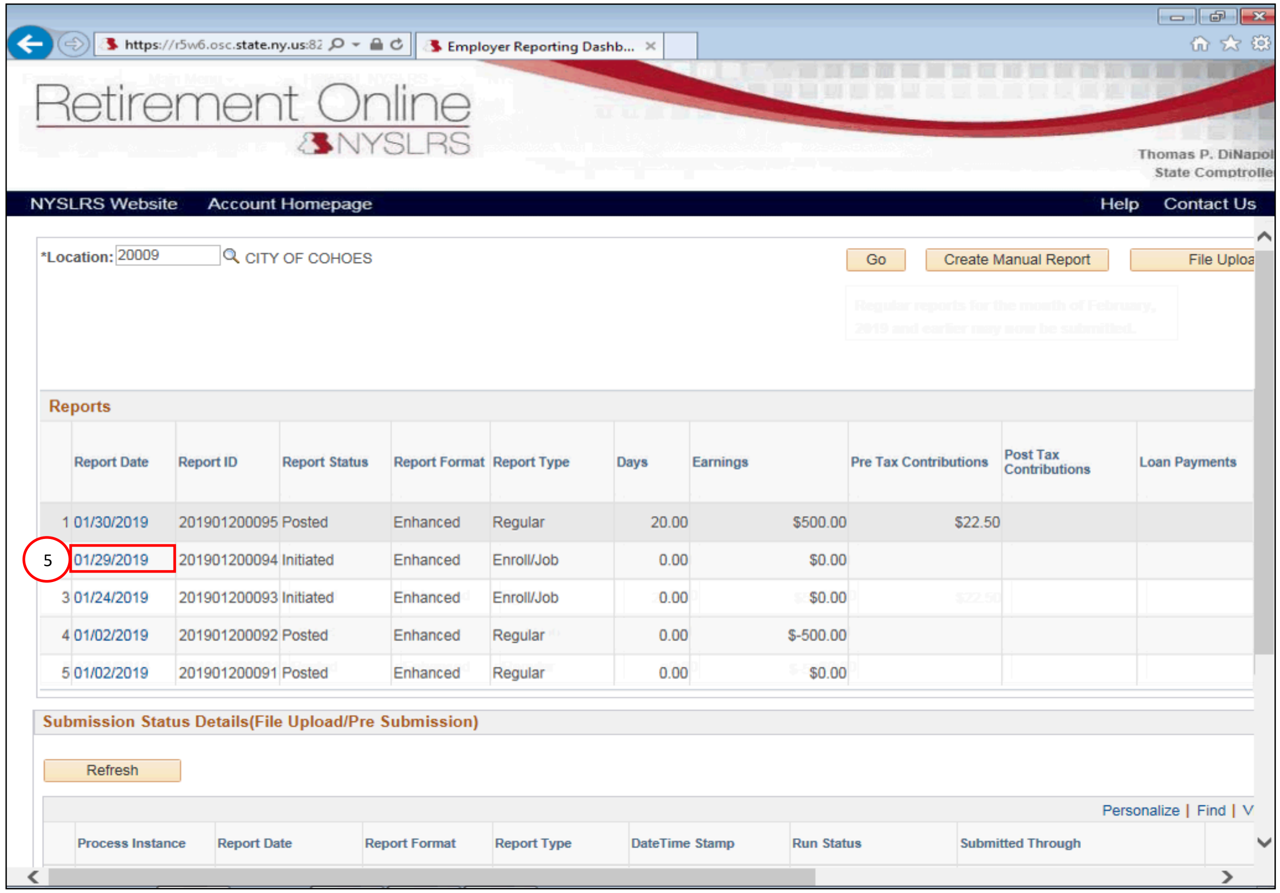
Step	Action
2.	The *Employer Reporting Dashboard* page will appear. If you only have access to only one location code, it will appear automatically. Click the **Go** button and skip to step 5. If you report for multiple locations, one of your locations will display by default. To select a different location, click the **Look Up** icon next to the **Location** field. 



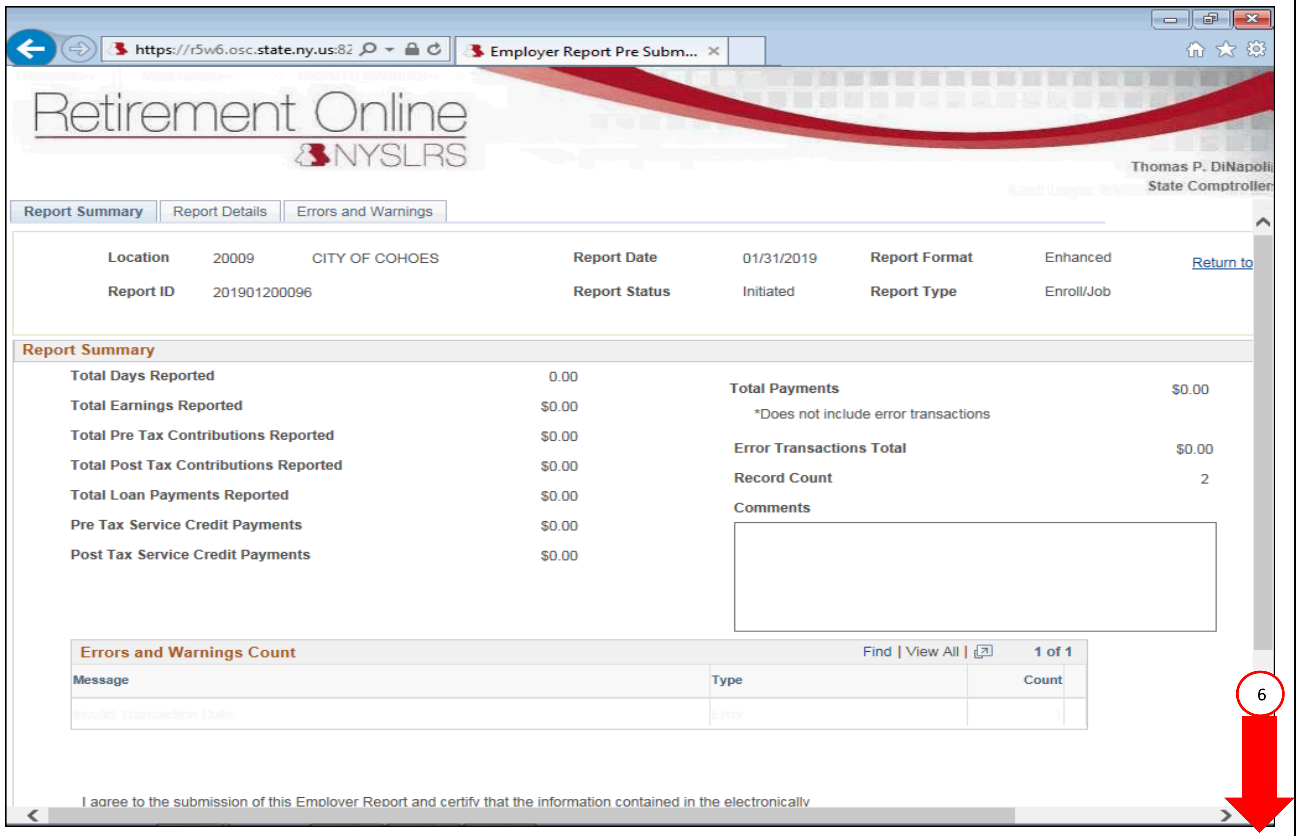
Step	Action	
3.	The ‘Look Up’ Location pop-up will appear. Click the **Location Code** link for the location you want to report.	

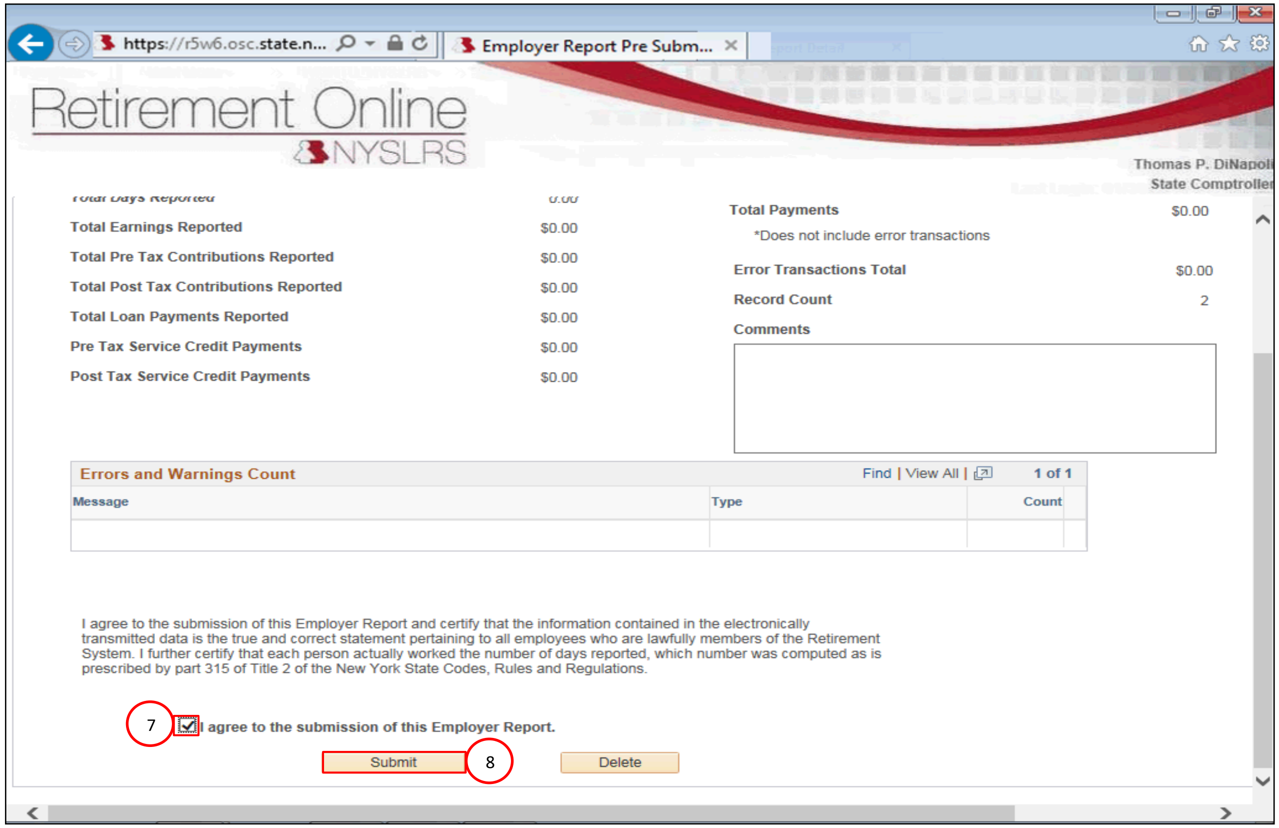
Step	Action
4.	Click the **Go** button. Go

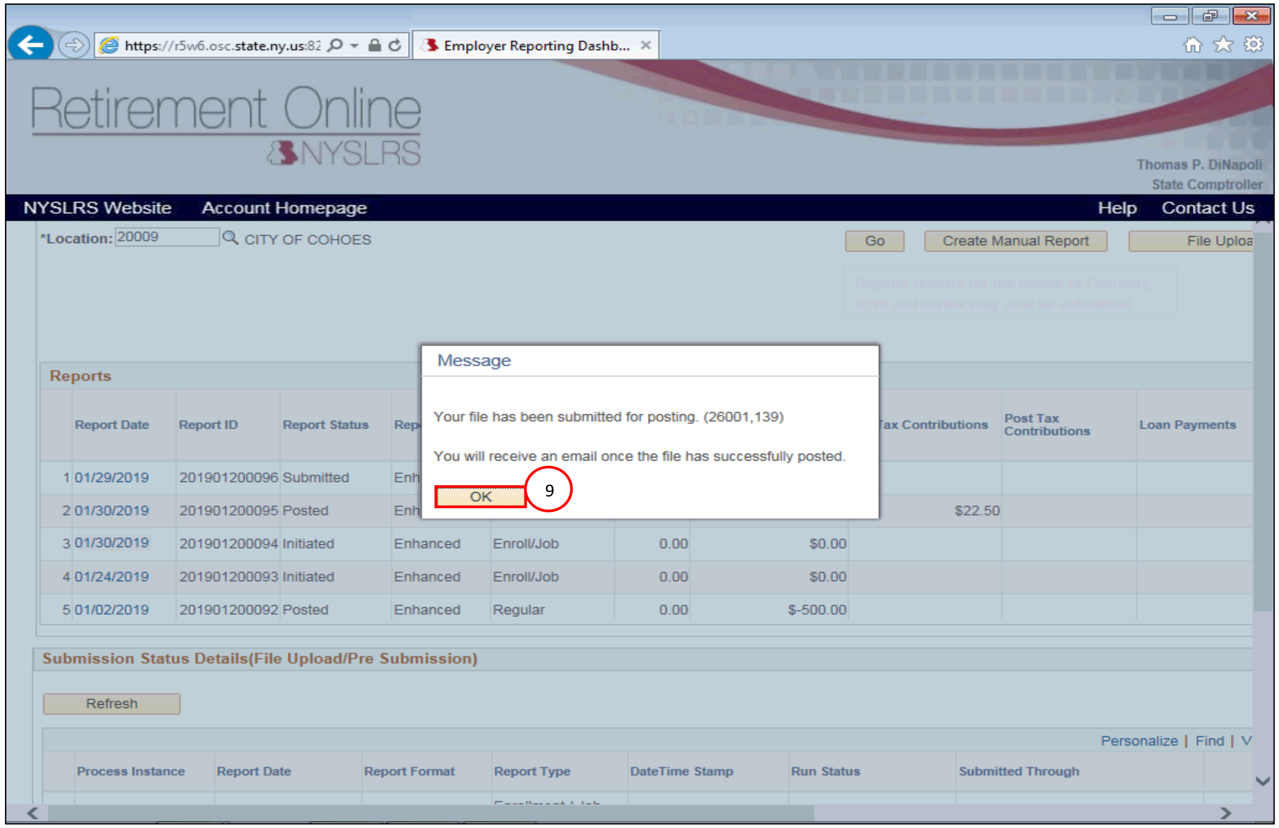


Step	Action	
5.	A list of previously uploaded reports for this location will appear. In the ‘Reports’ section, click the **Report Date** link for the report you'd like to submit and post. 01/29/2019 **Note:** Only reports that say 'Initiated' in the **Reports Status** column can be submitted. Initiated reports are reports that have been created, but not yet submitted.	

Step	Action
6.	The *Report Summary* page will appear. It shows report totals and a count of any errors and warnings. Any warnings should be addressed before submitting. Errors **must** be corrected before submitting. Read the *“Correct Control Errors and Correct Report Errors job* aids for assistance. **Scroll down** to the submission agreement.



Step	Action	
7.	Review the submission agreement, check the box next to '**I agree to the submission of This Employer Report.**' ☐ **Note:** You must check the "I agree" box before you can click the **Submit** button.	
8.	Click the **Submit** button. Submit	

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>9.</td><td>A ‘Message’ pop-up will appear to let you know that your file has been submitted for posting. Click the OK button.
OK</td><td>
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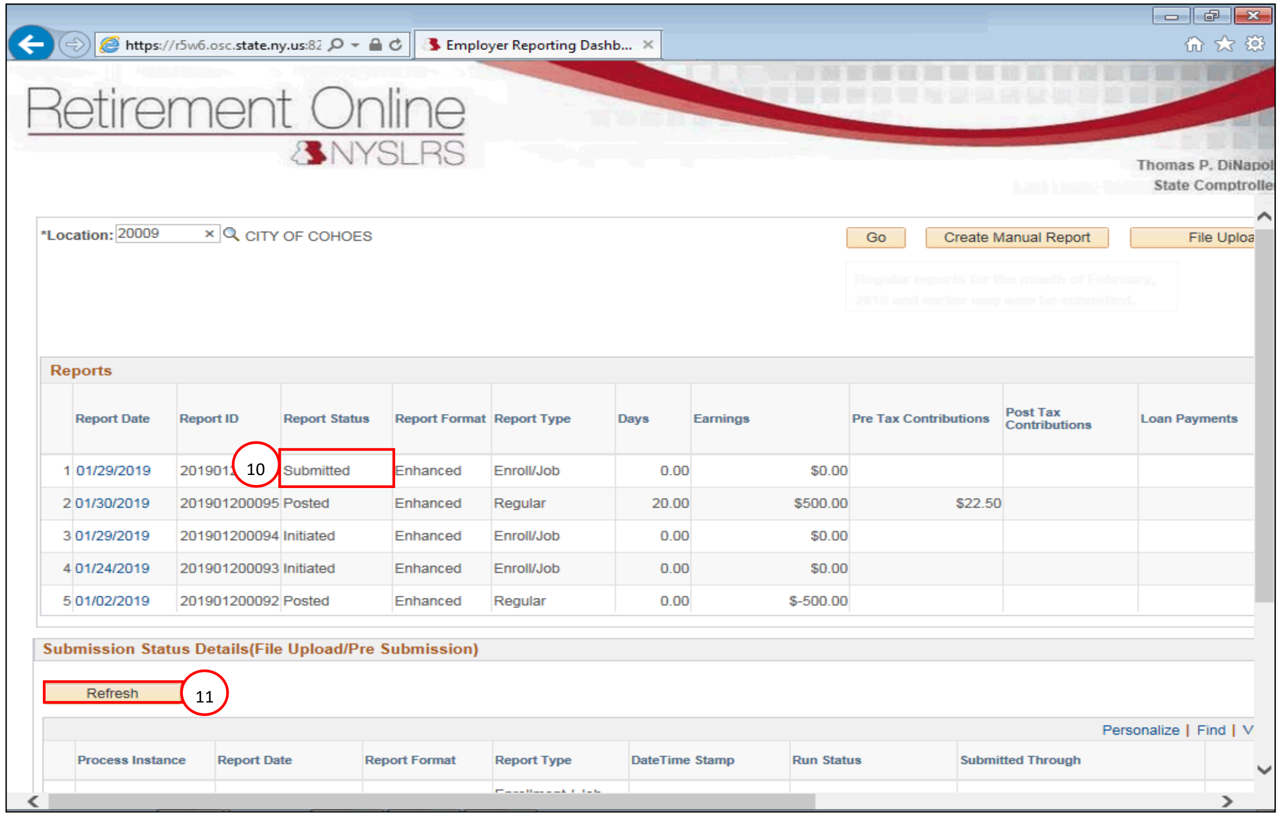
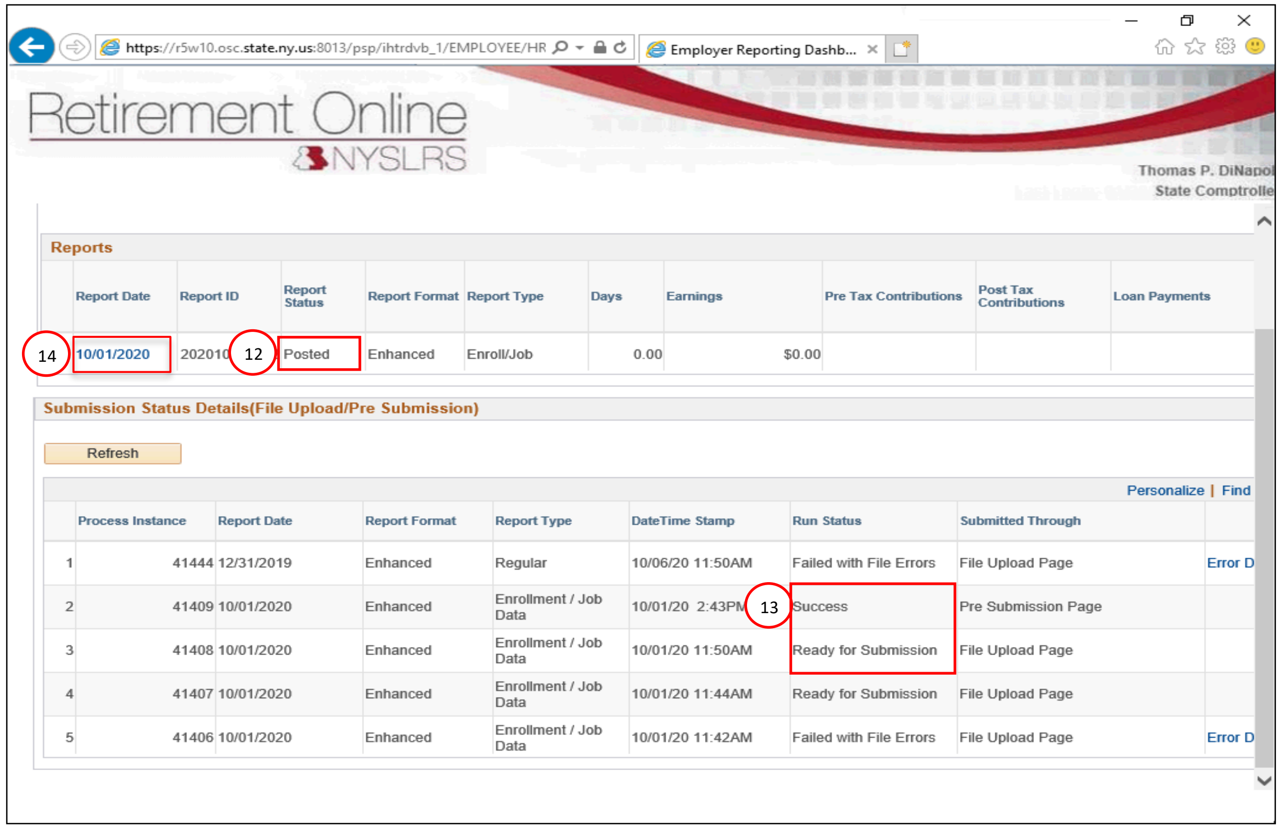
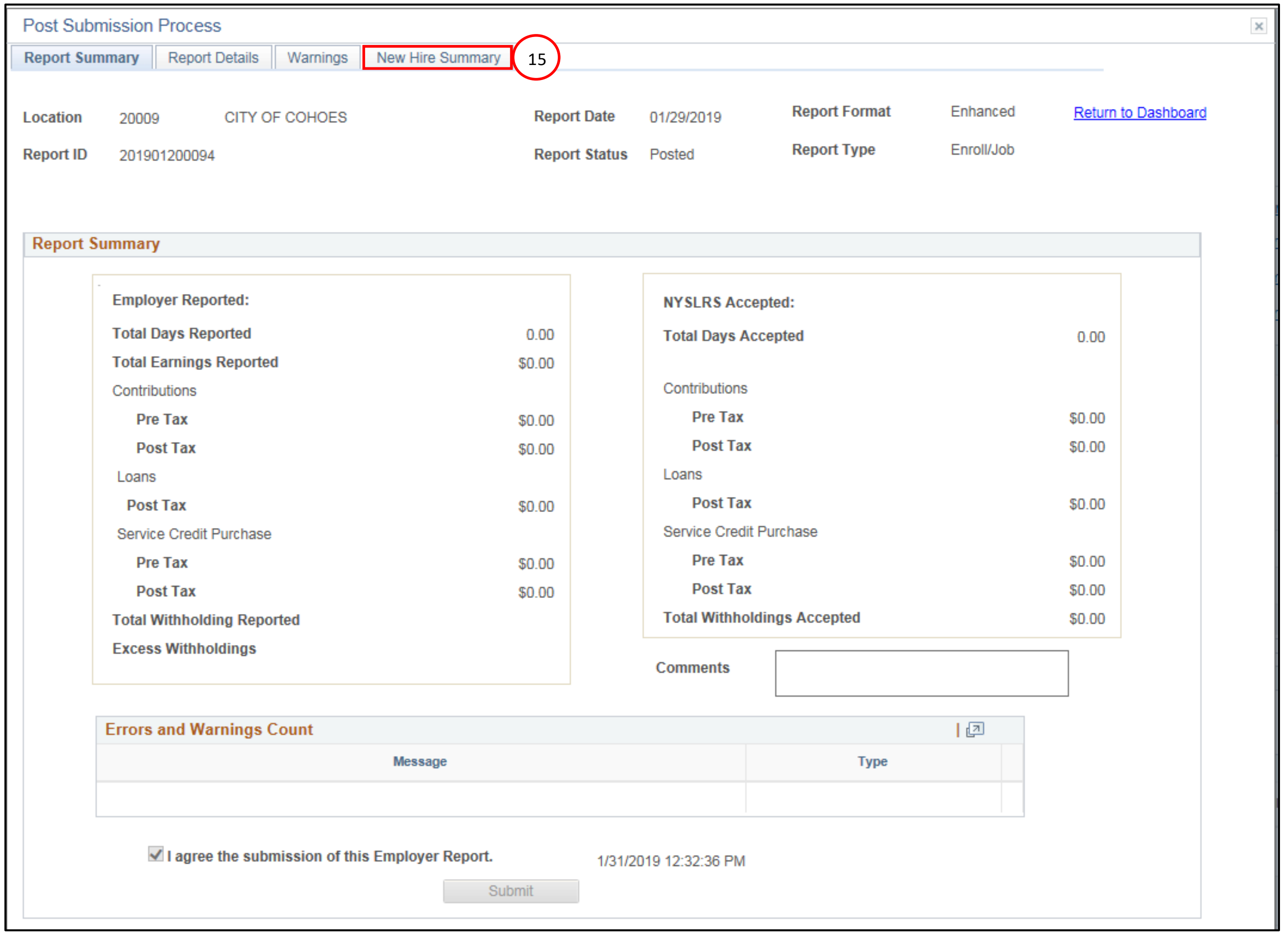
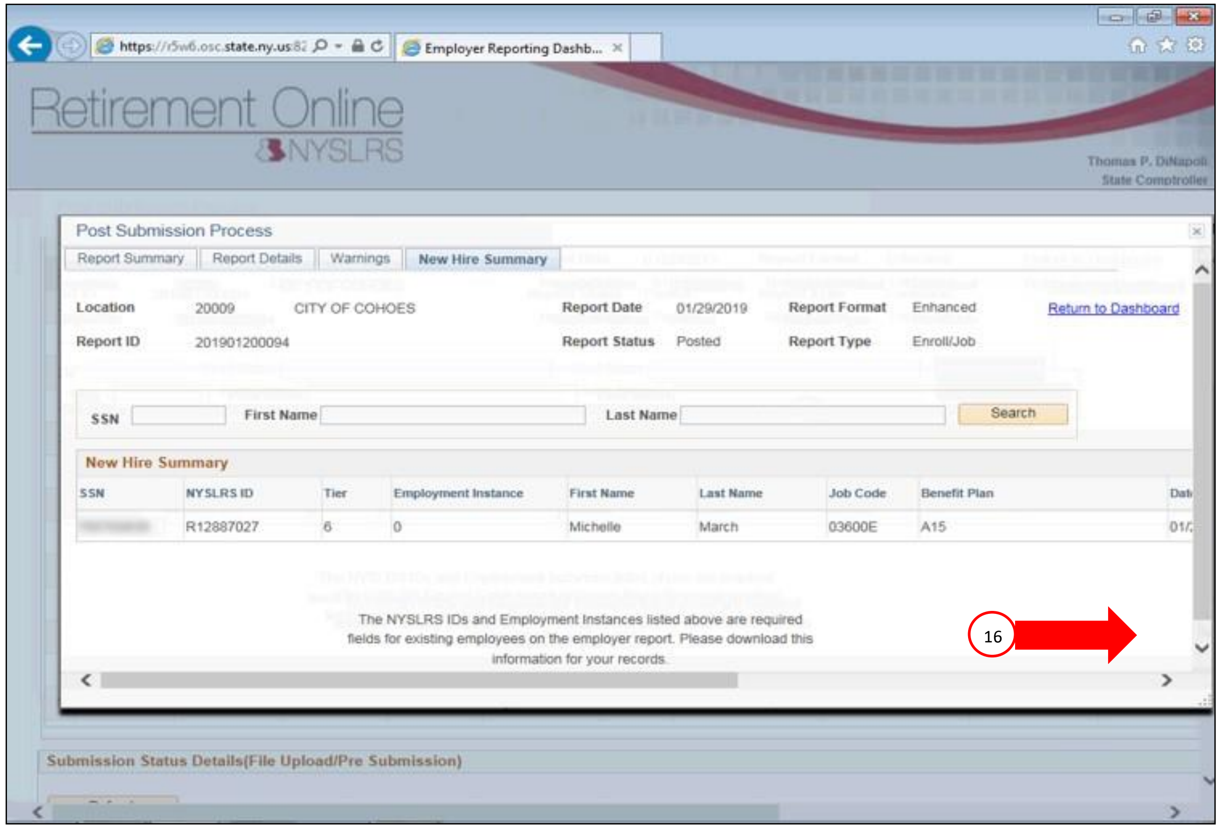
Step	Action	
10.	The *Employer Reporting Dashboard* page will appear. You will see the report listed with a status of 'Submitted'.	
11.	Click the **Refresh** button to view the most recent status of your reports. Refresh **Note:** A 'Submitted' report cannot be edited or deleted.	

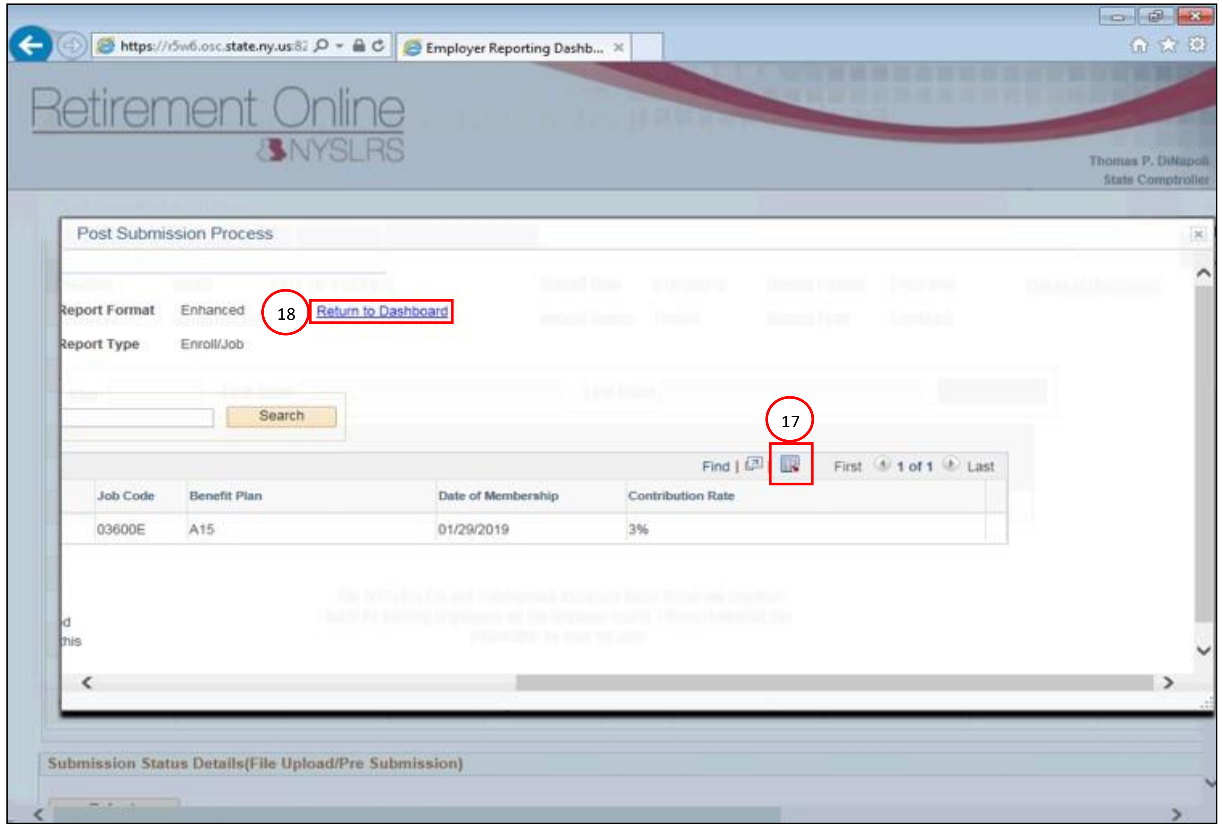
Step	Action
12	The **Report Status** will change to 'Posted' once it has been posted to *Retirement Online.* The processing time will vary depending on the file size. Once your report is posted, you can view the new enrollment information on the *New Hire Summary* page.
13	Once a report posts in *Retirement Online*, an additional row is created in the 'Submission Status Details (File Upload/Pre Submission)' section with the **Run Status** of 'Success.' Every posted report will have two lines; a 'Ready for Submission' line, and a 'Success' line.
14	Click the **Report Date** link to access the *New Hire Summary* page.



Step	Action	
15	The *Report Summary* page will appear. Click the **New Hire Summary** tab. New Hire Summary	

Step	Action
16	The *New Hire Summary* page will appear. Here you will see the SSN, NYSLRS ID, Tier, Employment Instance, First Name, Last Name, Job Code, Benefit Plan, Date of Membership and Contribution Rate for your new hire(s). **Scroll to the right** until you see the **Export** icon.



Step	Action	
17	Click the **Export** icon to save the information for your records. 	
18	Once you've finished saving the information, click on the **Return to Dashboard** link to return to the *Employer Reporting Dashboard* page. Return to Dashboard	

Step	Action
19	The *Employer Reporting Dashboard* page will appear. You have successfully submitted and posted an enrollment report for new hires and viewed new hire information using the enhanced reporting format in *Retirement Online*.