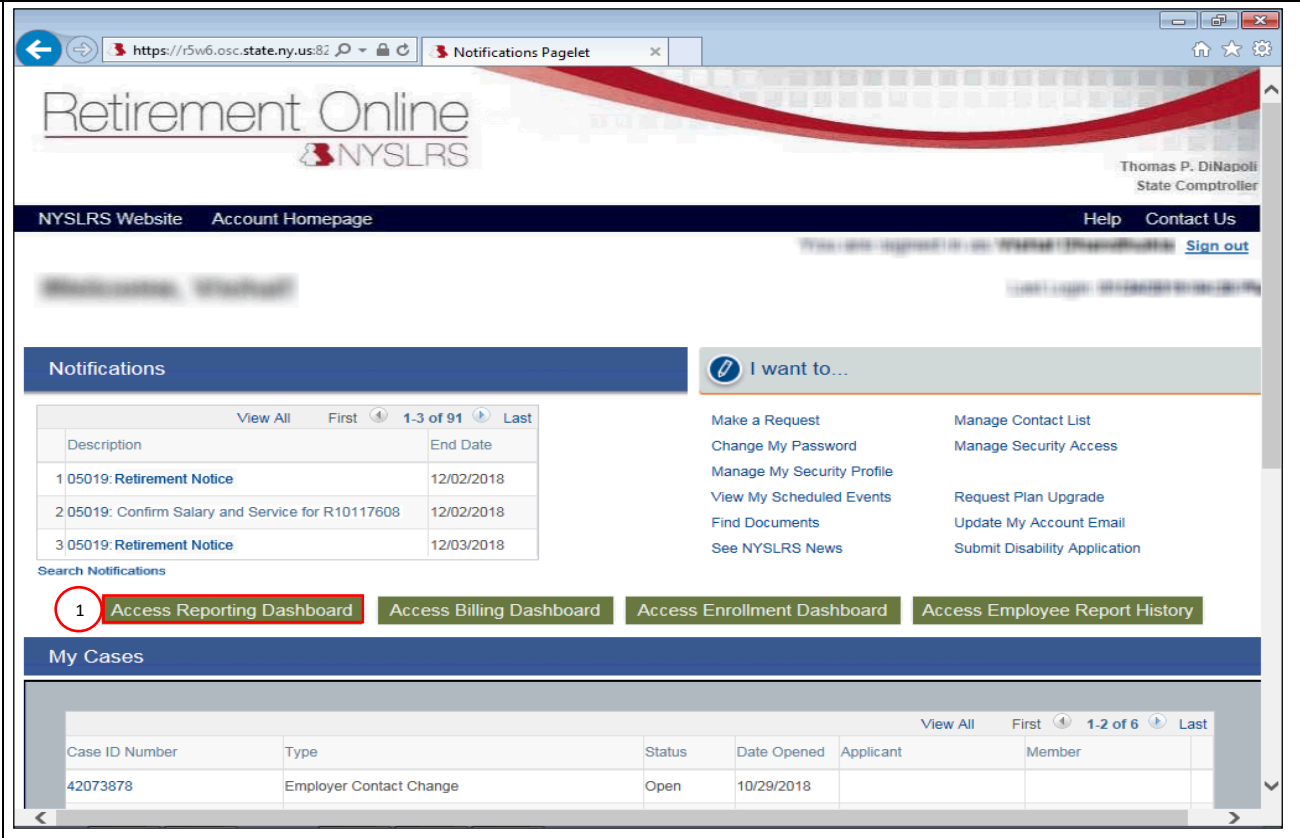


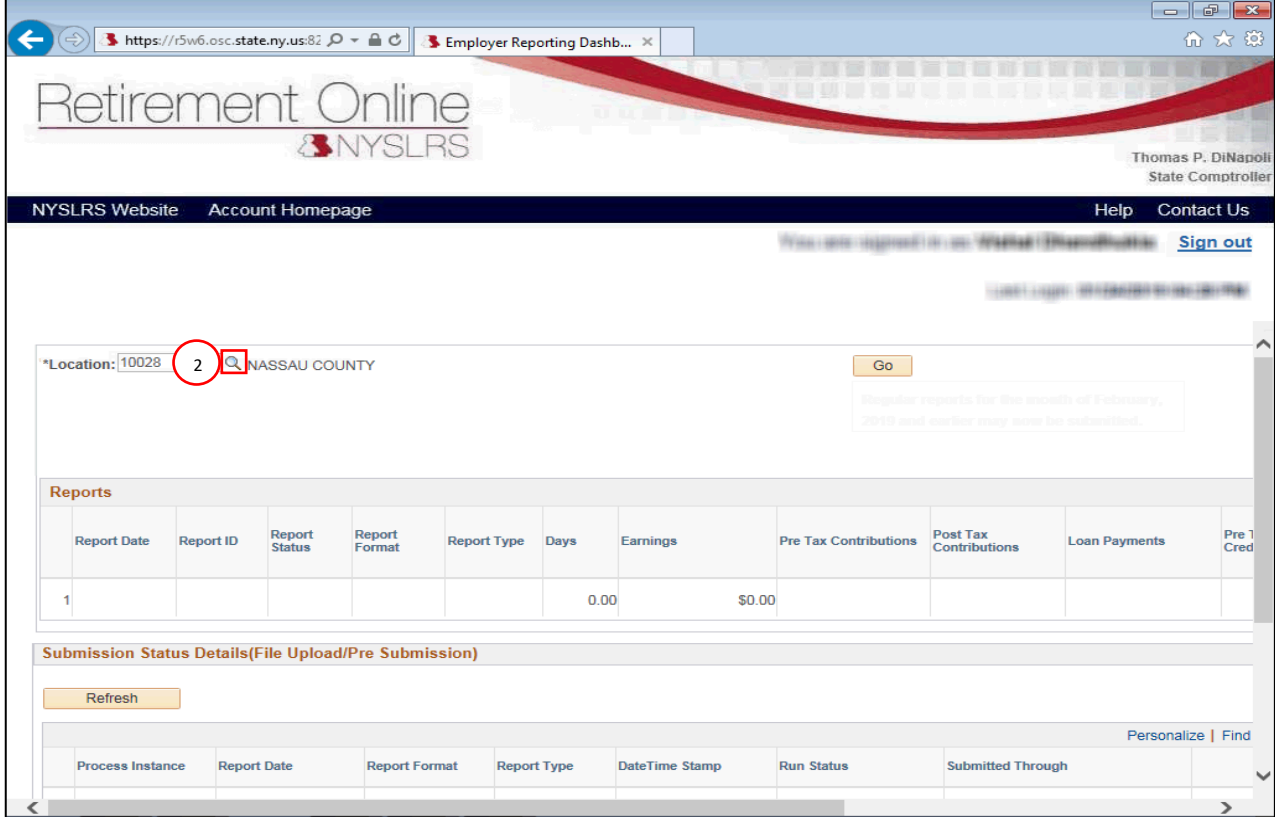
Thomas P. DiNapoli, State Comptroller

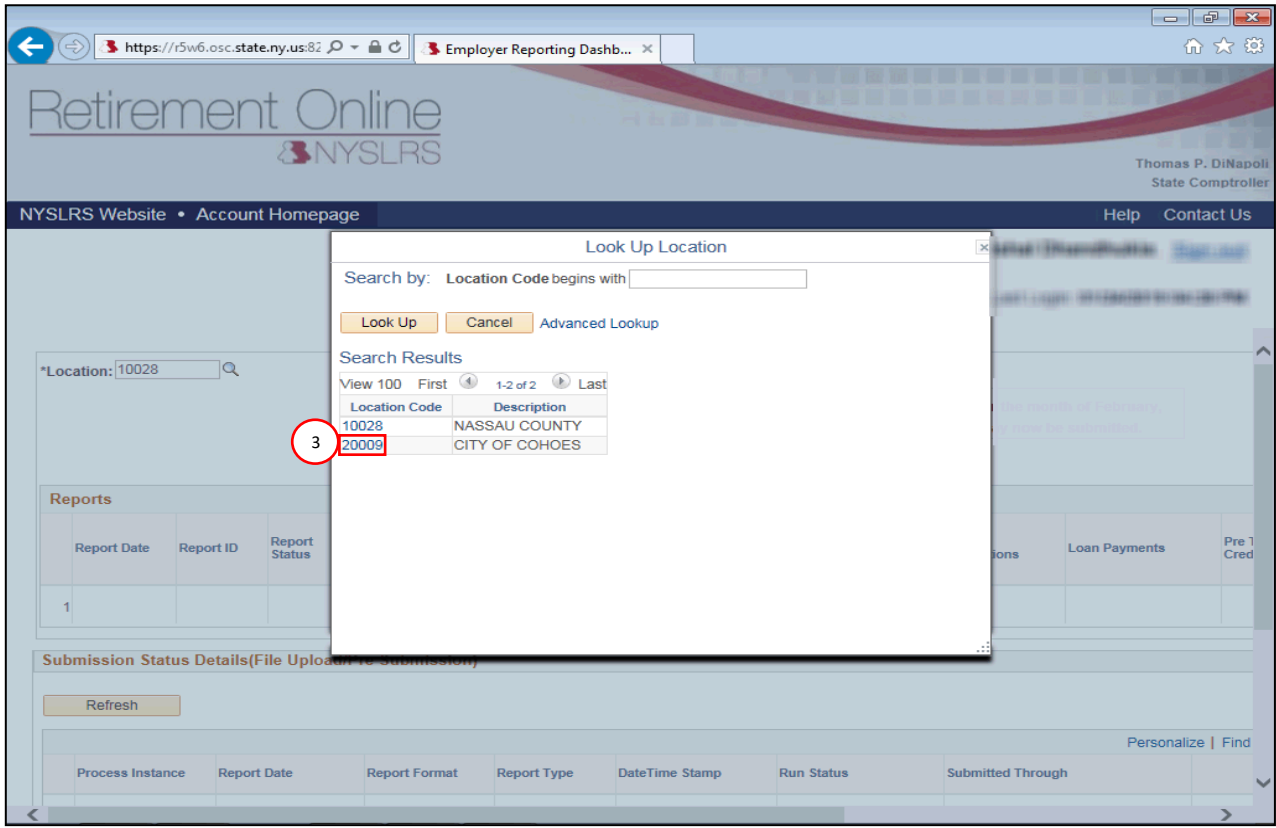


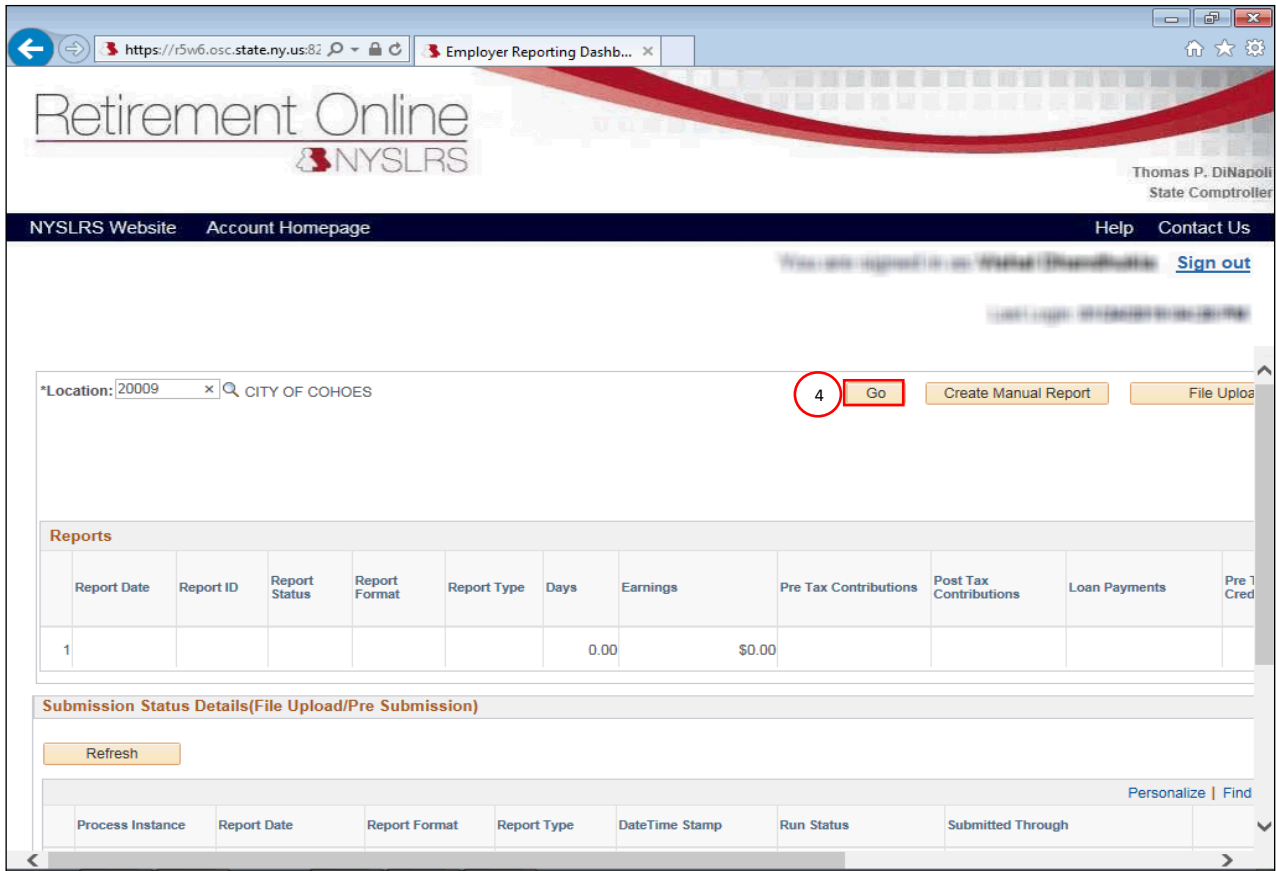
## Submit and Post a Regular Monthly Report File

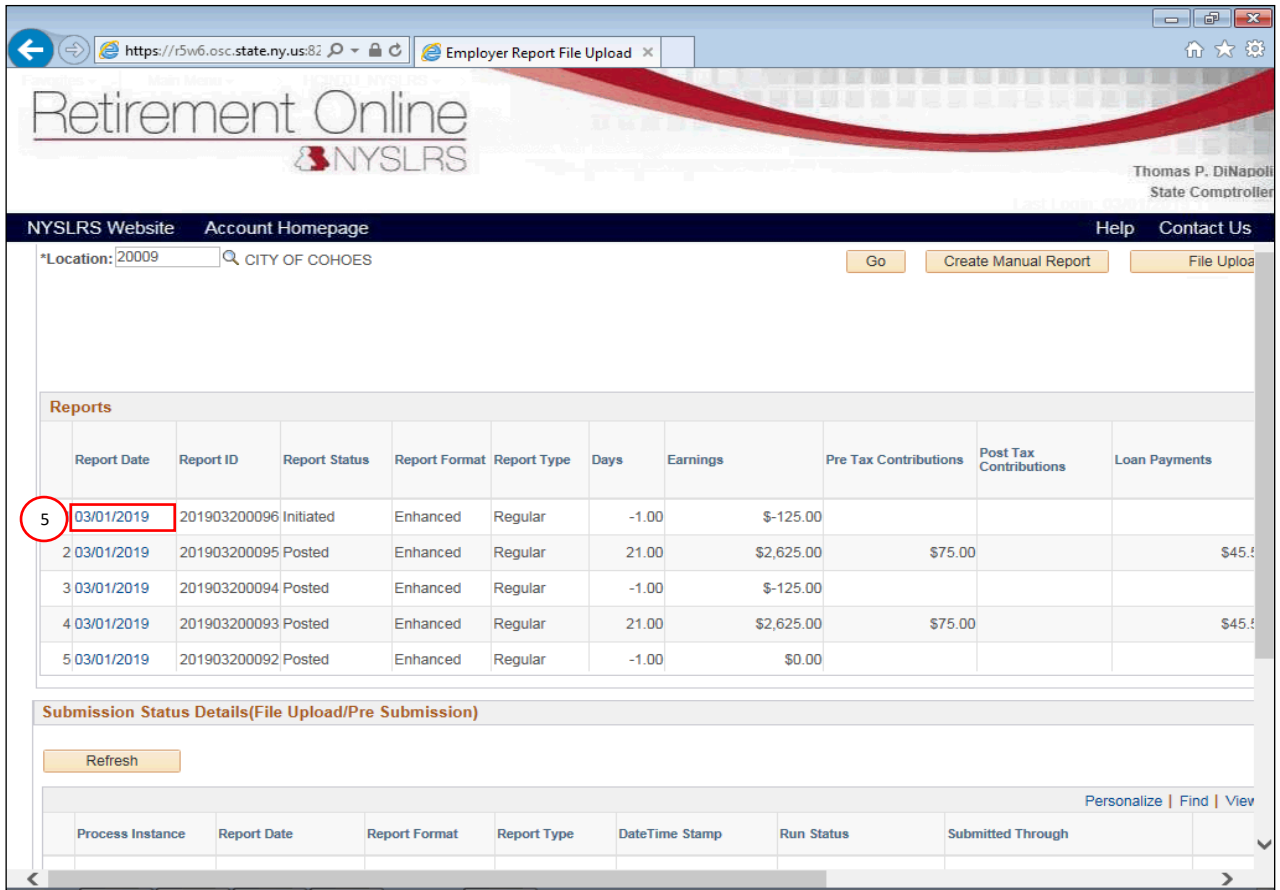
This job aid shows you (as an Employer Reporting Submitter) how to submit and post a regular monthly file containing multiple regular, adjustment and/or enrollment transactions using the enhanced reporting format in *Retirement Online*.

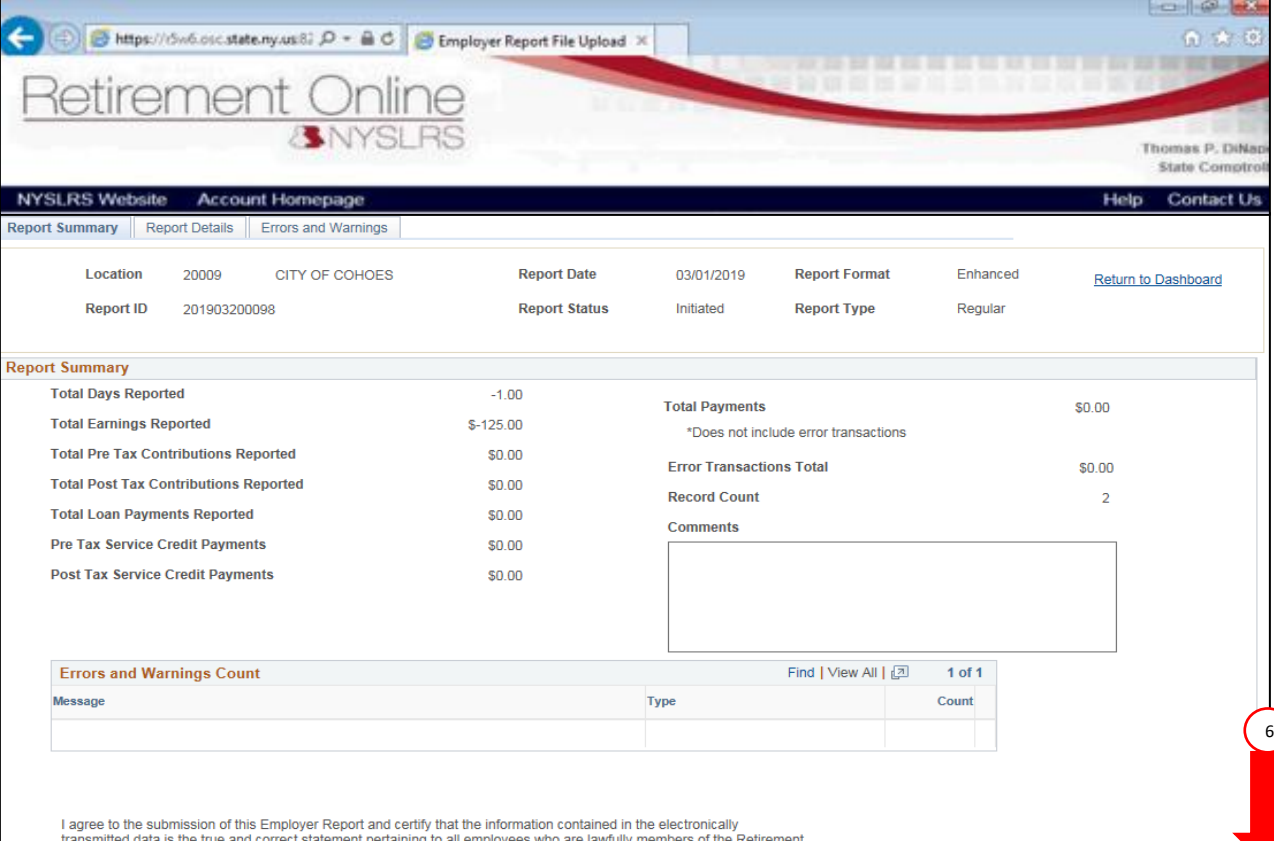
Step	Action																					
<p>1.</p>	<p>From the <i>Retirement Online Account Homepage</i>, click the <b>Access Reporting Dashboard</b> button.</p> <p><b>Access Reporting Dashboard</b></p>	 <p>The screenshot shows the Retirement Online NYSLRS website. At the top, there is a navigation bar with 'NYSLRS Website' and 'Account Homepage'. Below this is a 'Notifications' section with a table of notifications. A red box highlights the 'Access Reporting Dashboard' button in the 'Search Notifications' section, with a circled '1' next to it. Other buttons include 'Access Billing Dashboard', 'Access Enrollment Dashboard', and 'Access Employee Report History'. Below the notifications is a 'My Cases' section with a table of cases.</p> <table border="1" data-bbox="667 597 1171 751"> <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="667 906 1843 995"> <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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42073878	Employer Contact Change	Open	10/29/2018																			

Step	Action
<p>2.</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear.</p> <p>If you have access to only one location code, it will appear automatically. Click the <b>Go</b> 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 <b>Look Up</b> icon next to the Location field.</p> 

Step	Action						
3.	<p>The 'Look Up Location' pop-up will appear. Click the <b>Location Code</b> link for the location you want to report.</p>  <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. A 'Look Up Location' pop-up window is open, displaying search results for location codes starting with '10028'. The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>Location Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10028</td> <td>NASSAU COUNTY</td> </tr> <tr> <td>20009</td> <td>CITY OF COHOES</td> </tr> </tbody> </table> <p>The '20009' entry is highlighted with a red box, and a circled '3' is placed next to it, indicating the step to click on this location code.</p>	Location Code	Description	10028	NASSAU COUNTY	20009	CITY OF COHOES
Location Code	Description						
10028	NASSAU COUNTY						
20009	CITY OF COHOES						

Step	Action																						
<p>4.</p>	<p>Click the <b>Go</b> button.</p>  <p>The screenshot shows the Retirement Online interface. At the top, there is a navigation bar with 'NYSLRS Website' and 'Account Homepage'. Below that, a search bar contains the text '*Location: 20009' and 'CITY OF COHOES'. A red circle highlights the 'Go' button next to the search bar. To the right of the search bar are buttons for 'Create Manual Report' and 'File Upload'. Below the search bar 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> <th>Pre 1 Cred</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table is a 'Submission Status Details(File Upload/Pre Submission)' 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. A 'Personalize   Find' link is also visible.</p>	Report Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre 1 Cred						0.00	\$0.00				
Report Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre 1 Cred													
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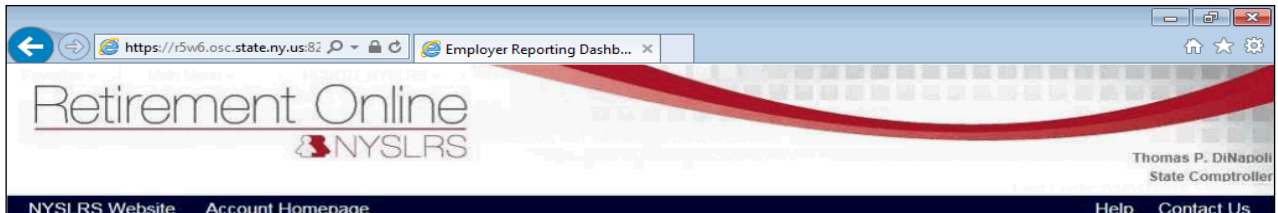
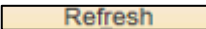
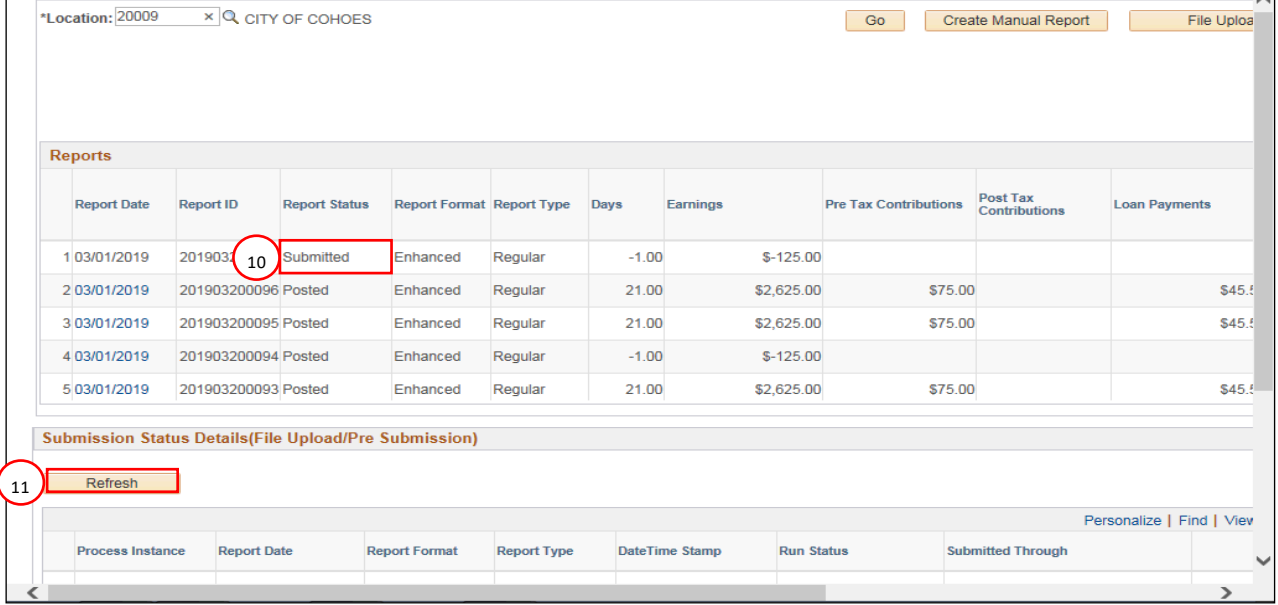
Step	Action																																																													
<p>5.</p>	<p>A list of previously uploaded reports for this location will appear.</p> <p>In the 'Reports' section, click the <b>Report Date</b> link for the report you'd like to submit and post.  <a href="#">03/01/2019</a></p> <p>Note: Only reports that say 'Initiated' in the <b>Reports Status</b> column can be submitted. Initiated reports are reports that have been created, but not yet submitted.</p>	 <p>The screenshot shows the 'Retirement Online' website for NYSLRS. The user is logged in as 'CITY OF COHOES'. The 'Reports' section displays 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>03/01/2019</td> <td>201903200096</td> <td>Initiated</td> <td>Enhanced</td> <td>Regular</td> <td>-1.00</td> <td>\$-125.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 03/01/2019</td> <td>201903200095</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>21.00</td> <td>\$2,625.00</td> <td>\$75.00</td> <td></td> <td>\$45.00</td> </tr> <tr> <td>3 03/01/2019</td> <td>201903200094</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>-1.00</td> <td>\$-125.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4 03/01/2019</td> <td>201903200093</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>21.00</td> <td>\$2,625.00</td> <td>\$75.00</td> <td></td> <td>\$45.00</td> </tr> <tr> <td>5 03/01/2019</td> <td>201903200092</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>-1.00</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The first row (03/01/2019) is circled in red in the original image. Below the table is a 'Submission Status Details' section with a 'Refresh' button and a table with columns: Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, Submitted Through.</p>	Report Date	Report ID	Report Status	Report Format	Report Type	Days	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	03/01/2019	201903200096	Initiated	Enhanced	Regular	-1.00	\$-125.00				2 03/01/2019	201903200095	Posted	Enhanced	Regular	21.00	\$2,625.00	\$75.00		\$45.00	3 03/01/2019	201903200094	Posted	Enhanced	Regular	-1.00	\$-125.00				4 03/01/2019	201903200093	Posted	Enhanced	Regular	21.00	\$2,625.00	\$75.00		\$45.00	5 03/01/2019	201903200092	Posted	Enhanced	Regular	-1.00	\$0.00			
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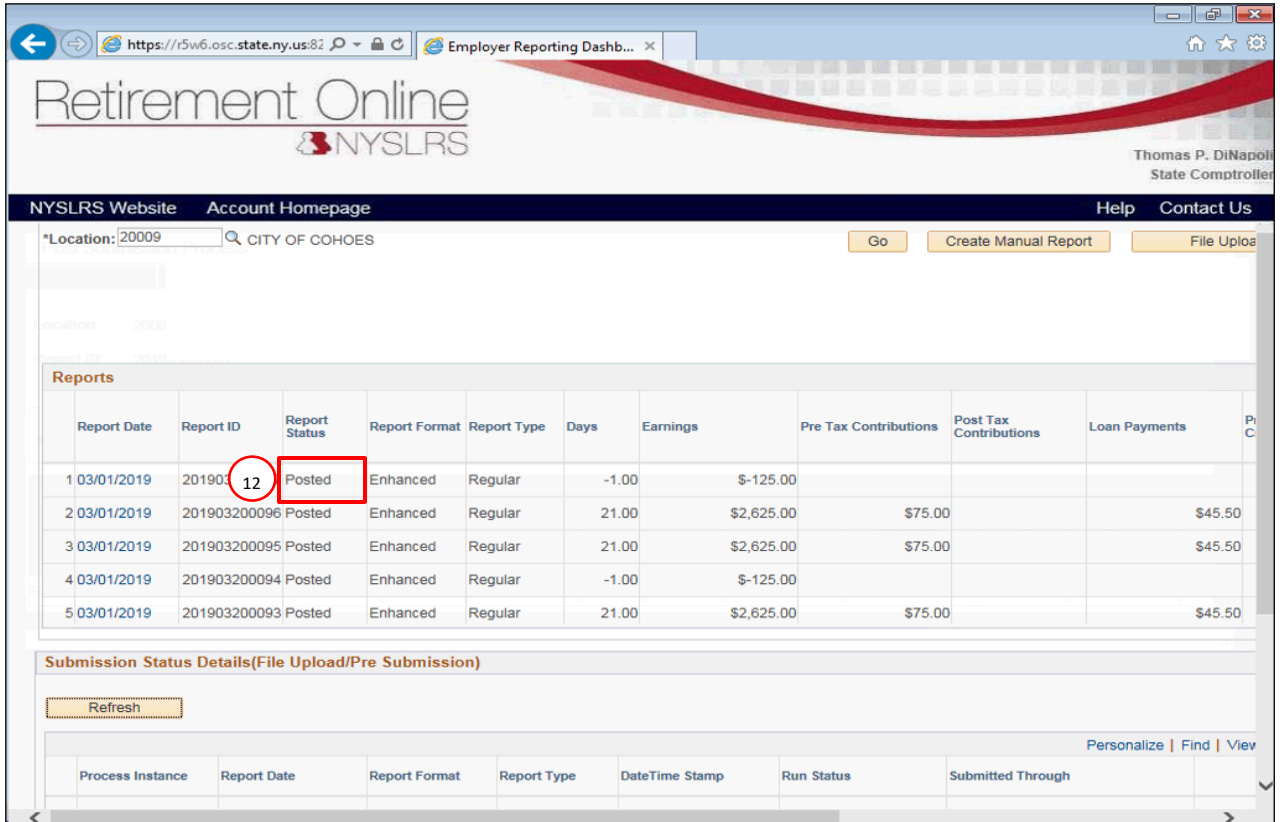
Step	Action
<p>6.</p>	<p>The <i>Report Summary</i> page will appear. It shows report totals and a count of any errors and warnings.</p> <p>Any warnings should be addressed before submitting. Errors must be corrected before submitting. Read the <i>“Correct Business Validation Errors and Warnings”</i> job aid for assistance.</p> <p><b>Scroll down</b> to the submission agreement.</p> 

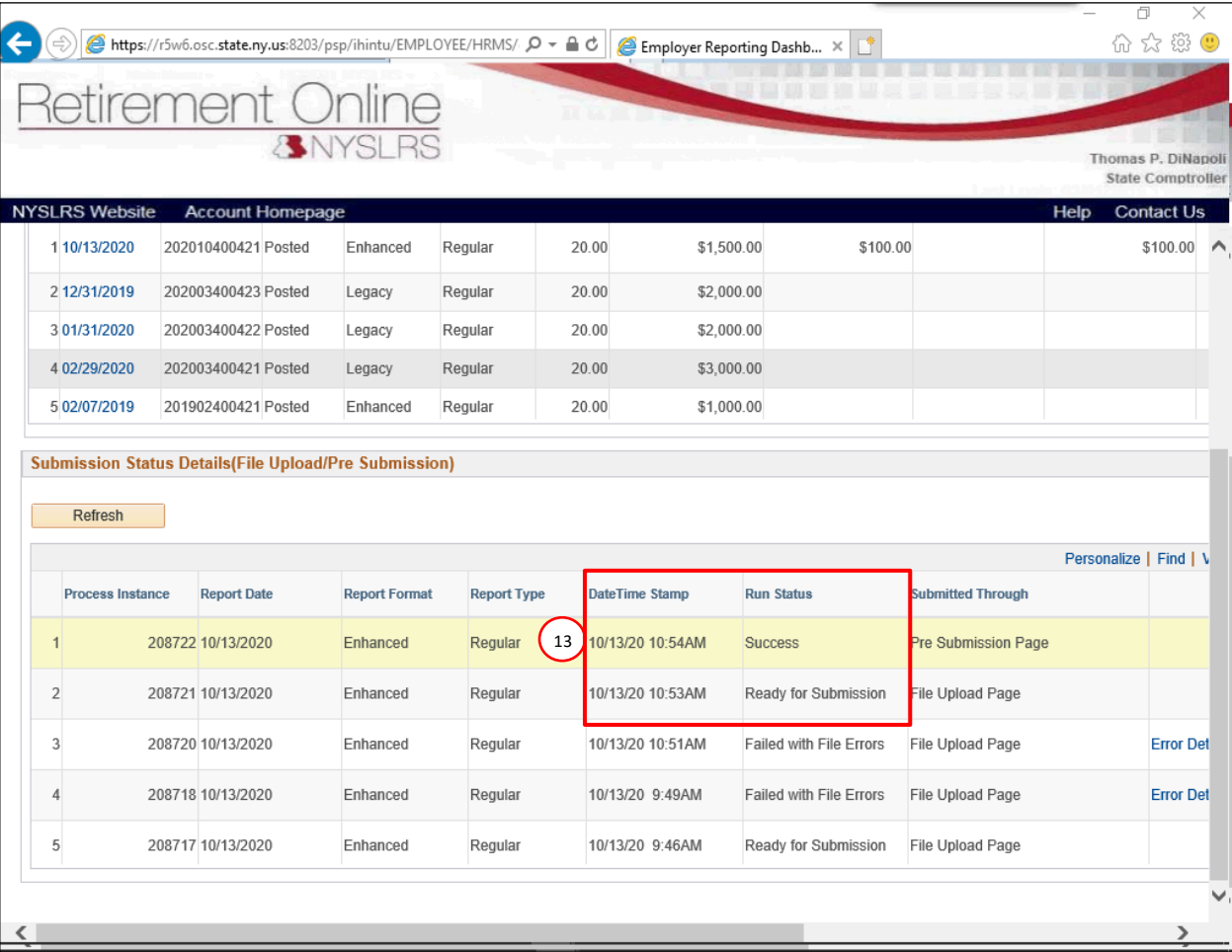
Step	Action	
7.	<p>Review the submission agreement, check the box next to 'I agree to the submission of This Employer Report.'</p> <p><b>Note:</b> You must check the "I agree" box before you can click the <b>Submit</b> button.</p>	
8.	<p>Click the <b>Submit</b> button.</p>	



Step	Action	
<p>9.</p>	<p>A 'Message' pop-up will appear to let you know that your file has been submitted for posting.</p> <p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>	<p>The screenshot displays the Retirement Online 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 text is an 'OK' button, which is circled in red. The number '9' is also circled in red. The background shows a table of reports with columns for Report Date, Report ID, Report Status, Report Type, and various contribution amounts. Below the table is a 'Submission Status Details' section with a 'Refresh' button and a table with columns for Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through.</p>

Step	Action	
10.	The <i>Employer Reporting Dashboard</i> page will appear. You will see the report with a status of 'Submitted.'	
11.	Click the <b>Refresh</b> button to view the most recent status of your reports.   <b>Note:</b> A 'Submitted' report cannot be edited or deleted.	

Step	Action																																																																									
12.	The <b>Report Status</b> changes to 'Posted' when the report is accepted by <i>Retirement Online</i> . The processing time will vary depending on the file size.	 <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. At the top, there is a search bar with the location '20009' and 'CITY OF COHOES'. Below this is a table of reports. The first row of the table has the following data: Report Date: 03/01/2019, Report ID: 201903200096, Report Status: Posted, Report Format: Enhanced, Report Type: Regular, Days: -1.00, Earnings: \$-125.00. The 'Report Status' cell for the first row is highlighted with a red box, and the number '12' is circled in red next to it. Below the table, there is a 'Submission Status Details' section with a 'Refresh' button and a 'Personalize   Find   View' link.</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> <th>P</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>03/01/2019</td> <td>201903200096</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>-1.00</td> <td>\$-125.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/01/2019</td> <td>201903200096</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>21.00</td> <td>\$2,625.00</td> <td>\$75.00</td> <td></td> <td></td> <td>\$45.50</td> <td></td> </tr> <tr> <td>03/01/2019</td> <td>201903200095</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>21.00</td> <td>\$2,625.00</td> <td>\$75.00</td> <td></td> <td></td> <td>\$45.50</td> <td></td> </tr> <tr> <td>03/01/2019</td> <td>201903200094</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>-1.00</td> <td>\$-125.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>03/01/2019</td> <td>201903200093</td> <td>Posted</td> <td>Enhanced</td> <td>Regular</td> <td>21.00</td> <td>\$2,625.00</td> <td>\$75.00</td> <td></td> <td></td> <td>\$45.50</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	P	C	03/01/2019	201903200096	Posted	Enhanced	Regular	-1.00	\$-125.00						03/01/2019	201903200096	Posted	Enhanced	Regular	21.00	\$2,625.00	\$75.00			\$45.50		03/01/2019	201903200095	Posted	Enhanced	Regular	21.00	\$2,625.00	\$75.00			\$45.50		03/01/2019	201903200094	Posted	Enhanced	Regular	-1.00	\$-125.00						03/01/2019	201903200093	Posted	Enhanced	Regular	21.00	\$2,625.00	\$75.00			\$45.50	
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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 <b>Run Status</b> of 'Success.' Every posted report will have two lines; a 'Ready for Submission' line, and a 'Success' line.</p> <p>You have successfully submitted and posted a regular monthly file containing multiple regular, adjustment and/or enrollment transactions using the enhanced reporting format in <i>Retirement Online</i>.</p>	 <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller. Below this is a table of reports with columns for Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, and Submitted Through. A second table, titled 'Submission Status Details (File Upload/Pre Submission)', provides a more granular view of the submission process, including a 'Refresh' button and a 'Personalize   Find   V' option. The 'Run Status' column in the second table is highlighted with a red box, and the value 'Success' is circled in red.</p> <table border="1" data-bbox="682 397 1890 625"> <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>10/13/2020</td> <td>Enhanced</td> <td>Regular</td> <td>10/13/20 10:54AM</td> <td>Success</td> <td>Pre Submission Page</td> </tr> <tr> <td>2</td> <td>10/13/2020</td> <td>Enhanced</td> <td>Regular</td> <td>10/13/20 10:53AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> <tr> <td>3</td> <td>10/13/2020</td> <td>Enhanced</td> <td>Regular</td> <td>10/13/20 10:51AM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> <tr> <td>4</td> <td>10/13/2020</td> <td>Enhanced</td> <td>Regular</td> <td>10/13/20 9:49AM</td> <td>Failed with File Errors</td> <td>File Upload Page</td> </tr> <tr> <td>5</td> <td>10/13/2020</td> <td>Enhanced</td> <td>Regular</td> <td>10/13/20 9:46AM</td> <td>Ready for Submission</td> <td>File Upload Page</td> </tr> </tbody> </table>	Process Instance	Report Date	Report Format	Report Type	DateTime Stamp	Run Status	Submitted Through	1	10/13/2020	Enhanced	Regular	10/13/20 10:54AM	Success	Pre Submission Page	2	10/13/2020	Enhanced	Regular	10/13/20 10:53AM	Ready for Submission	File Upload Page	3	10/13/2020	Enhanced	Regular	10/13/20 10:51AM	Failed with File Errors	File Upload Page	4	10/13/2020	Enhanced	Regular	10/13/20 9:49AM	Failed with File Errors	File Upload Page	5	10/13/2020	Enhanced	Regular	10/13/20 9:46AM	Ready for Submission	File Upload Page
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