

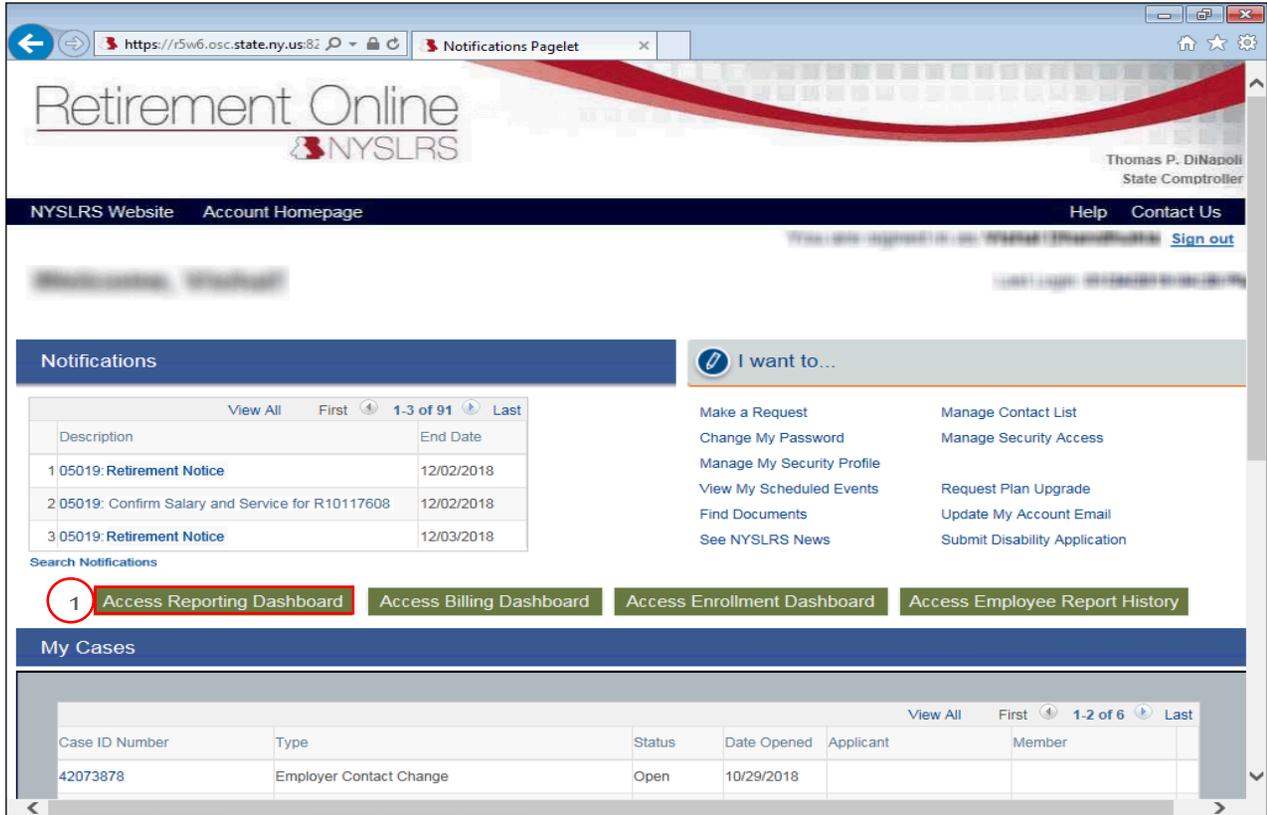
Thomas P. DiNapoli, State Comptroller



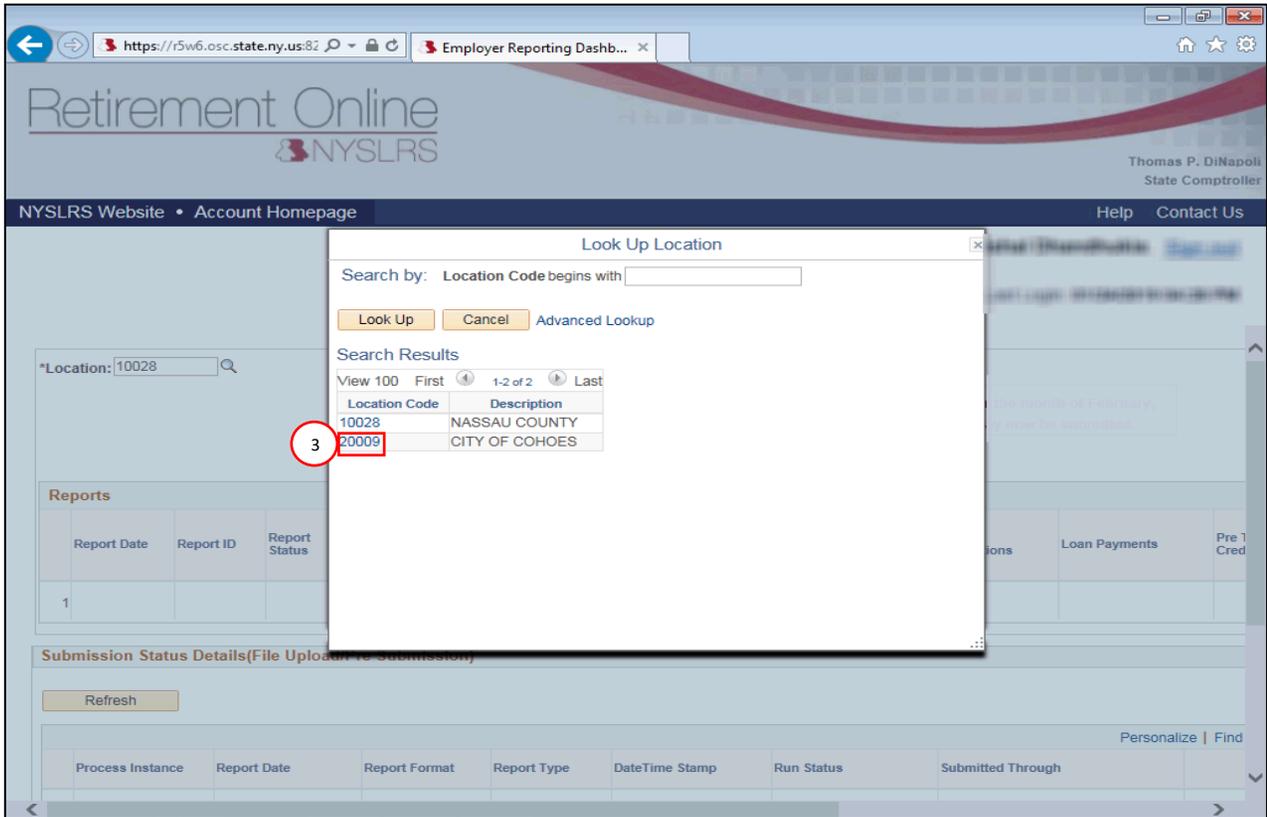
Submit and Post an Enrollment File for New Hires and View New Hire Information

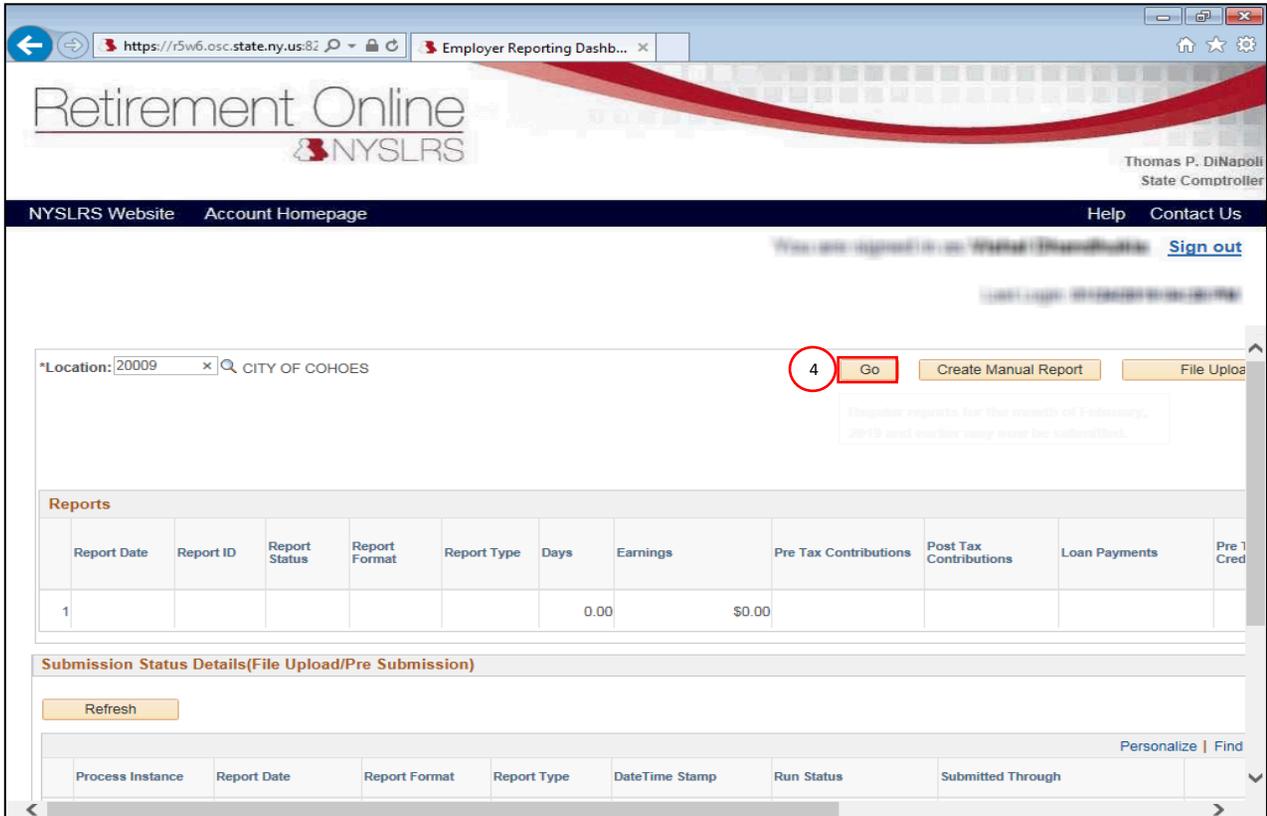
This job aid shows you (as an Employer Reporting Submitter) how to submit and post an enrollment report for new hires using the enhanced reporting format in *Retirement Online*.

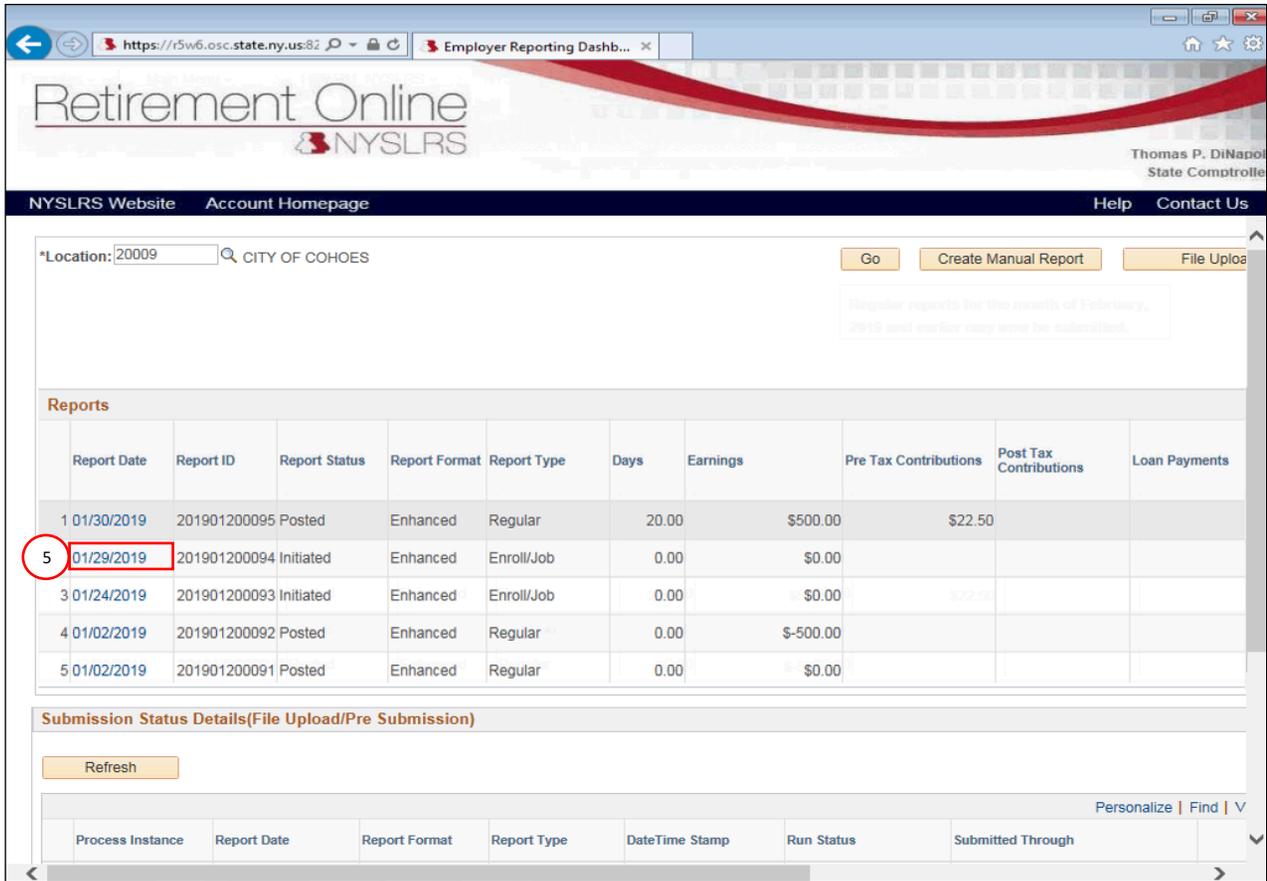
This job aid also shows you how to view information for your new employees and download that information for your records.

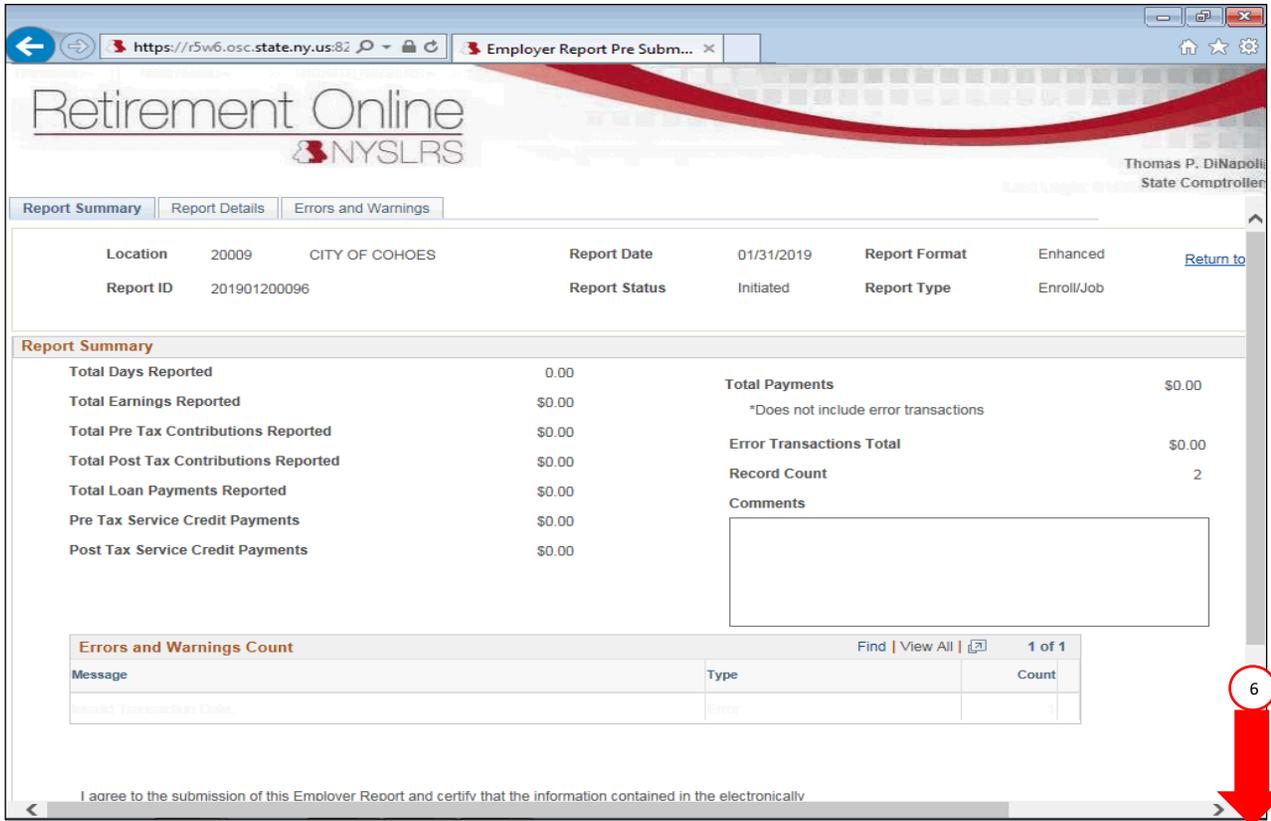
Step	Action																				
<p>1.</p>	<p>From the <i>Retirement Online Account Homepage</i>, click the Access Reporting Dashboard button.</p> <p>Access Reporting Dashboard</p>  <p>The screenshot shows the Retirement Online Account Homepage. The page has a blue header with the NYSLRS logo and the name of the State Comptroller. Below the header, there is a navigation bar with links for 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. The main content area is divided into several sections. On the left, there is a 'Notifications' section with a table of notifications. On the right, there is a 'I want to...' section with a list of links. At the bottom, there is a 'My Cases' section with a table of cases. A red box highlights the 'Access Reporting Dashboard' button in the navigation area.</p> <table border="1" data-bbox="667 776 1171 930"> <thead> <tr> <th>Description</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>1 05019: Retirement Notice</td> <td>12/02/2018</td> </tr> <tr> <td>2 05019: Confirm Salary and Service for R10117608</td> <td>12/02/2018</td> </tr> <tr> <td>3 05019: Retirement Notice</td> <td>12/03/2018</td> </tr> </tbody> </table> <table border="1" data-bbox="667 1109 1843 1174"> <thead> <tr> <th>Case ID Number</th> <th>Type</th> <th>Status</th> <th>Date Opened</th> <th>Applicant</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>42073878</td> <td>Employer Contact Change</td> <td>Open</td> <td>10/29/2018</td> <td></td> <td></td> </tr> </tbody> </table>	Description	End Date	1 05019: Retirement Notice	12/02/2018	2 05019: Confirm Salary and Service for R10117608	12/02/2018	3 05019: Retirement Notice	12/03/2018	Case ID Number	Type	Status	Date Opened	Applicant	Member	42073878	Employer Contact Change	Open	10/29/2018		
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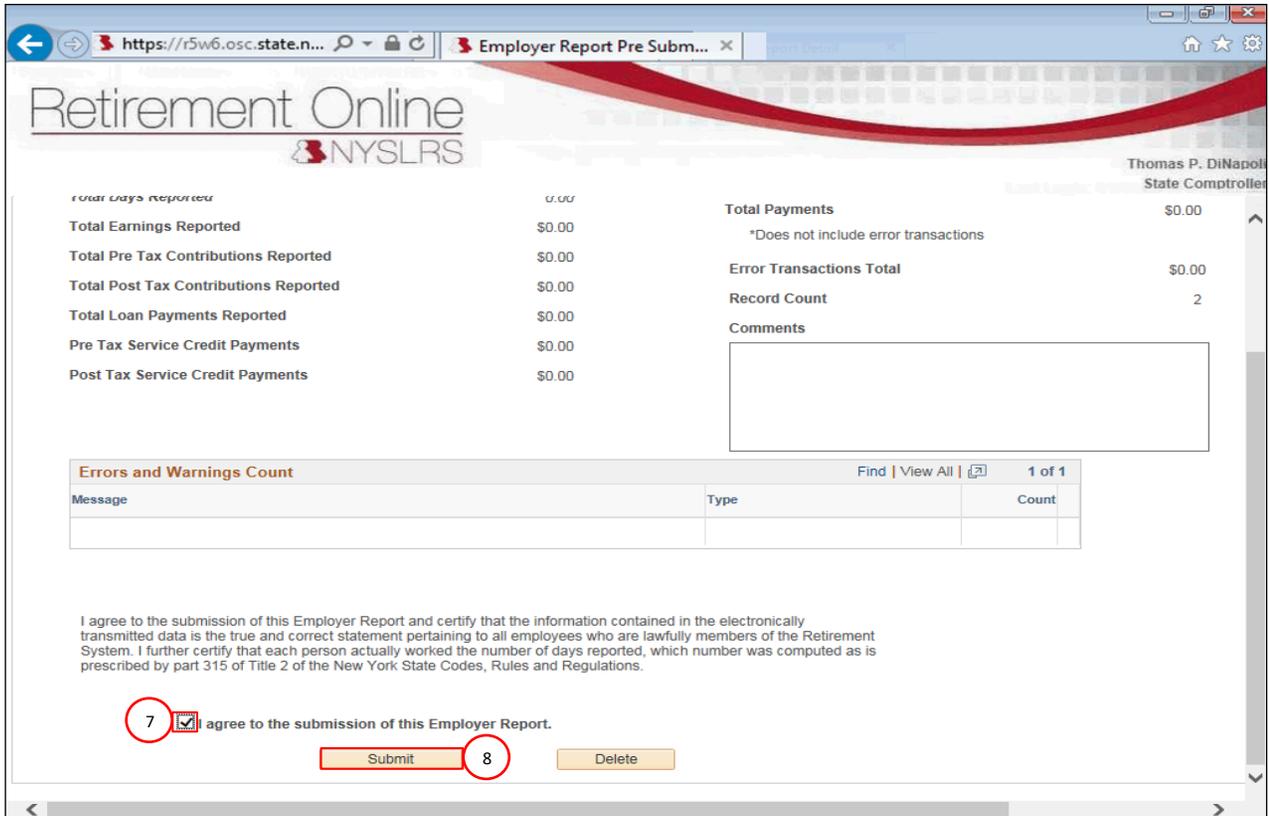
Step	Action
<p>2.</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear.</p> <p>If you only have access to only one location code, it will appear automatically. Click the Go button and skip to step 5.</p> <p>If you report for multiple locations, one of your locations will display by default. To select a different location, click the Look Up icon next to the Location field.</p> 

Step	Action
<p>3.</p>	<p>The 'Look Up' Location pop-up will appear.</p> <p>Click the Location Code link for the location you want to report.</p> 

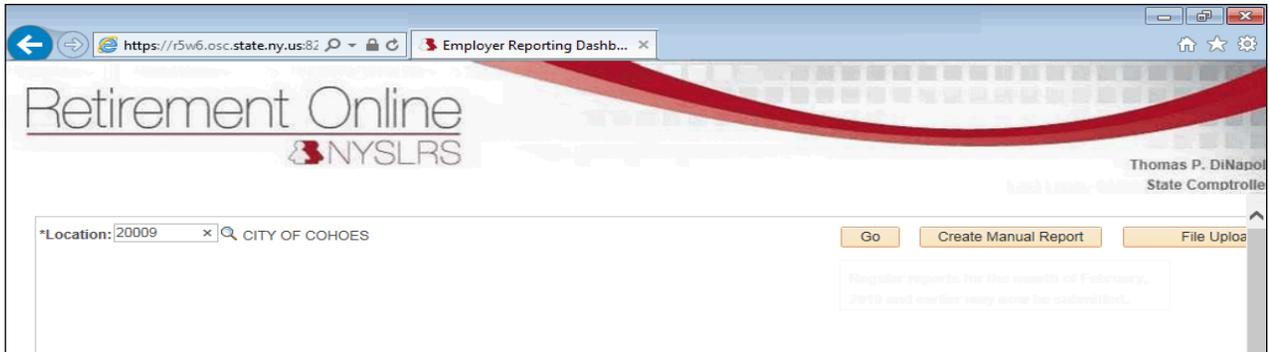
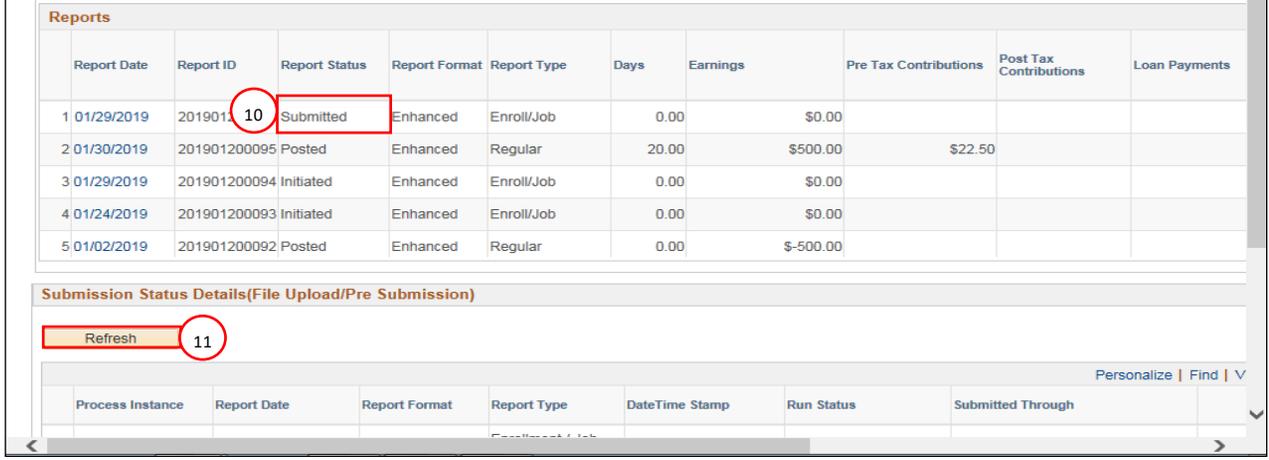
Step	Action
4.	<p>Click the Go button.</p> 

Step	Action
<p>5.</p>	<p>A list of previously uploaded reports for this location will appear.</p> <p>In the 'Reports' section, click the Report Date link for the report you'd like to submit and post.</p> <p><input type="text" value="01/29/2019"/></p> <p>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.</p> 

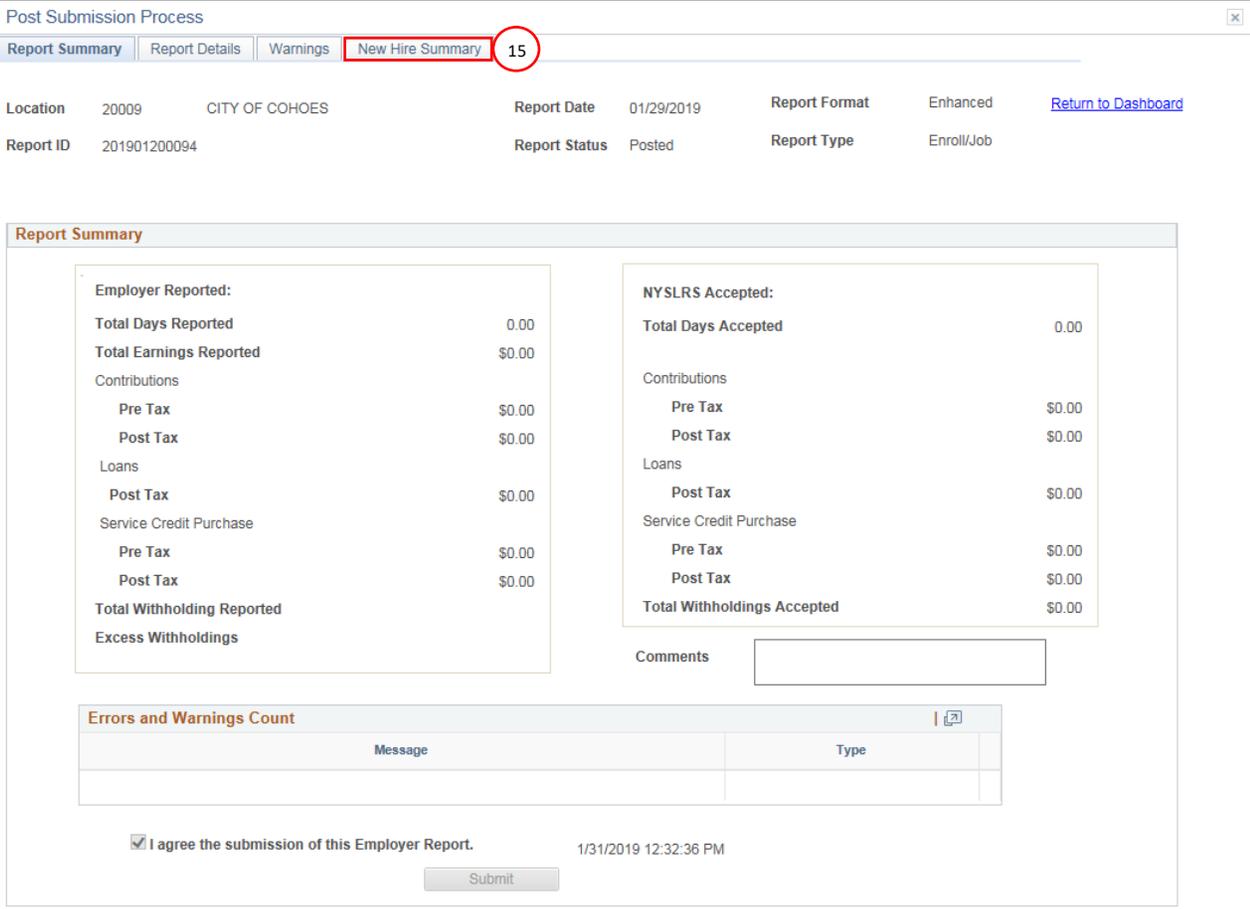
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6.	<p>The <i>Report Summary</i> page will appear. It shows report totals and a count of any errors and warnings.</p> <p>Any warnings should be addressed before submitting. Errors must be corrected before submitting. Read the <i>“Correct Control Errors and Correct Report Errors job aids for assistance.</i></p> <p>Scroll down to the submission agreement.</p>	 <p>The screenshot displays the 'Retirement Online' portal for NYSLRS. The 'Report Summary' tab is active, showing details for a report from the City of Cohoes for 01/31/2019. The report summary table indicates zero totals for days reported, earnings, contributions, and payments. An 'Errors and Warnings Count' table shows one error. A red arrow points to a circled '6' in the bottom right corner of the screenshot.</p> <table border="1" data-bbox="661 462 1900 527"> <tr> <td>Location</td> <td>20009 CITY OF COHOES</td> <td>Report Date</td> <td>01/31/2019</td> <td>Report Format</td> <td>Enhanced</td> <td>Return to</td> </tr> <tr> <td>Report ID</td> <td>201901200096</td> <td>Report Status</td> <td>Initiated</td> <td>Report Type</td> <td>Enroll/Job</td> <td></td> </tr> </table> <table border="1" data-bbox="661 560 1900 787"> <thead> <tr> <th colspan="4">Report Summary</th> </tr> </thead> <tbody> <tr> <td>Total Days Reported</td> <td>0.00</td> <td>Total Payments</td> <td>\$0.00</td> </tr> <tr> <td>Total Earnings Reported</td> <td>\$0.00</td> <td colspan="2">*Does not include error transactions</td> </tr> <tr> <td>Total Pre Tax Contributions Reported</td> <td>\$0.00</td> <td>Error Transactions Total</td> <td>\$0.00</td> </tr> <tr> <td>Total Post Tax Contributions Reported</td> <td>\$0.00</td> <td>Record Count</td> <td>2</td> </tr> <tr> <td>Total Loan Payments Reported</td> <td>\$0.00</td> <td colspan="2">Comments</td> </tr> <tr> <td>Pre Tax Service Credit Payments</td> <td>\$0.00</td> <td colspan="2" rowspan="2"></td> </tr> <tr> <td>Post Tax Service Credit Payments</td> <td>\$0.00</td> </tr> </tbody> </table> <table border="1" data-bbox="714 852 1732 950"> <thead> <tr> <th colspan="3">Errors and Warnings Count</th> <th>Find View All </th> <th>1 of 1</th> </tr> <tr> <th>Message</th> <th>Type</th> <th>Count</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Invalid Transaction Code</td> <td>Error</td> <td>1</td> <td colspan="2"></td> </tr> </tbody> </table> <p data-bbox="724 1006 1459 1031">I agree to the submission of this Employer Report and certify that the information contained in the electronically</p>	Location	20009 CITY OF COHOES	Report Date	01/31/2019	Report Format	Enhanced	Return to	Report ID	201901200096	Report Status	Initiated	Report Type	Enroll/Job		Report Summary				Total Days Reported	0.00	Total Payments	\$0.00	Total Earnings Reported	\$0.00	*Does not include error transactions		Total Pre Tax Contributions Reported	\$0.00	Error Transactions Total	\$0.00	Total Post Tax Contributions Reported	\$0.00	Record Count	2	Total Loan Payments Reported	\$0.00	Comments		Pre Tax Service Credit Payments	\$0.00			Post Tax Service Credit Payments	\$0.00	Errors and Warnings Count			Find View All	1 of 1	Message	Type	Count			Invalid Transaction Code	Error	1		
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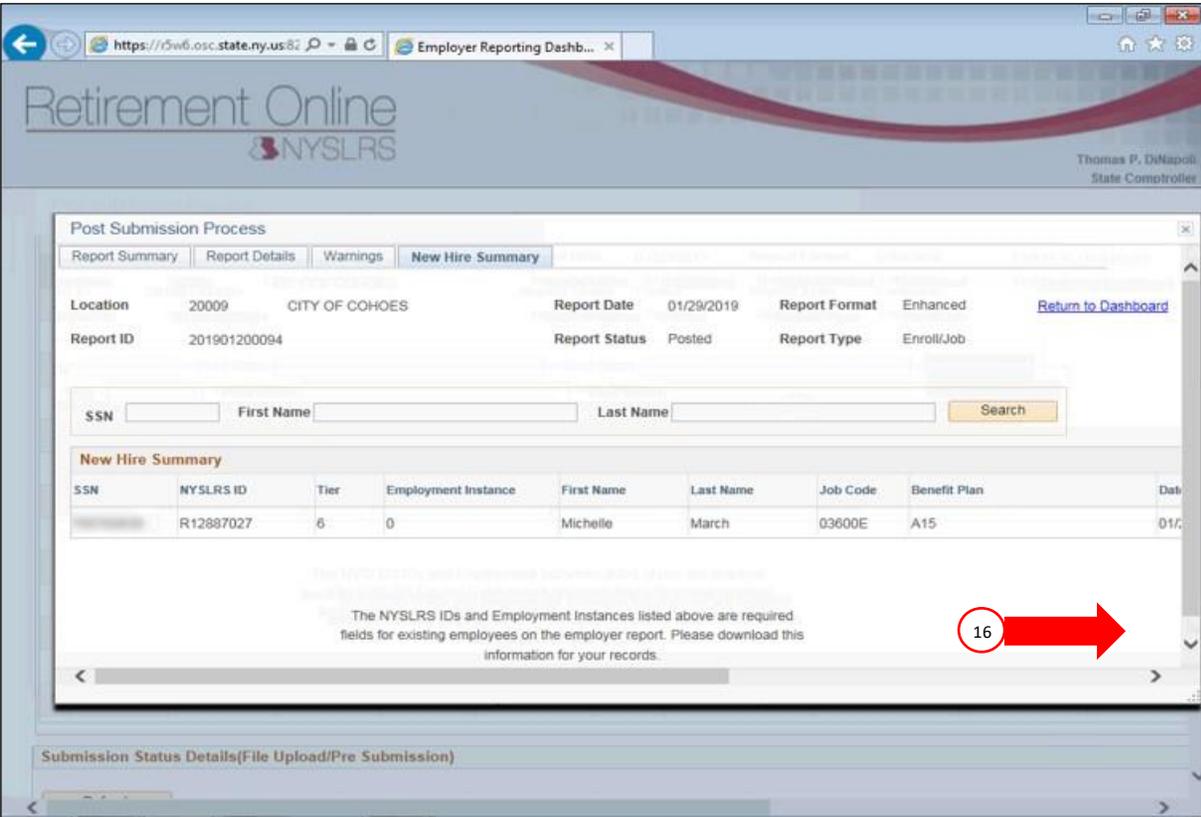
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7.	Review the submission agreement, check the box next to 'I agree to the submission of This Employer Report.' <input type="checkbox"/> Note: You must check the "I agree" box before you can click the Submit button.	 <p>The screenshot shows the 'Retirement Online' interface for 'Employer Report Pre Submission'. It displays a summary of reported data:</p> <table border="1"> <thead> <tr> <th>total days reported</th> <th>0.00</th> <th>Total Payments</th> <th>\$0.00</th> </tr> </thead> <tbody> <tr> <td>Total Earnings Reported</td> <td>\$0.00</td> <td colspan="2">*Does not include error transactions</td> </tr> <tr> <td>Total Pre Tax Contributions Reported</td> <td>\$0.00</td> <td>Error Transactions Total</td> <td>\$0.00</td> </tr> <tr> <td>Total Post Tax Contributions Reported</td> <td>\$0.00</td> <td>Record Count</td> <td>2</td> </tr> <tr> <td>Total Loan Payments Reported</td> <td>\$0.00</td> <td>Comments</td> <td></td> </tr> <tr> <td>Pre Tax Service Credit Payments</td> <td>\$0.00</td> <td></td> <td></td> </tr> <tr> <td>Post Tax Service Credit Payments</td> <td>\$0.00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the summary is an 'Errors and Warnings Count' section with a table:</p> <table border="1"> <thead> <tr> <th>Message</th> <th>Type</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> </tr> </tbody> </table> <p>At the bottom of the page, there is a checkbox labeled 'I agree to the submission of this Employer Report.' which is currently unchecked. A 'Submit' button is visible below the checkbox.</p>	total days reported	0.00	Total Payments	\$0.00	Total Earnings Reported	\$0.00	*Does not include error transactions		Total Pre Tax Contributions Reported	\$0.00	Error Transactions Total	\$0.00	Total Post Tax Contributions Reported	\$0.00	Record Count	2	Total Loan Payments Reported	\$0.00	Comments		Pre Tax Service Credit Payments	\$0.00			Post Tax Service Credit Payments	\$0.00			Message	Type	Count			1
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8.	Click the Submit button. <input type="button" value="Submit"/>																																			

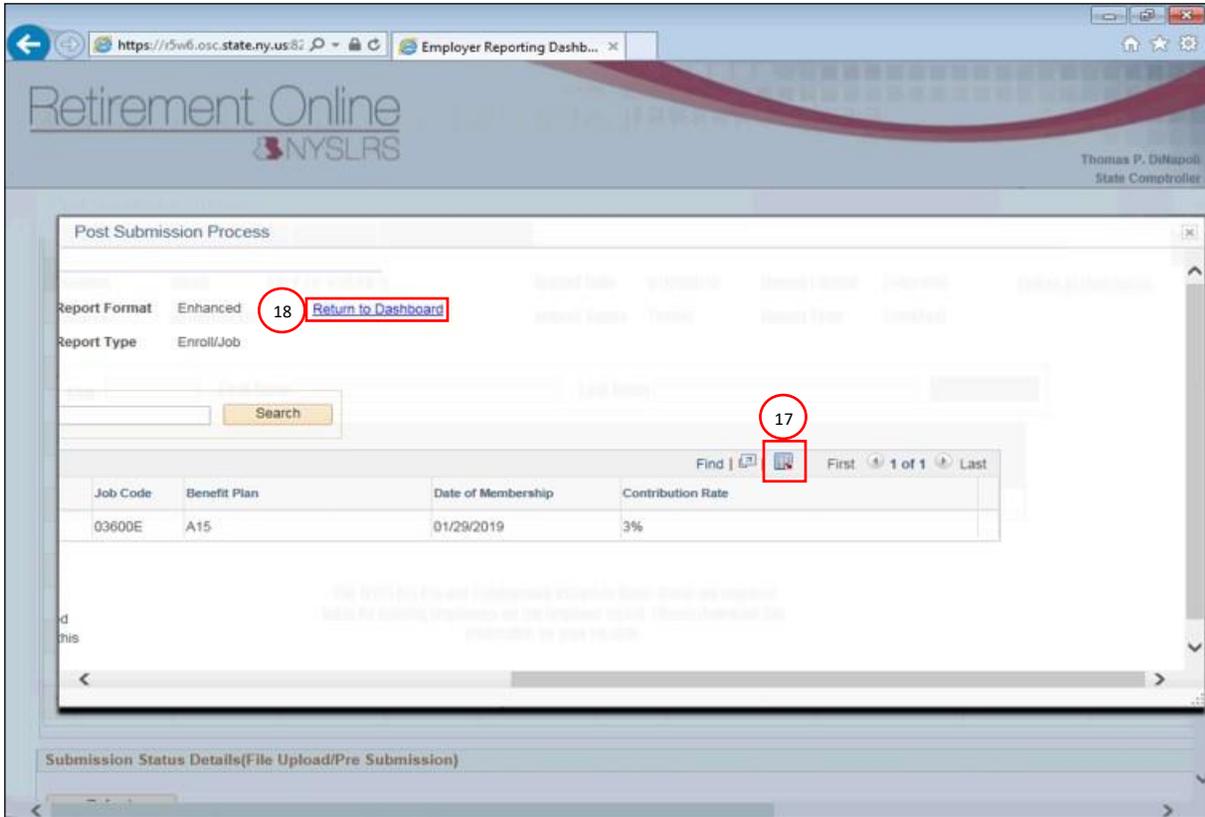
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9.	<p>A 'Message' pop-up will appear to let you know that your file has been submitted for posting. Click the OK button.</p> <p>OK</p>	<p>The screenshot displays the Retirement Online NYSLRS Employer Reporting Dashboard. A 'Message' pop-up is centered on the screen, containing the text: 'Your file has been submitted for posting. (26001,139). You will receive an email once the file has successfully posted.' Below the message is an 'OK' button, which is circled with a red '9'. The background interface includes a search bar for location (set to 'CITY OF COHOES'), a 'Reports' table, and a 'Submission Status Details' section. The 'Reports' table has the following data:</p> <table border="1"> <thead> <tr> <th>Report Date</th> <th>Report ID</th> <th>Report Status</th> <th>Report Type</th> <th>Tax Contributions</th> <th>Post Tax Contributions</th> <th>Loan Payments</th> </tr> </thead> <tbody> <tr> <td>1 01/29/2019</td> <td>201901200096</td> <td>Submitted</td> <td>Enhanced</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 01/30/2019</td> <td>201901200095</td> <td>Posted</td> <td>Enhanced</td> <td></td> <td>\$22.50</td> <td></td> </tr> <tr> <td>3 01/30/2019</td> <td>201901200094</td> <td>Initiated</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> </tr> <tr> <td>4 01/24/2019</td> <td>201901200093</td> <td>Initiated</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> </tr> <tr> <td>5 01/02/2019</td> <td>201901200092</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$-500.00</td> </tr> </tbody> </table>	Report Date	Report ID	Report Status	Report Type	Tax Contributions	Post Tax Contributions	Loan Payments	1 01/29/2019	201901200096	Submitted	Enhanced				2 01/30/2019	201901200095	Posted	Enhanced		\$22.50		3 01/30/2019	201901200094	Initiated	Enhanced	Enroll/Job	0.00	\$0.00	4 01/24/2019	201901200093	Initiated	Enhanced	Enroll/Job	0.00	\$0.00	5 01/02/2019	201901200092	Posted	Enhanced	Regular	0.00	\$-500.00
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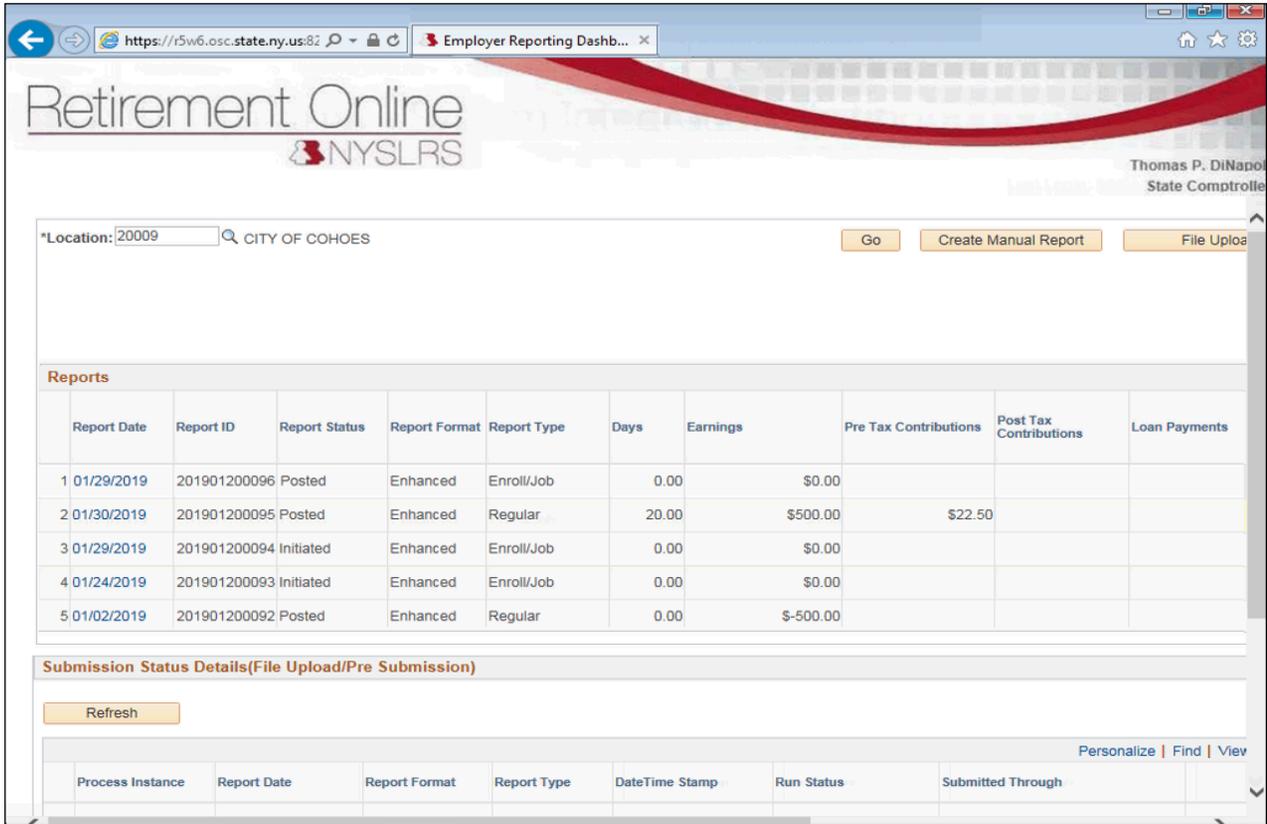
Step	Action	
10.	The <i>Employer Reporting Dashboard</i> page will appear. You will see the report listed with a status of 'Submitted'.	 <p>The screenshot shows the Retirement Online NYSLRS Employer Reporting Dashboard. At the top, there is a search bar with the location '20009 CITY OF COHOES'. Below this is a table of reports. The first report, dated 01/29/2019 with Report ID 20190110, has a status of 'Submitted'. A red box highlights the 'Submitted' status and the number '10' in the Report ID. Below the table is a 'Refresh' button.</p>
11.	Click the Refresh button to view the most recent status of your reports. Note: A 'Submitted' report cannot be edited or deleted.	 <p>The screenshot shows the same dashboard as above, but with a red box highlighting the 'Refresh' button. The number '11' is circled next to the button. Below the 'Refresh' button is another table with columns for Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through.</p>

Step	Action																																											
<p>12.</p>	<p>The Report Status will change to 'Posted' once it has been posted to <i>Retirement Online</i>. The processing time will vary depending on the file size.</p> <p>Once your report is posted, you can view the new enrollment information on the <i>New Hire Summary</i> page.</p>	 <p>The screenshot shows the 'Retirement Online' interface. At the top, the user is identified as Thomas P. DiNapoli, State Comptroller. Below the header is a 'Reports' table with the following data:</p> <table border="1"> <thead> <tr> <th>Report Date</th> <th>Report ID</th> <th>Report Status</th> <th>Report Format</th> <th>Report Type</th> <th>Days</th> <th>Earnings</th> <th>Pre Tax Contributions</th> <th>Post Tax Contributions</th> <th>Loan Payments</th> </tr> </thead> <tbody> <tr> <td>10/01/2020</td> <td>202010</td> <td>Posted</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Report Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	10/01/2020	202010	Posted	Enhanced	Enroll/Job	0.00	\$0.00																									
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<p>13.</p>	<p>Once a report posts in <i>Retirement Online</i>, an additional row is created in the 'Submission Status Details (File Upload/Pre Submission)' section with the Run Status of 'Success.'</p> <p>Every posted report will have two lines; a 'Ready for Submission' line, and a 'Success' line.</p>	 <p>The screenshot shows the 'Submission Status Details (File Upload/Pre Submission)' section. It includes a 'Refresh' button and a table with the following data:</p> <table border="1"> <thead> <tr> <th>Process Instance</th> <th>Report Date</th> <th>Report Format</th> <th>Report Type</th> <th>DateTime Stamp</th> <th>Run Status</th> <th>Submitted Through</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>41444 12/31/2019</td> <td>Enhanced</td> <td>Regular</td> <td>10/06/20 11:50AM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> <tr> <td>2</td> <td>41409 10/01/2020</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>10/01/20 2:43PM</td> <td>Success</td> <td>Pre Submission Page</td> </tr> <tr> <td>3</td> <td>41408 10/01/2020</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>10/01/20 11:50AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> <tr> <td>4</td> <td>41407 10/01/2020</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>10/01/20 11:44AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> <tr> <td>5</td> <td>41406 10/01/2020</td> <td>Enhanced</td> <td>Enrollment / Job Data</td> <td>10/01/20 11:42AM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> </tbody> </table>	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	1	41444 12/31/2019	Enhanced	Regular	10/06/20 11:50AM	Failed with File Errors	File Upload Page	2	41409 10/01/2020	Enhanced	Enrollment / Job Data	10/01/20 2:43PM	Success	Pre Submission Page	3	41408 10/01/2020	Enhanced	Enrollment / Job Data	10/01/20 11:50AM	Ready for Submission	File Upload Page	4	41407 10/01/2020	Enhanced	Enrollment / Job Data	10/01/20 11:44AM	Ready for Submission	File Upload Page	5	41406 10/01/2020	Enhanced	Enrollment / Job Data	10/01/20 11:42AM	Failed with File Errors	File Upload Page
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<p>14.</p>	<p>Click the Report Date link to access the <i>New Hire Summary</i> page.</p>																																											

Step	Action																																																																				
<p>15.</p>	<p>The <i>Report Summary</i> page will appear.</p> <p>Click the New Hire Summary tab.</p> <div data-bbox="275 427 522 464" style="border: 1px solid black; padding: 2px; display: inline-block;">New Hire Summary</div>  <p>The screenshot shows the 'Post Submission Process' window with the 'New Hire Summary' tab selected. The report details are as follows:</p> <table border="1"> <tr> <td>Location</td> <td>20009</td> <td>CITY OF COHOES</td> <td>Report Date</td> <td>01/29/2019</td> <td>Report Format</td> <td>Enhanced</td> <td>Return to Dashboard</td> </tr> <tr> <td>Report ID</td> <td colspan="2">201901200094</td> <td>Report Status</td> <td>Posted</td> <td>Report Type</td> <td>Enroll/Job</td> <td></td> </tr> </table> <p>The 'Report Summary' section contains two tables:</p> <table border="1"> <thead> <tr> <th colspan="2">Employer Reported:</th> <th colspan="2">NYSLRS Accepted:</th> </tr> </thead> <tbody> <tr> <td>Total Days Reported</td> <td>0.00</td> <td>Total Days Accepted</td> <td>0.00</td> </tr> <tr> <td>Total Earnings Reported</td> <td>\$0.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Contributions</td> <td colspan="2">Contributions</td> </tr> <tr> <td>Pre Tax</td> <td>\$0.00</td> <td>Pre Tax</td> <td>\$0.00</td> </tr> <tr> <td>Post Tax</td> <td>\$0.00</td> <td>Post Tax</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Loans</td> <td colspan="2">Loans</td> </tr> <tr> <td>Post Tax</td> <td>\$0.00</td> <td>Post Tax</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Service Credit Purchase</td> <td colspan="2">Service Credit Purchase</td> </tr> <tr> <td>Pre Tax</td> <td>\$0.00</td> <td>Pre Tax</td> <td>\$0.00</td> </tr> <tr> <td>Post Tax</td> <td>\$0.00</td> <td>Post Tax</td> <td>\$0.00</td> </tr> <tr> <td>Total Withholding Reported</td> <td></td> <td>Total Withholdings Accepted</td> <td>\$0.00</td> </tr> <tr> <td>Excess Withholdings</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the summary tables is an 'Errors and Warnings Count' table with columns for 'Message' and 'Type'. At the bottom, there is a checkbox for 'I agree the submission of this Employer Report.' and a 'Submit' button.</p>	Location	20009	CITY OF COHOES	Report Date	01/29/2019	Report Format	Enhanced	Return to Dashboard	Report ID	201901200094		Report Status	Posted	Report Type	Enroll/Job		Employer Reported:		NYSLRS Accepted:		Total Days Reported	0.00	Total Days Accepted	0.00	Total Earnings Reported	\$0.00			Contributions		Contributions		Pre Tax	\$0.00	Pre Tax	\$0.00	Post Tax	\$0.00	Post Tax	\$0.00	Loans		Loans		Post Tax	\$0.00	Post Tax	\$0.00	Service Credit Purchase		Service Credit Purchase		Pre Tax	\$0.00	Pre Tax	\$0.00	Post Tax	\$0.00	Post Tax	\$0.00	Total Withholding Reported		Total Withholdings Accepted	\$0.00	Excess Withholdings			
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Step	Action
<p>16</p>	<p>The <i>New Hire Summary</i> 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).</p> <p>Scroll to the right until you see the Export icon.</p> 

Step	Action									
17	Click the Export icon to save the information for your records. 	 <p>The screenshot shows the 'Post Submission Process' page in the Retirement Online system. The page includes a search bar and a table with the following data:</p> <table border="1"> <thead> <tr> <th>Job Code</th> <th>Benefit Plan</th> <th>Date of Membership</th> <th>Contribution Rate</th> </tr> </thead> <tbody> <tr> <td>03600E</td> <td>A15</td> <td>01/29/2019</td> <td>3%</td> </tr> </tbody> </table> <p>At the bottom of the page, there is a section for 'Submission Status Details (File Upload/Pre Submission)'.</p>	Job Code	Benefit Plan	Date of Membership	Contribution Rate	03600E	A15	01/29/2019	3%
Job Code	Benefit Plan	Date of Membership	Contribution Rate							
03600E	A15	01/29/2019	3%							
18	Once you've finished saving the information, click on the Return to Dashboard link to return to the <i>Employer Reporting Dashboard</i> page. Return to Dashboard									

Step	Action																																																												
<p>19</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear.</p> <p>You have successfully submitted and posted an enrollment report for new hires and viewed new hire information using the enhanced reporting format in <i>Retirement Online</i>.</p>  <p>The screenshot displays the Retirement Online interface. At the top, the URL is https://f15w6.osc.state.ny.us:82. The page title is 'Retirement Online' with the NYSLRS logo. The user is identified as Thomas P. DiNapoli, State Comptroller. A search bar shows '*Location: 20009' and 'CITY OF COHOES'. There are buttons for 'Go', 'Create Manual Report', and 'File Upload'. The main section is titled 'Reports' and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Report Date</th> <th>Report ID</th> <th>Report Status</th> <th>Report Format</th> <th>Report Type</th> <th>Days</th> <th>Earnings</th> <th>Pre Tax Contributions</th> <th>Post Tax Contributions</th> <th>Loan Payments</th> </tr> </thead> <tbody> <tr> <td>01/29/2019</td> <td>201901200096</td> <td>Posted</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>01/30/2019</td> <td>201901200095</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>20.00</td> <td>\$500.00</td> <td>\$22.50</td> <td></td> <td></td> </tr> <tr> <td>01/29/2019</td> <td>201901200094</td> <td>Initiated</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>01/24/2019</td> <td>201901200093</td> <td>Initiated</td> <td>Enhanced</td> <td>Enroll/Job</td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>01/02/2019</td> <td>201901200092</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>0.00</td> <td>\$-500.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table is a 'Submission Status Details' section with a 'Refresh' button. At the bottom, there is a table with columns: Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through. There are also links for 'Personalize', 'Find', and 'View'.</p>	Report Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	01/29/2019	201901200096	Posted	Enhanced	Enroll/Job	0.00	\$0.00				01/30/2019	201901200095	Posted	Enhanced	Regular	20.00	\$500.00	\$22.50			01/29/2019	201901200094	Initiated	Enhanced	Enroll/Job	0.00	\$0.00				01/24/2019	201901200093	Initiated	Enhanced	Enroll/Job	0.00	\$0.00				01/02/2019	201901200092	Posted	Enhanced	Regular	0.00	\$-500.00			
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