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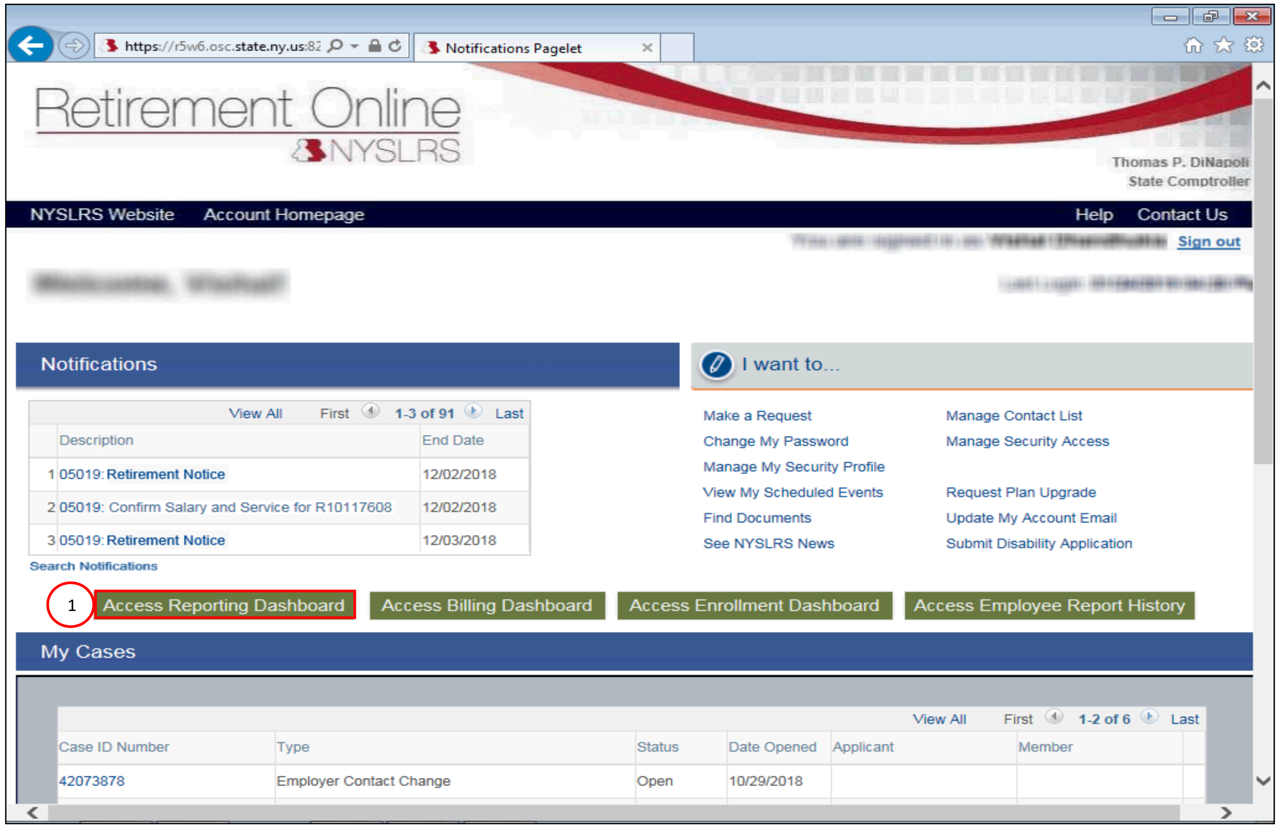
NYSLRS

New York State & Local Retirement System

Submit and Post a Regular Monthly Report File

This job aid shows you (as an Employer Reporting Submitter) how to submit and post a regular monthly file containing multiple regular, adjustment and/or enrollment transactions using the enhanced reporting format in *Retirement Online.*

<table>
<tr><th>Step</th><th>Action</th><th></th></tr>
<tr><td>1.</td><td>From the Retirement Online Account Homepage, click the Access Reporting Dashboard button.
Access Reporting Dashboard</td><td>
</td></tr>
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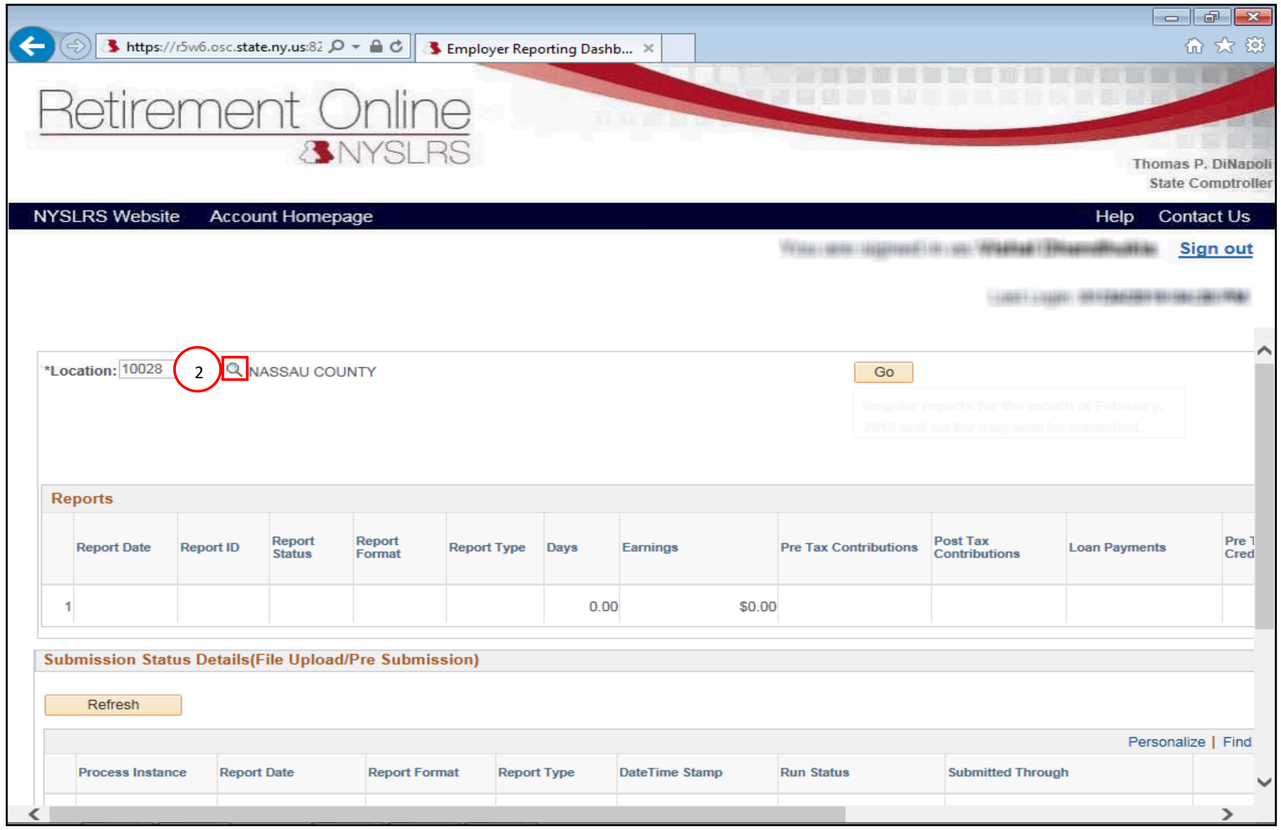
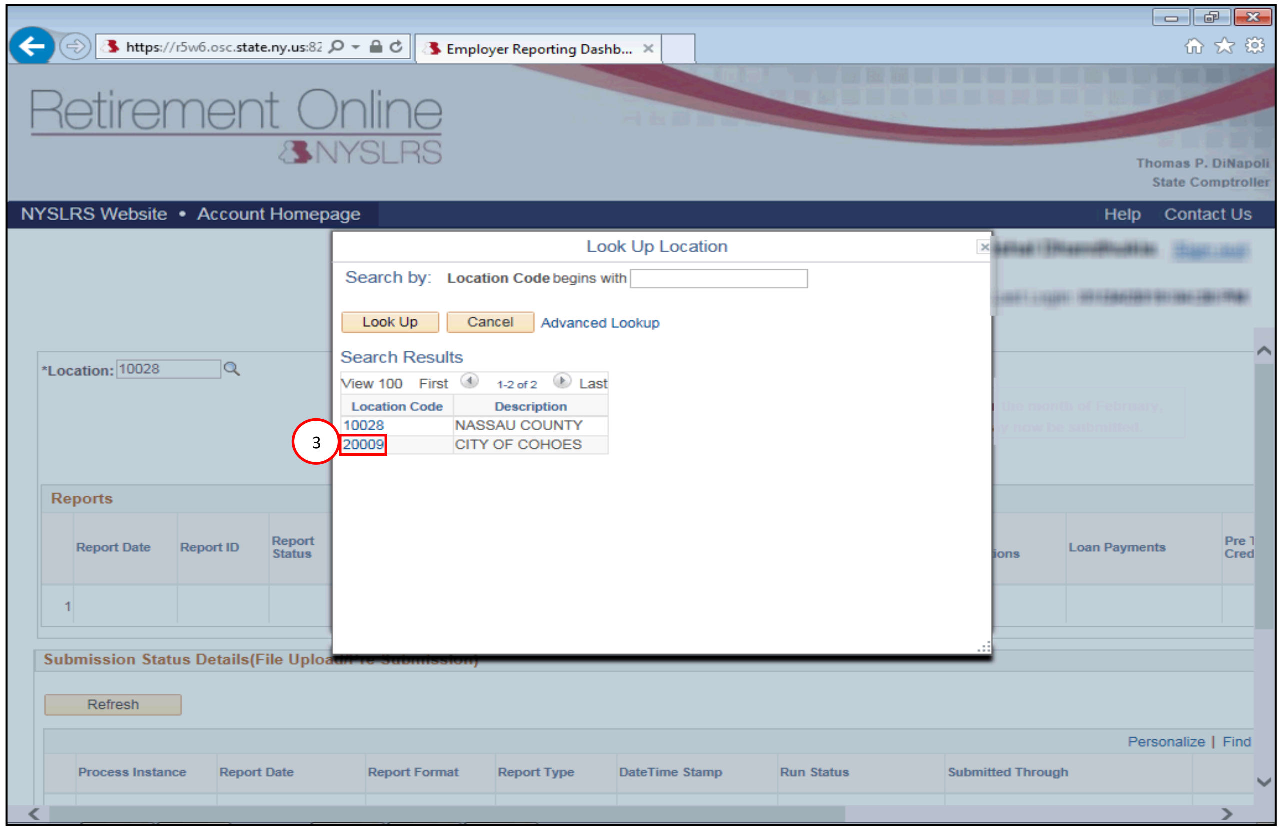
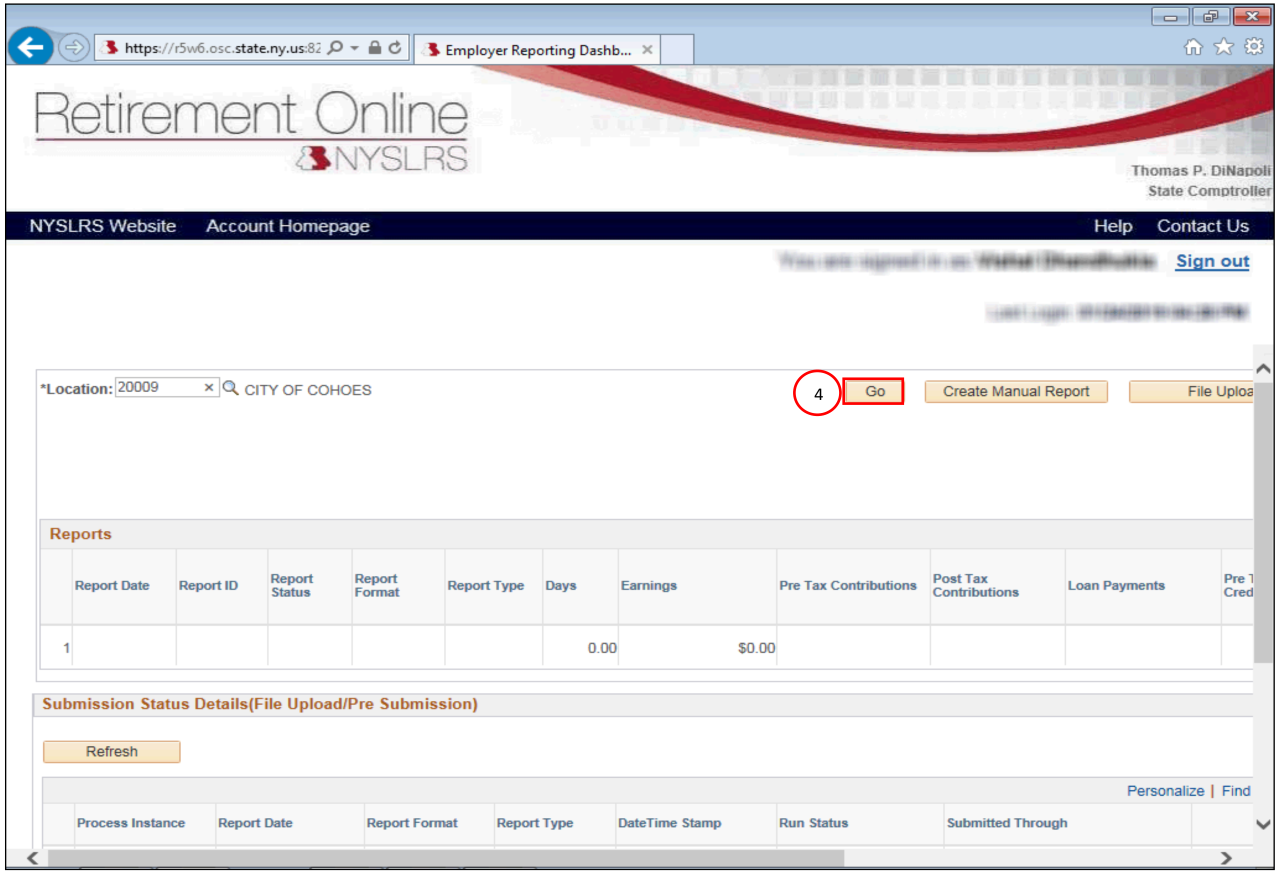
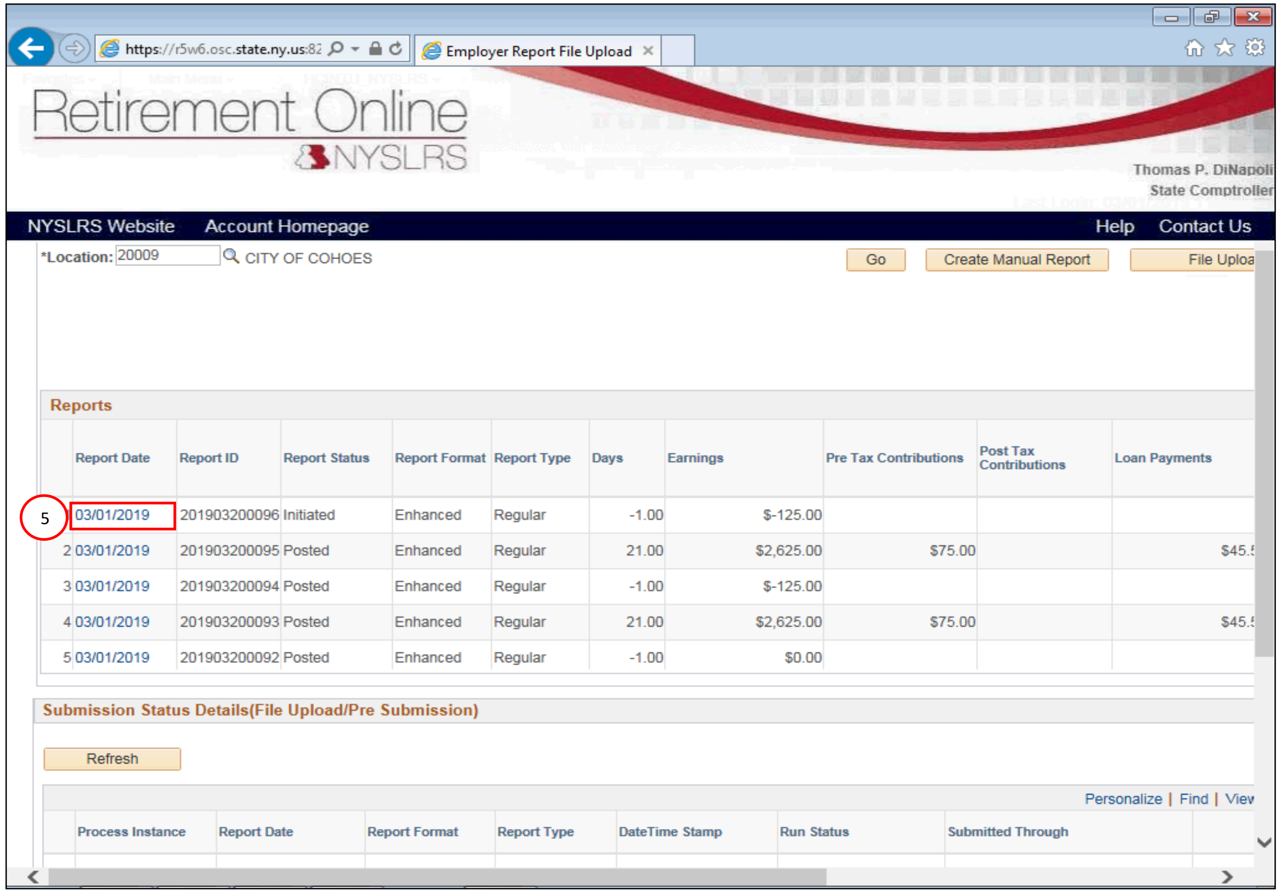
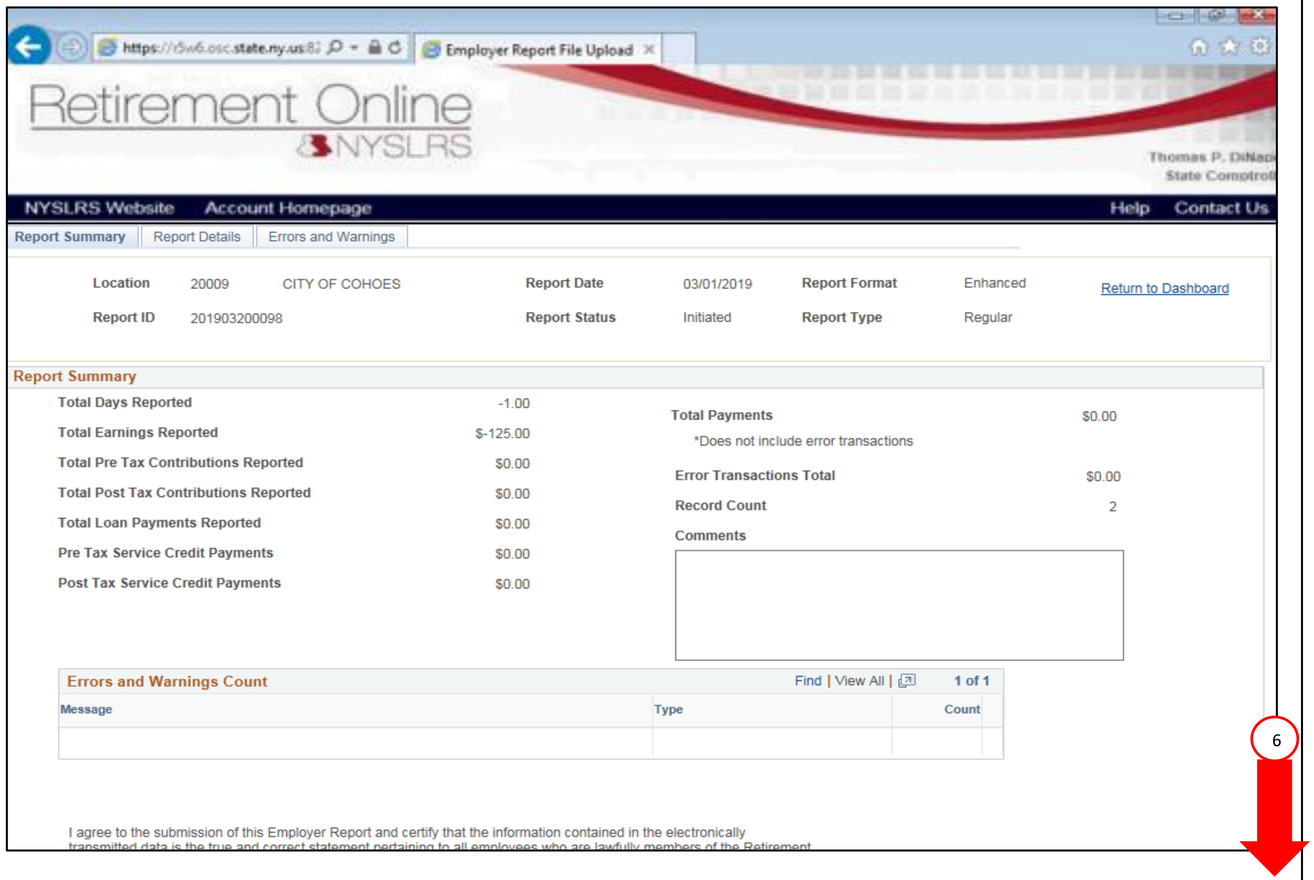
Step	Action	
2.	The *Employer Reporting Dashboard* page will appear. If you have access to only one location code, it will appear automatically. Click the **Go** button and skip to Step 5. If you report for multiple locations, one of your locations will display by default. To select a different location, 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.

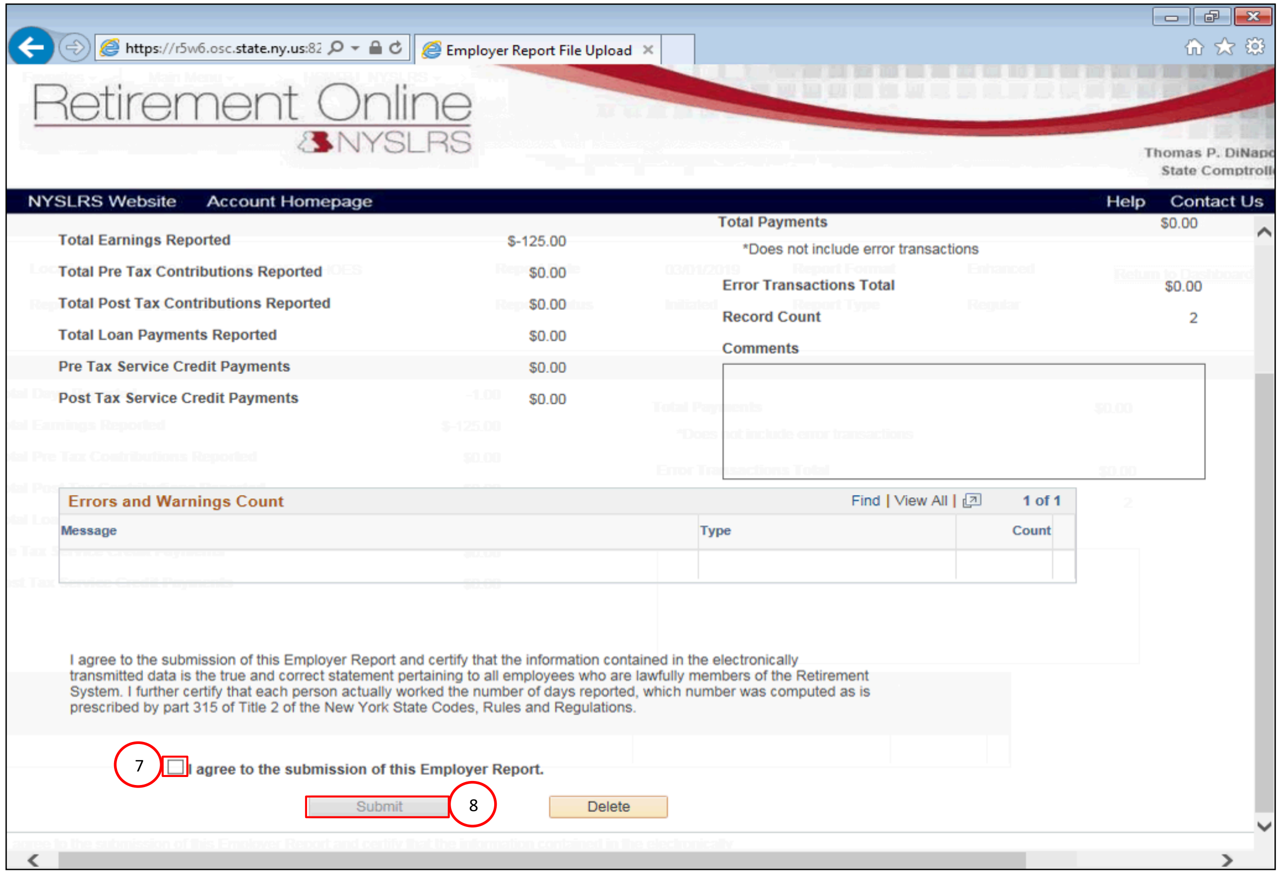


Step	Action	
4.	Click the **Go** button. Go	

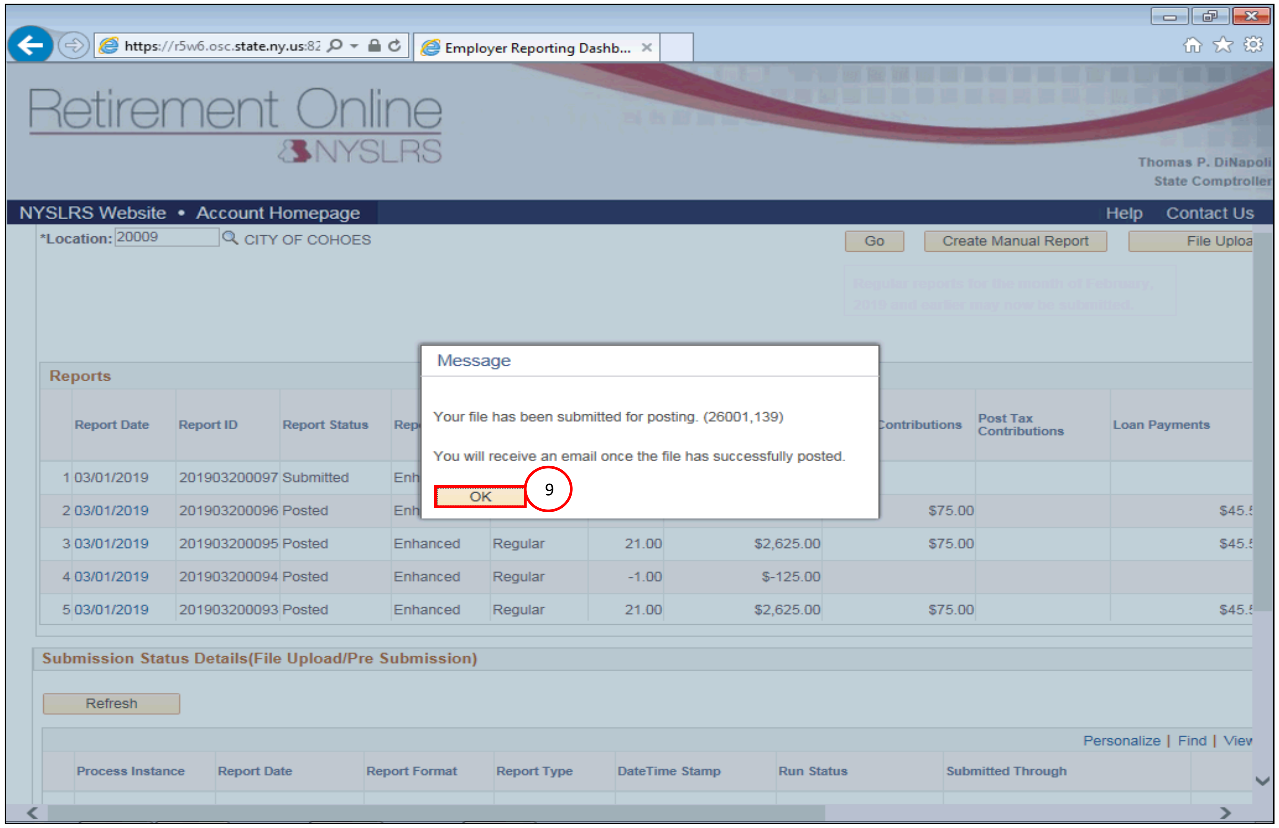
Step	Action	
5.	A list of previously uploaded reports for this location will appear. In the 'Reports' section, click the **Report Date** link for the report you'd like to submit and post. 03/01/2019 Note: Only reports that say 'Initiated' in the **Reports Status** column can be submitted. Initiated reports 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 Business Validation Errors and Warnings*" job aid for assistance. **Scroll down** to the submission agreement.	

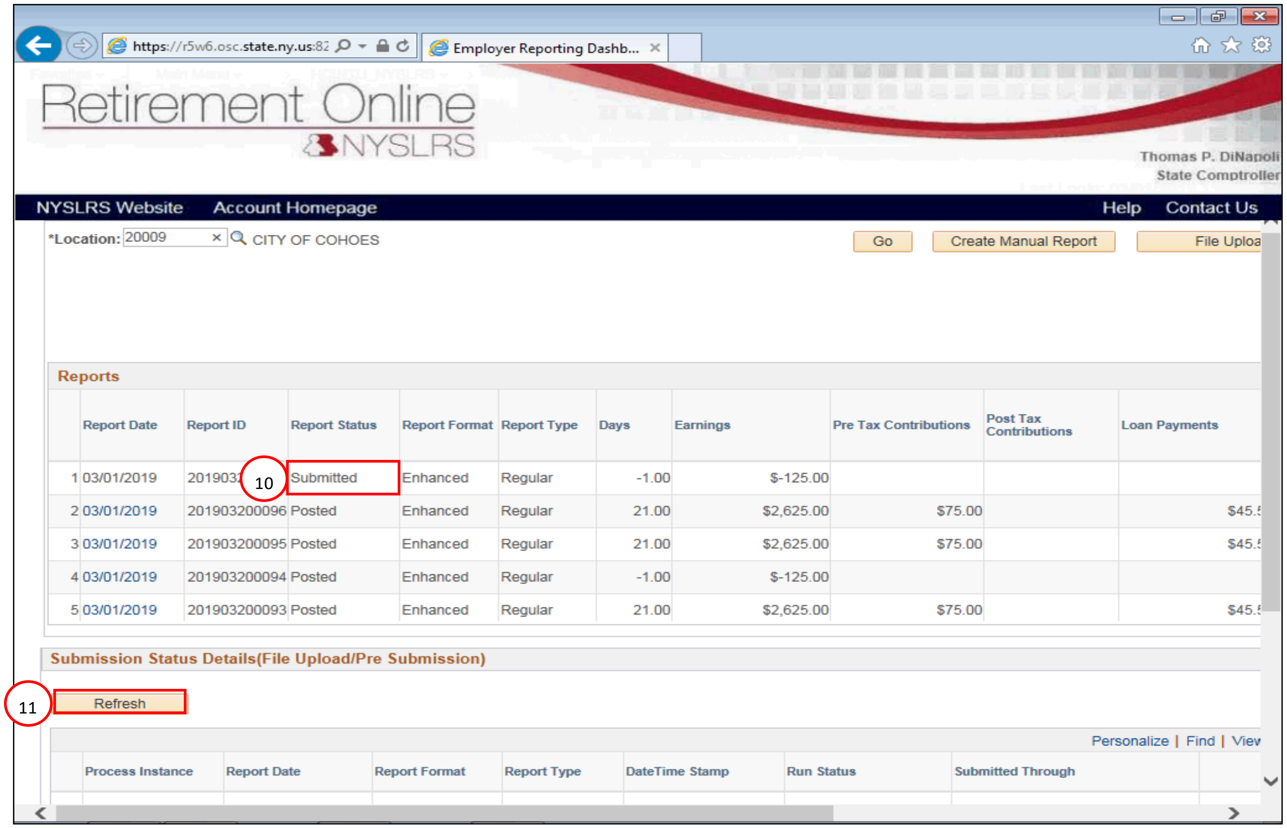
Step	Action
7.	Review the submission agreement, check the box next to '**I agree to the submission of This Employer Report**.' **Note:** You must check the "I agree" box before you can click the **Submit** button.
8.	Click the **Submit** button. Submit



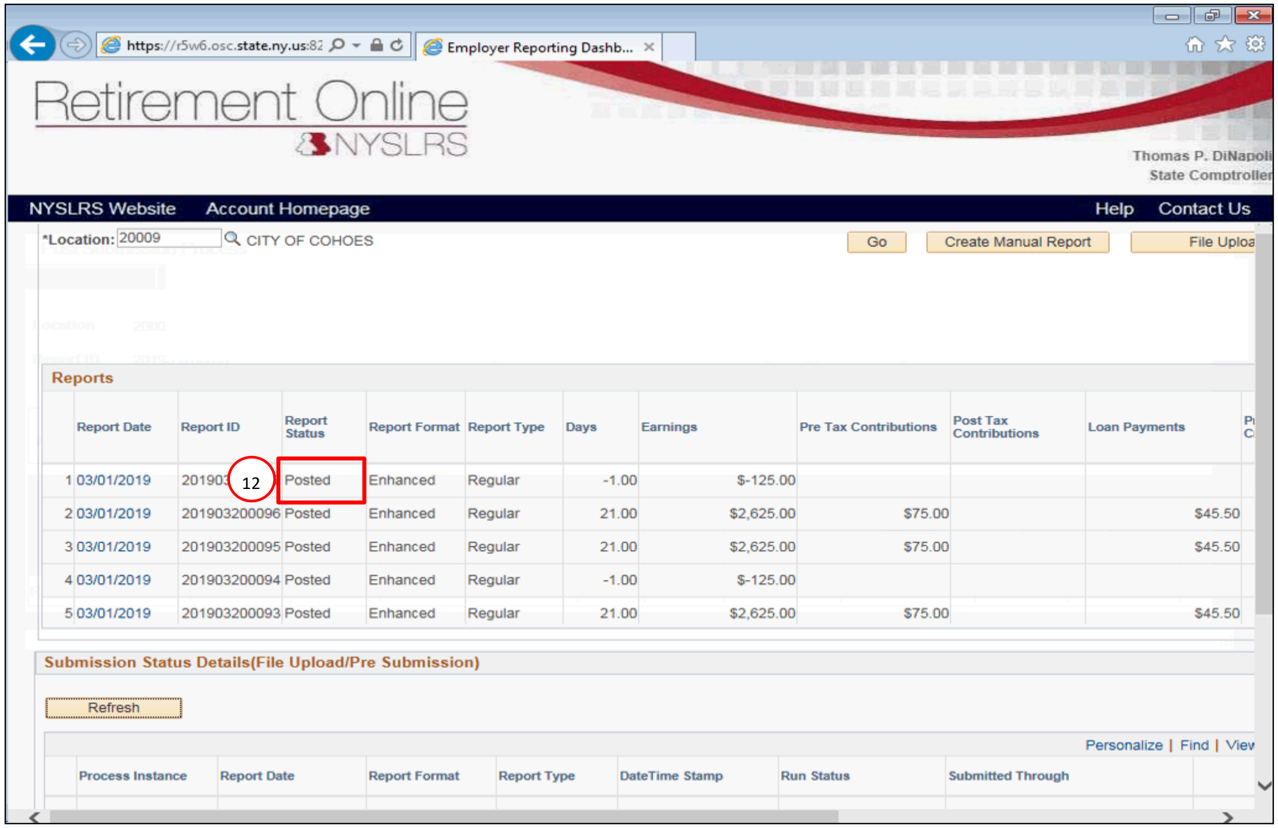
Step	Action
9.	A ‘Message’ pop-up will appear to let you know that your file has been submitted for posting. Click the **OK** button. OK



Step	Action
10.	The *Employer Reporting Dashboard* page will appear. You will see the report 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** changes to ‘Posted’ when the report is accepted by *Retirement Online*. The processing time will vary depending on the file size.



Step	Action
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. You have successfully submitted and posted a regular monthly file containing multiple regular, adjustment and/or enrollment transactions using the enhanced reporting format in *Retirement Online*.