

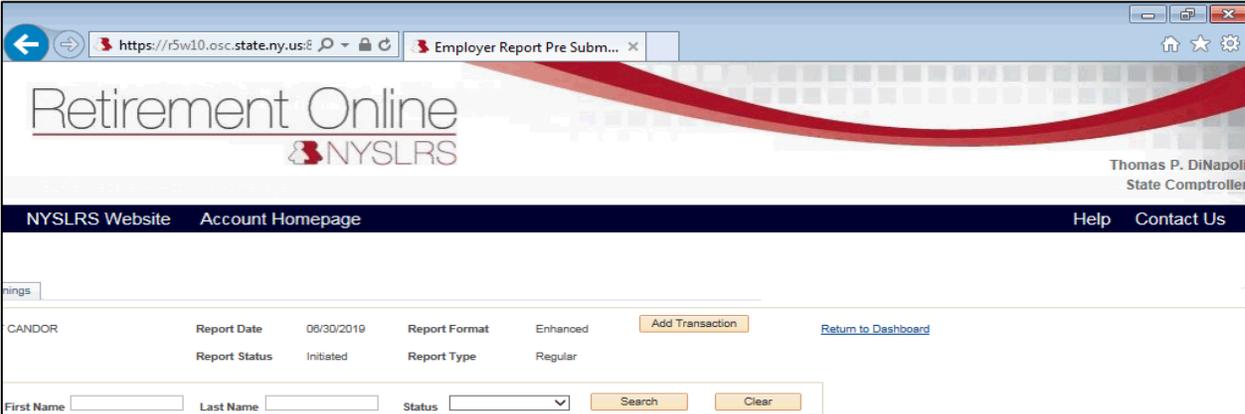
Thomas P. DiNapoli, State Comptroller

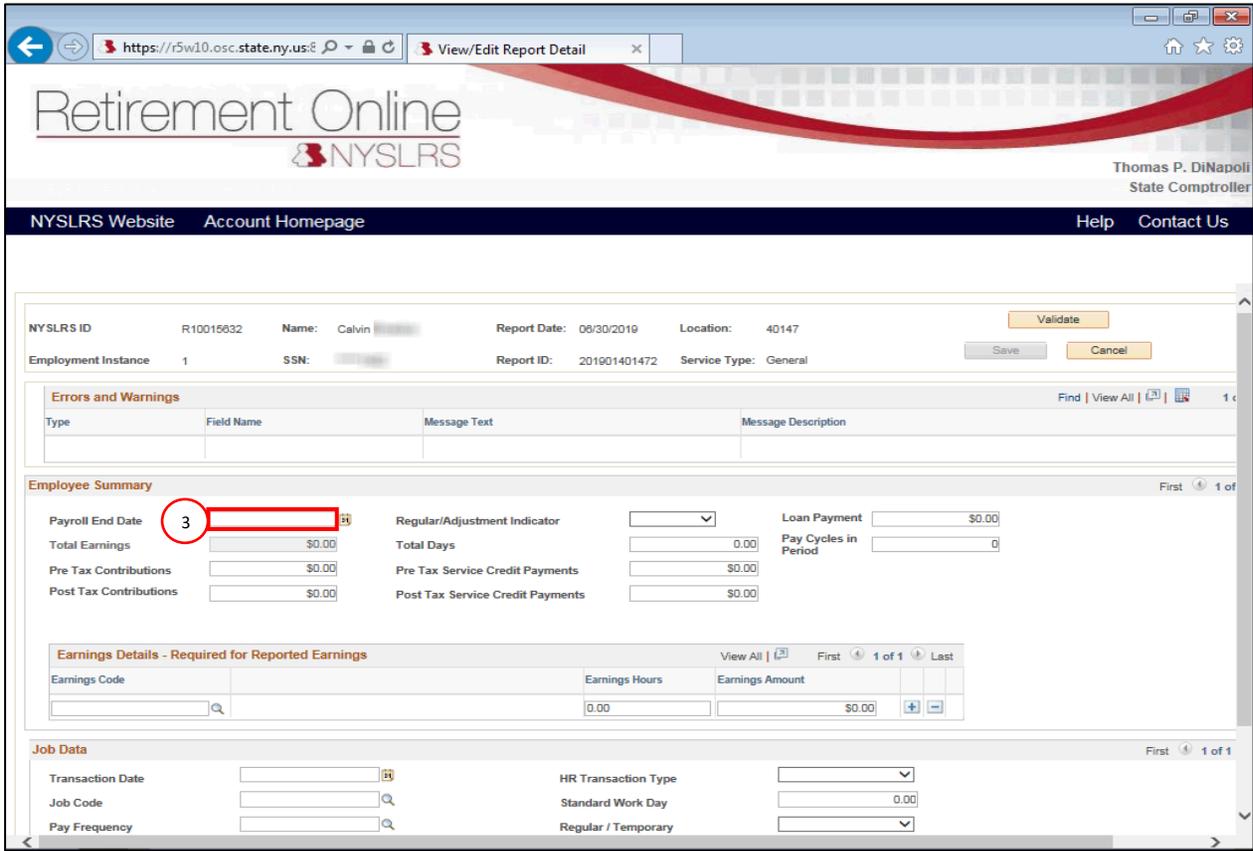


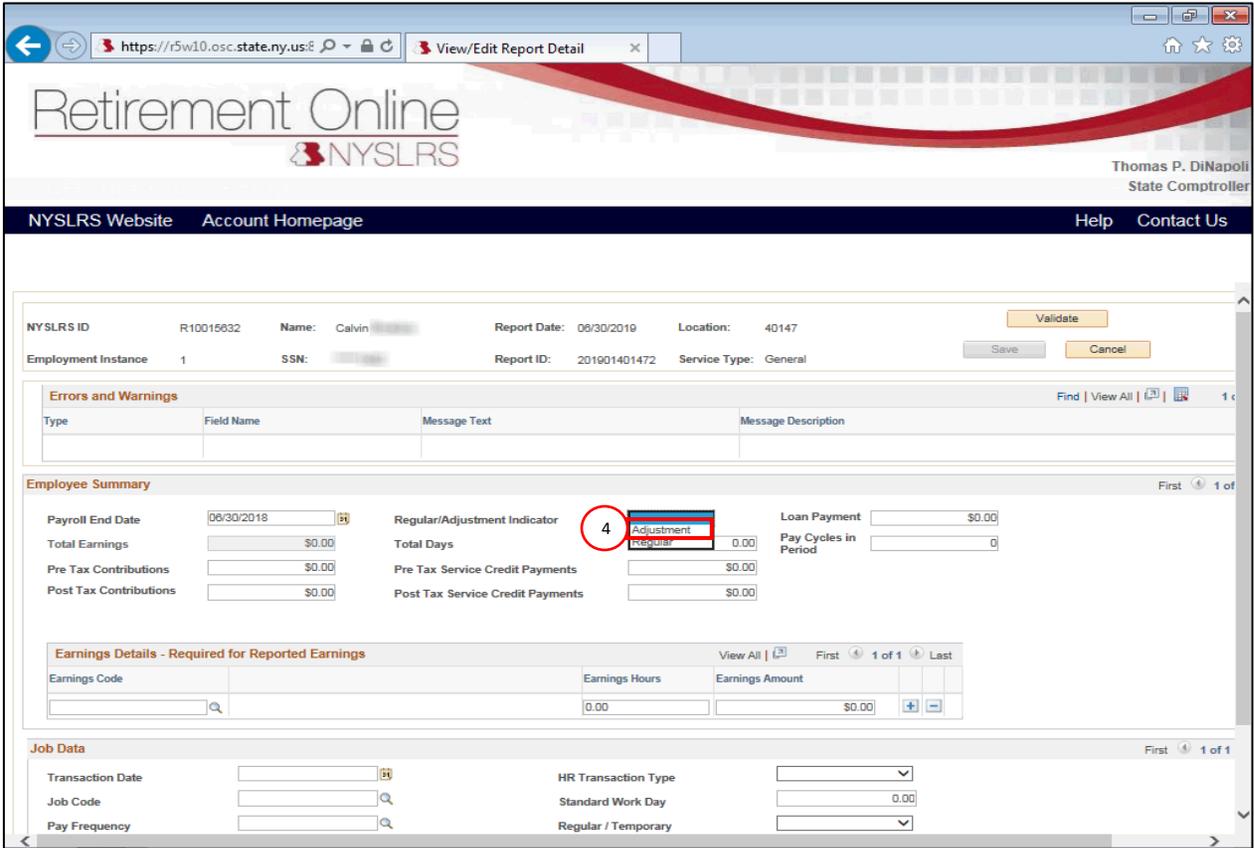
Enhanced Manual Adjustment Transaction

This job aid shows you (as an Employer Reporting Submitter) how to enter an adjustment transaction in a manual report, using the enhanced reporting format in *Retirement Online*.

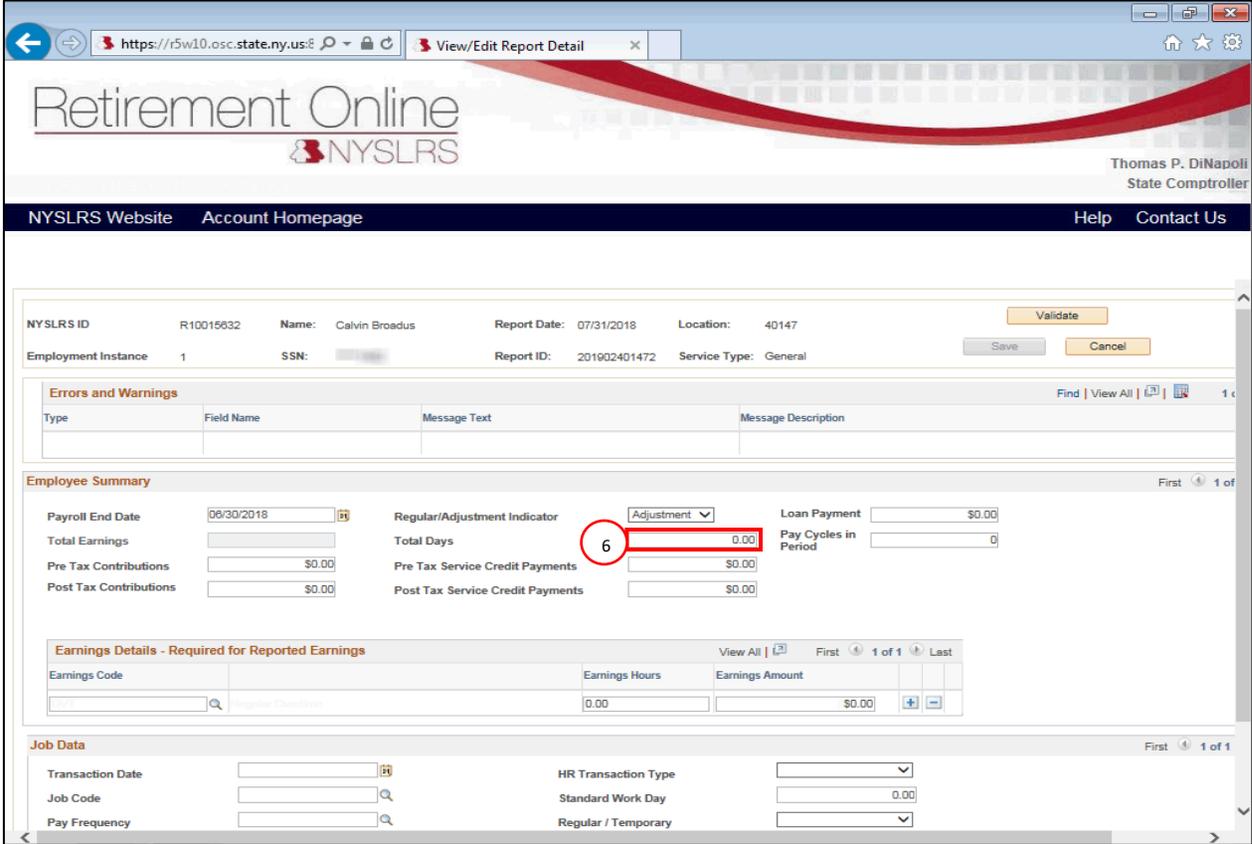
In enhanced reporting, adjustments are no longer made in a separate report; they are transactions within a regular report. Adjustments are only allowed for previously reported days and earnings.

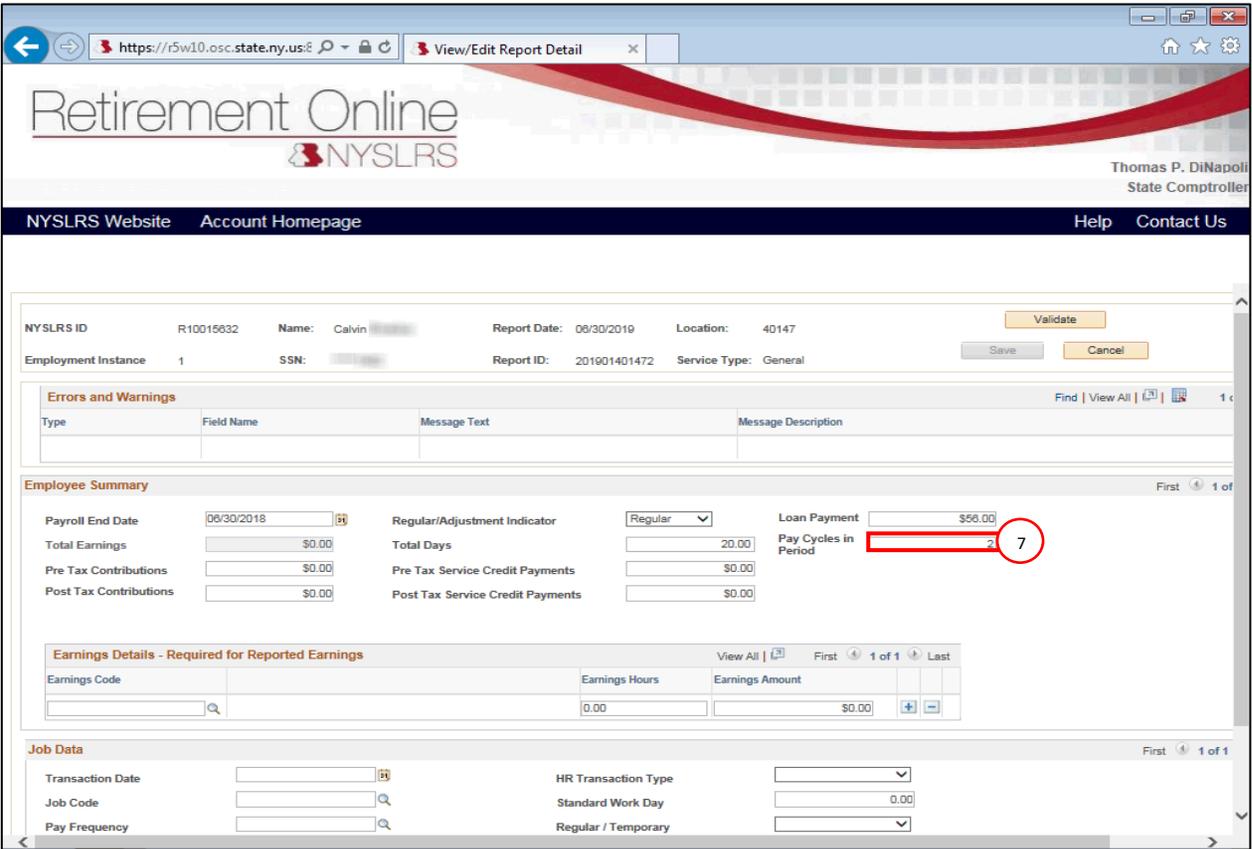
Step	Action	
<p>1.</p>	<p>On the <i>Report Details</i> page, scroll to the right until the View/Edit links are visible.</p>	 <p>The screenshot shows the Retirement Online interface. At the top, there's a navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below that, the report details for 'CANDOR' are displayed, including 'Report Date: 09/30/2019', 'Report Format: Enhanced', and 'Report Status: Initiated'. A search bar is present with fields for 'First Name', 'Last Name', and 'Status'. Below the search bar is a table of employees. The table has columns for 'First Name', 'Last Name', 'Status', 'Days', 'Hours', 'Earnings', 'Pre Tax Contributions', 'Post Tax Contributions', 'Loan Payments', 'Pre Tax Service Credit Payments', 'Post Tax Service Credit Payments', and 'View/Edit'. The row for 'Calvin' has a red circle around the 'View/Edit' link, with a red '2' next to it. At the bottom of the table, there are 'Deselect All' and 'Delete Selected' buttons. A red arrow points to the right from a red '1' at the bottom left of the table area.</p>
<p>2.</p>	<p>Click the appropriate View/Edit link for the employee you are adjusting.</p>	 <p>A red arrow points from a red '1' at the bottom left of the table area towards the right, indicating the direction of scrolling.</p>

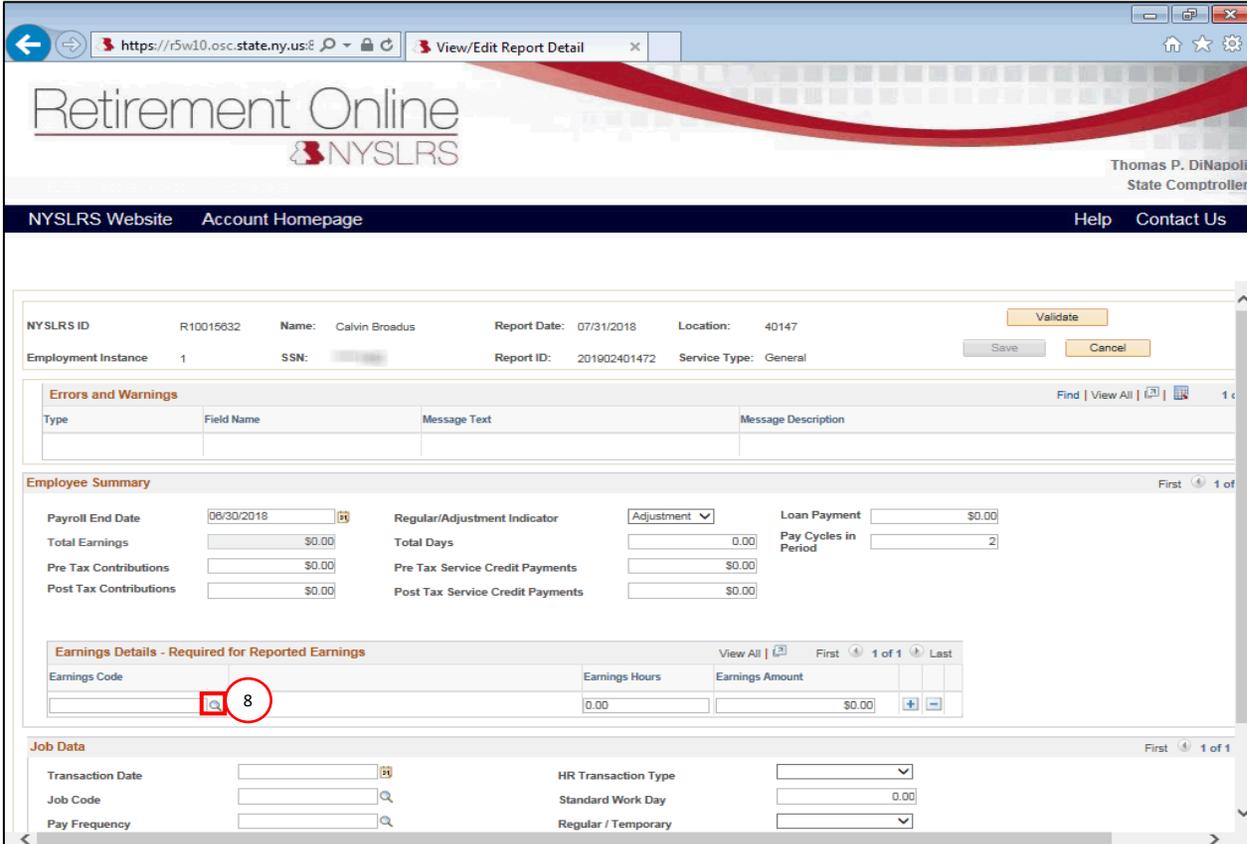
Step	Action	
<p data-bbox="113 250 163 289">3.</p> <p data-bbox="205 250 653 477">The <i>View/Edit</i> page will appear. Click in the Payroll End Date field, to enter the payroll end date. Enter the digits only using the MMDDYYYY format; <i>Retirement Online</i> will format the slashes.</p> <p data-bbox="205 565 575 636">Note: You may also use the Choose a Date icon.</p>		 <p>The screenshot shows the 'View/Edit Report Detail' page for Retirement Online. The browser address bar shows 'https://r5w10.osc.state.ny.us:8...'. The page header includes 'Retirement Online' and 'NYSLRS'. The user is identified as 'Thomas P. DiNapoli, State Comptroller'. The page contains several sections: 'NYSLRS Website Account Homepage', 'Help Contact Us', 'Errors and Warnings', 'Employee Summary', 'Earnings Details - Required for Reported Earnings', and 'Job Data'. In the 'Employee Summary' section, the 'Payroll End Date' field is highlighted with a red circle and the number 3. Other fields include 'Total Earnings', 'Pre Tax Contributions', 'Post Tax Contributions', 'Regular/Adjustment Indicator', 'Total Days', 'Pre Tax Service Credit Payments', 'Post Tax Service Credit Payments', 'Loan Payment', and 'Pay Cycles in Period'. The 'Earnings Details' section shows a table with columns for 'Earnings Code', 'Earnings Hours', and 'Earnings Amount'. The 'Job Data' section includes fields for 'Transaction Date', 'Job Code', 'Pay Frequency', 'HR Transaction Type', 'Standard Work Day', and 'Regular / Temporary'.</p>

Step	Action	
4.	Click the Regular/Adjustment Indicator drop-down to select the transaction type. <input data-bbox="212 370 359 402" type="text"/>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below this is a header section with the NYSLRS logo and the name 'Thomas P. DiNapoli, State Comptroller'. The main content area displays report details for a specific employee, including fields for NYSLRS ID, Name, Report Date, Location, Employment Instance, SSN, Report ID, and Service Type. A section titled 'Errors and Warnings' is visible but empty. The 'Employee Summary' section contains various fields, with the 'Regular/Adjustment Indicator' dropdown menu highlighted by a red box and the number '4' next to it. The dropdown menu shows 'Regular' and 'Adjustment' options. Below this is the 'Earnings Details' section, which is currently empty. At the bottom, there is a 'Job Data' section with fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day, and Regular / Temporary.</p>

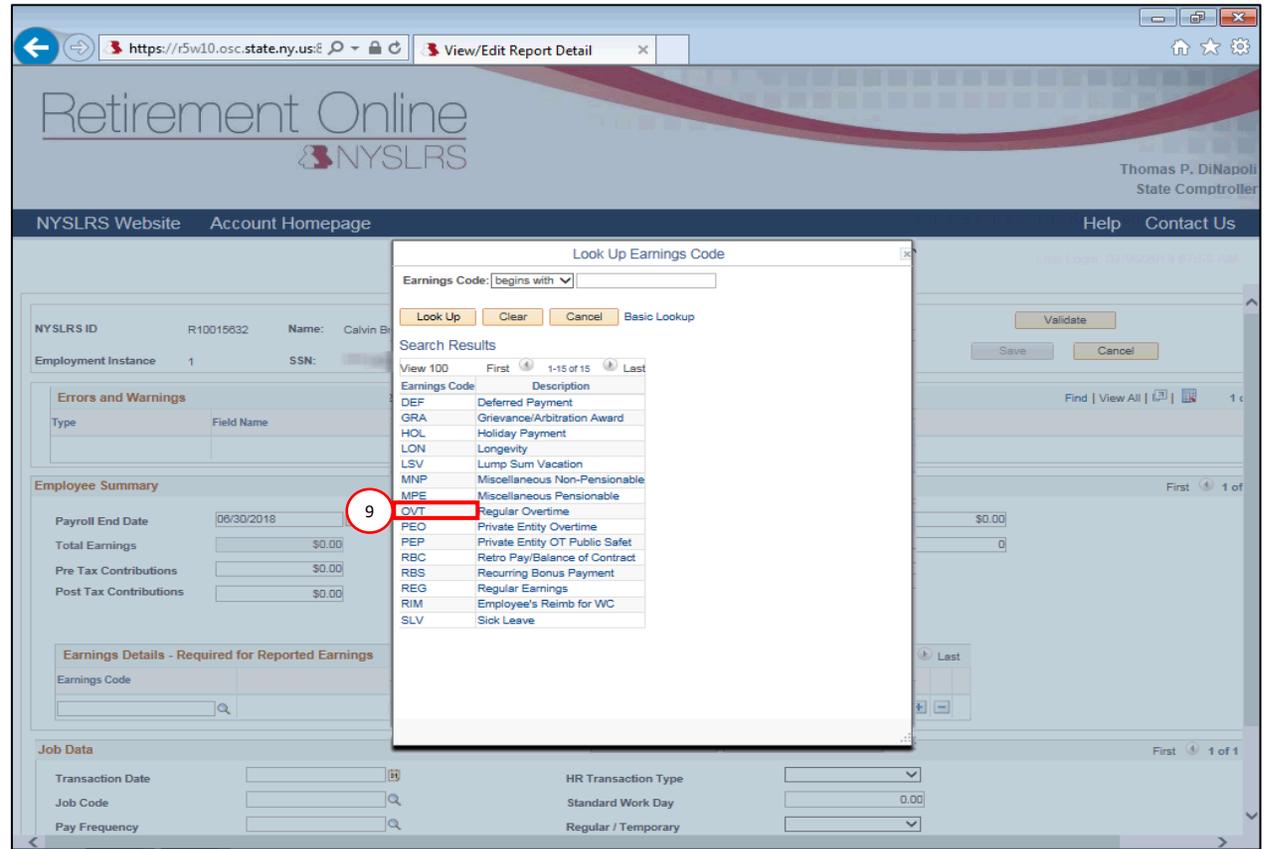
Step	Action	
5.	The Total Earnings field is grayed out and not editable. This field will automatically populate based on the earnings amounts entered in the 'Earnings Details – Required for Reported Earnings' section.	<p>The screenshot displays the Retirement Online NYSLRS portal. At the top, the browser address bar shows 'https://r5w10.osc.state.ny.us:8... View/Edit Report Detail'. The page header includes 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli State Comptroller'. Below the header, there are navigation links for 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. The main content area shows a form with the following details:</p> <ul style="list-style-type: none"> Employee Information: NYSLRS ID: R10015632, Name: Calvin Broadus, Report Date: 07/31/2018, Location: 40147, Employment Instance: 1, SSN: [redacted], Report ID: 201902401472, Service Type: General. Errors and Warnings: A table with columns for Type, Field Name, Message Text, and Message Description. Employee Summary: A section with various fields. The 'Total Earnings' field is highlighted with a red box and a circled '5'. Other fields include Payroll End Date (06/30/2018), Regular/Adjustment Indicator (Adjustment), Loan Payment (\$0.00), Total Days (0.00), Pay Cycles in Period (0), Pre Tax Contributions (\$0.00), Pre Tax Service Credit Payments (\$0.00), Post Tax Contributions (\$0.00), and Post Tax Service Credit Payments (\$0.00). Earnings Details - Required for Reported Earnings: A table with columns for Earnings Code, Earnings Hours, and Earnings Amount. The current row shows 0.00 hours and \$0.00 amount. Job Data: A section with fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day, and Regular / Temporary.

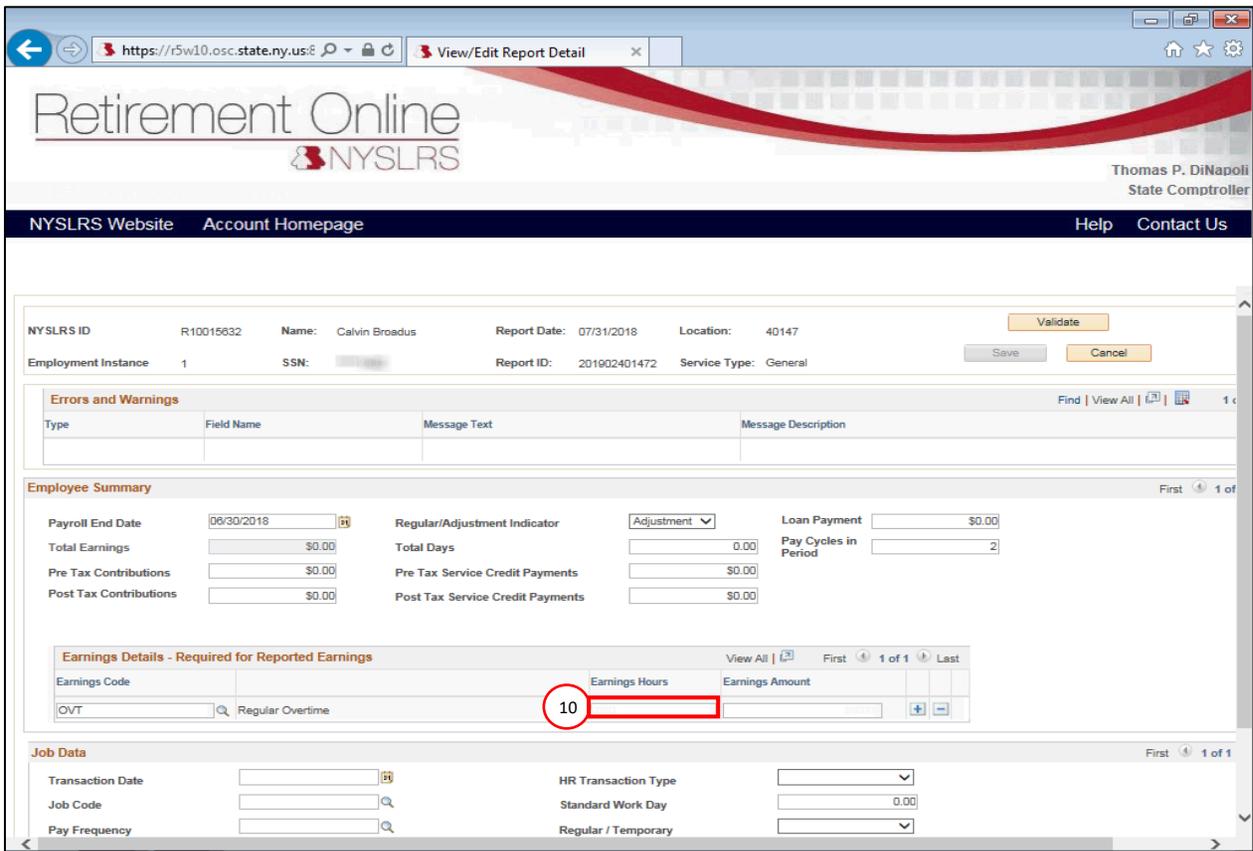
Step	Action	
<p data-bbox="111 251 159 293">6.</p> <p data-bbox="207 251 659 440">In an adjustment transaction, Total Days, can be a positive (+) number to correct under-reported days or a negative (-) number to correct over-reported days.</p> <p data-bbox="207 488 289 516">Note:</p> <p data-bbox="207 526 638 792">Example 1: If two days were under-reported and had to be accounted for, a 2 would be populated in the Total Days field to indicate that two additional days were worked during that period.</p> <p data-bbox="207 837 653 1062">Example 2: If two days were over-reported because they were not worked, a -2 would be populated in the Total Days field to indicate that two days had not been worked during that period.</p> <p data-bbox="207 1107 659 1331">Example 3: If two days were reported, but only one was worked, a -1 would be populated in the Total Days field to indicate that one day must be retracted for that period.</p>		 <p>The screenshot shows the 'View/Edit Report Detail' page for Calvin Broadus. In the 'Employee Summary' section, the 'Regular/Adjustment Indicator' is set to 'Adjustment' and the 'Total Days' field is highlighted with a red circle, containing the value '6'. Other fields include 'Payroll End Date' (06/30/2018), 'Total Earnings', 'Pre Tax Contributions', and 'Post Tax Contributions'.</p>

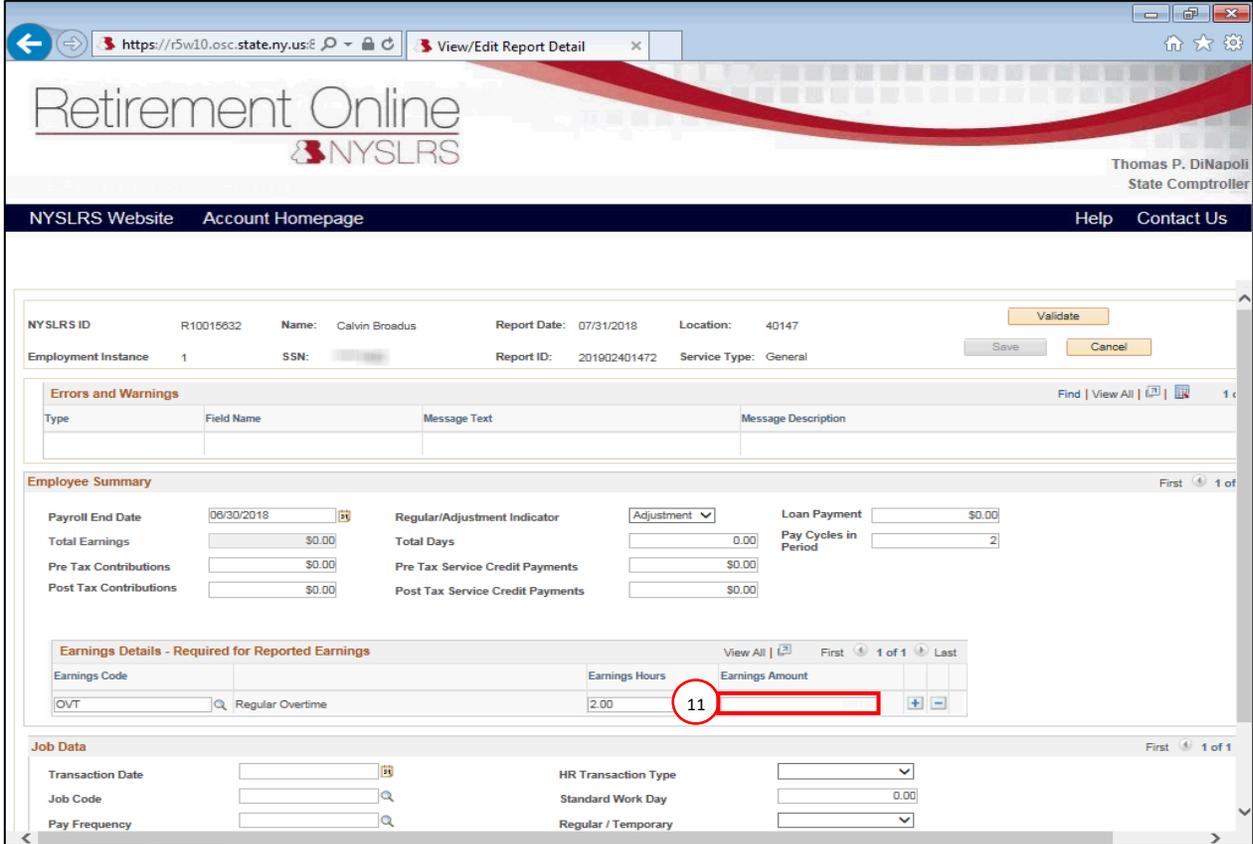
Step	Action	
7.	<p>Click in the Pay Cycles in Period field, and enter the total pay cycles for this reporting period. This will be a number between 1 and 5, based on the pay frequency.</p> <p><input type="text" value="0"/></p>	 <p>The screenshot shows the 'View/Edit Report Detail' page for a NYSLRS report. The 'Employee Summary' section contains the following fields:</p> <ul style="list-style-type: none"> Payroll End Date: 08/30/2018 Regular/Adjustment Indicator: Regular Loan Payment: \$56.00 Total Earnings: \$0.00 Total Days: 20.00 Pay Cycles in Period: 7 (highlighted with a red box) Pre Tax Contributions: \$0.00 Pre Tax Service Credit Payments: \$0.00 Post Tax Contributions: \$0.00 Post Tax Service Credit Payments: \$0.00 <p>The 'Earnings Details' section shows a table with columns for Earnings Code, Earnings Hours, and Earnings Amount. The current row shows 0.00 hours and \$0.00 amount.</p> <p>The 'Job Data' section includes fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day, and Regular / Temporary.</p>

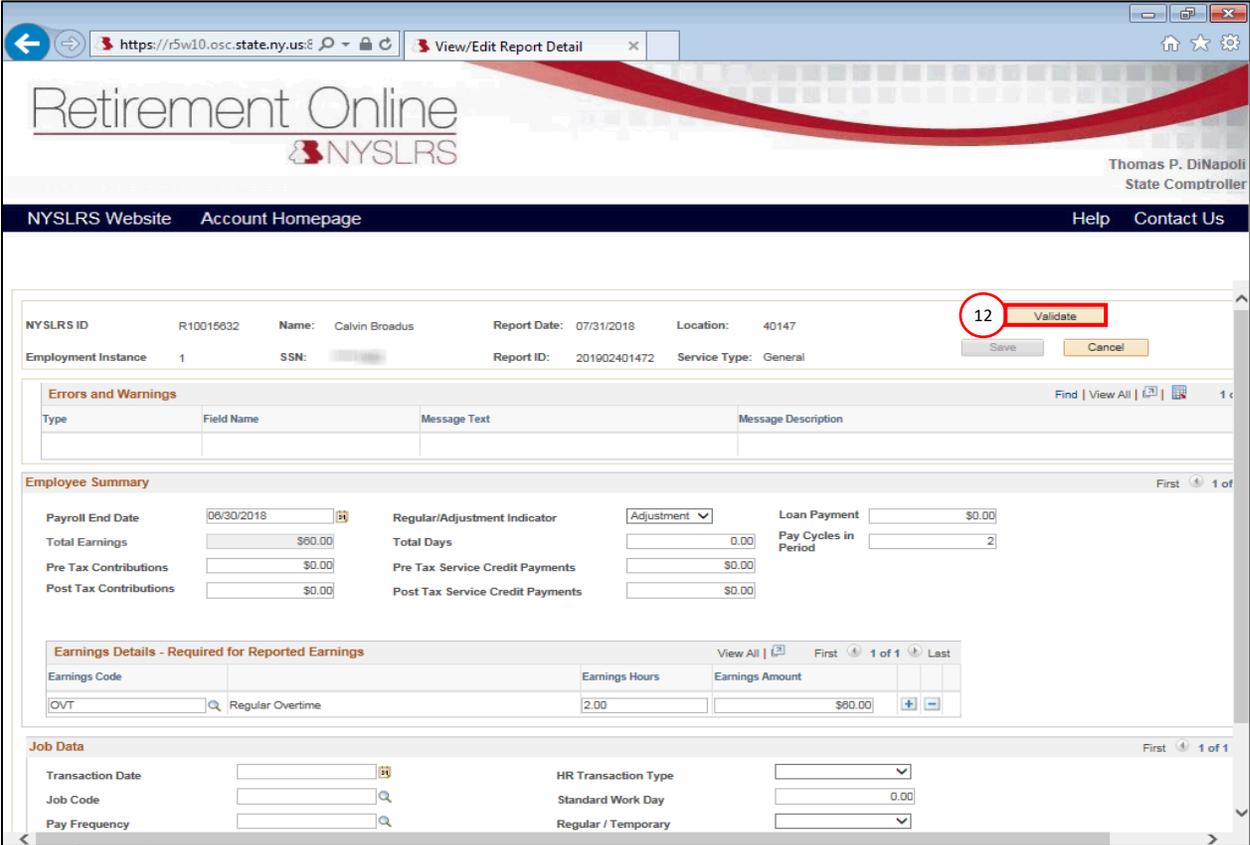
Step	Action	
8.	Click the Look Up icon next to the Earnings Code field to view a list of all the available earnings codes.	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there's a navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below this, a header section displays 'Retirement Online NYSLRS' and the name 'Thomas P. DiNapoli, State Comptroller'. The main content area is titled 'View/Edit Report Detail' and contains several sections:</p> <ul style="list-style-type: none"> Employee Information: NYSLRS ID: R10015832, Name: Calvin Broadus, Report Date: 07/31/2018, Location: 40147, Employment Instance: 1, SSN: [redacted], Report ID: 201902401472, Service Type: General. Buttons for 'Validate', 'Save', and 'Cancel' are present. Errors and Warnings: A table with columns for Type, Field Name, Message Text, and Message Description. Employee Summary: A summary of payroll and earnings data, including Payroll End Date (06/30/2018), Total Earnings (\$0.00), Pre Tax Contributions (\$0.00), Post Tax Contributions (\$0.00), Regular/Adjustment Indicator (Adjustment), Total Days (0.00), Pre Tax Service Credit Payments (\$0.00), Post Tax Service Credit Payments (\$0.00), Loan Payment (\$0.00), and Pay Cycles in Period (2). Earnings Details - Required for Reported Earnings: A table with columns for Earnings Code, Earnings Hours, and Earnings Amount. A red circle highlights the 'Look Up' icon next to the 'Earnings Code' field. Job Data: Fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day, and Regular / Temporary.

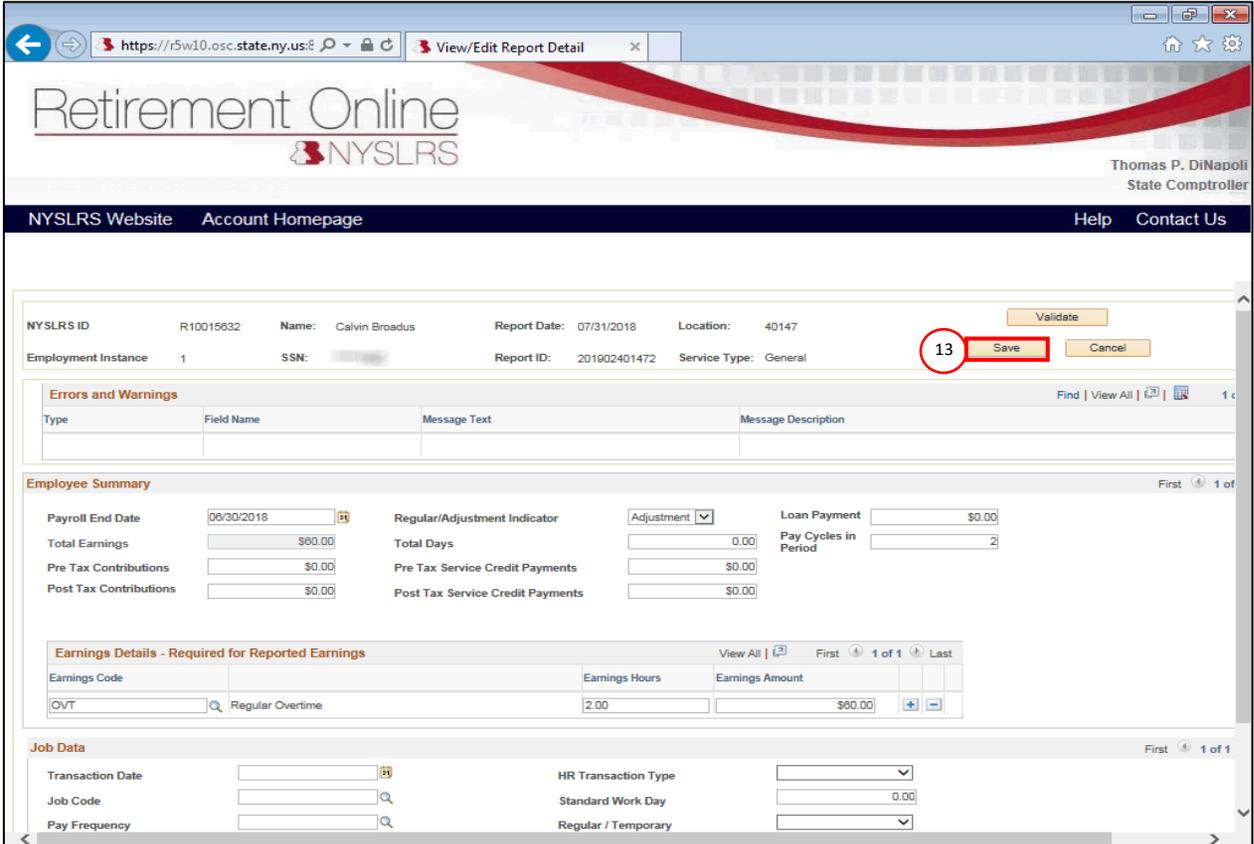
Step	Action
9.	The 'Look Up Earnings Code' pop-up will appear. Select the appropriate Earnings Code link.



Step	Action	
<p>10</p>	<p>Click in the Earnings Hours field and enter the total hours you are reporting for this reporting period.</p> <p><input type="text" value="0.00"/></p>	 <p>The screenshot shows the Retirement Online NYSLRS interface. At the top, there's a navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below that, a header area displays the user's name 'Thomas P. DiNapoli, State Comptroller'. The main content area includes a 'View/Edit Report Detail' section with fields for NYSLRS ID (R10015632), Name (Calvin Broadus), Report Date (07/31/2018), Location (40147), Employment Instance (1), SSN, Report ID (201902401472), and Service Type (General). There are 'Validate', 'Save', and 'Cancel' buttons. Below this is an 'Errors and Warnings' section with a table. The 'Employee Summary' section contains various fields like Payroll End Date (08/30/2018), Total Earnings (\$0.00), Total Days (0.00), and others. The 'Earnings Details - Required for Reported Earnings' section is the focus, showing a table with columns for Earnings Code, Earnings Hours, and Earnings Amount. The 'OVT' row has 'Regular Overtime' in the code field, and the 'Earnings Hours' field is highlighted with a red box containing the number '10'. The 'Job Data' section at the bottom includes fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day (0.00), and Regular / Temporary.</p>

Step	Action	
<p data-bbox="113 250 159 285">11.</p> <p data-bbox="210 250 646 347">Click in the Earnings Amount field and enter the earnings being reported for this reporting period.</p> <p data-bbox="210 389 646 552">Note: In an adjustment transaction, Earnings Amount can be a positive (+) under-reported days or a negative (-) number to correct over-reported earnings.</p> <p data-bbox="210 594 646 821">In this example, the employee's overtime was under-reported by two hours. The overtime rate is 30 dollars per hour. To calculate the earnings to place in the Earnings Amount field, multiply 2 hours by 30 dollars ($2 \times 30.00 = 60.00$)</p> <p data-bbox="210 863 646 1091">Negative Earnings Example 1: If two hours of overtime were reported for the same employee but not actually worked (for a total of 0 hours), those two hours must be retracted, and 60.00 must be placed in the Earnings Amount field. ($2 \times -30 = -60.00$)</p> <p data-bbox="210 1133 646 1360">Negative Earnings Example 2: If two hours of overtime were reported but only one was actually worked (for a total of 1 hour), that one unworked hour must be retracted, and -30.00 must be placed in the Earnings Amount field. ($1 \times -30 = -30.00$)</p>		 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there's a navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below this, a header area displays the user's name 'Thomas P. DiNapoli, State Comptroller'. The main content area is titled 'View/Edit Report Detail' and shows details for employee Calvin Broadus (NYSLRS ID: R10015632, Report Date: 07/31/2018, Location: 40147). There are buttons for 'Validate', 'Save', and 'Cancel'. Below the employee info, there's an 'Errors and Warnings' section. The 'Employee Summary' section shows payroll end date 08/30/2018, total earnings \$0.00, and other financial details. The 'Earnings Details - Required for Reported Earnings' table has columns for 'Earnings Code', 'Earnings Hours', and 'Earnings Amount'. The row for 'OVT' (Regular Overtime) shows 2.00 hours and an empty 'Earnings Amount' field, which is highlighted with a red box and the number 11. The 'Job Data' section at the bottom shows transaction date, job code, pay frequency, and HR transaction type.</p>

Step	Action	
<p>12</p>	<p>Click the Validate button.</p> <p></p> <p>Note: You must click the Validate button before you can click the Save button.</p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below this, a header area displays 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli, State Comptroller'. The main content area shows a report detail page for Calvin Broadus, with fields for NYSLRS ID (R10015632), Name, Report Date (07/31/2018), Location (40147), Employment Instance (1), SSN, Report ID (201902401472), and Service Type (General). A 'Validate' button is circled in red, with the number '12' next to it. Below the report details, there is an 'Errors and Warnings' section, an 'Employee Summary' section with various input fields (e.g., Payroll End Date, Total Earnings, Pre Tax Contributions), and an 'Earnings Details - Required for Reported Earnings' table. The table has columns for Earnings Code, Earnings Hours, and Earnings Amount, with one row showing 'OVT' (Regular Overtime) with 2.00 hours and \$80.00. At the bottom, there is a 'Job Data' section with fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day, and Regular / Temporary.</p>

Step	Action	
<p>13.</p>	<p>Check the 'Errors and Warning's section to see if any errors or warnings exist. If so, repeat steps 3-12.</p> <p>Once no errors and warnings remain, click the Save button to save the validated data.</p> <p></p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, the URL is https://r5w10.osc.state.ny.us:8. The page title is 'View/Edit Report Detail'. The header includes the Retirement Online NYSLRS logo and the name Thomas P. DiNapoli, State Comptroller. The navigation bar contains 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. The main content area displays report details for NYSLRS ID R10015832, Name Calvin Broadus, Report Date 07/31/2018, and Location 40147. A 'Validate' button is present. Below this, a 'Save' button is circled in red with the number 13. The 'Errors and Warnings' section is visible but empty. The 'Employee Summary' section shows fields for Payroll End Date (06/30/2018), Total Earnings (\$60.00), and other financial data. The 'Earnings Details - Required for Reported Earnings' section shows a table with columns for Earnings Code, Earnings Hours, and Earnings Amount, with one row for OVT (Regular Overtime) showing 2.00 hours and \$60.00. The 'Job Data' section at the bottom includes fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day, and Regular / Temporary.</p>

Step	Action
14.	<p>The <i>Report Details</i> page will appear. In this example, the employee's report status is listed as "Validated."</p> <p>Note: The information entered must return a status of "Validated" or "Validation Warning" before the adjustment can be submitted to NYSLRS. A "Validation Error" status means there are errors with the entered data. If submitted to NYSLRS, this employee's record will be omitted. You must return to that employee's record and correct the data using the View/Edit link.</p> <p>You have successfully completed an adjustment transaction in a manual report.</p>

The screenshot shows the Retirement Online NYSLRS website interface. At the top, the browser address bar displays "https://r5w10.osc.state.ny.us:8...". The page header includes "Retirement Online NYSLRS" and "Thomas P. DiNapoli State Comptroller". Below the header, there are navigation links for "NYSLRS Website", "Account Homepage", "Help", and "Contact Us".

The main content area is titled "Report Summary" and "Report Details". It displays the following information:

- Location: 40147 VILLAGE OF CANDOR
- Report Date: 06/30/2019
- Report Format: Enhanced
- Report ID: 201901401472
- Report Status: Initiated
- Report Type: Regular

Below this information, there are search fields for NYSLRS ID, SSN, First Name, Last Name, and Status, along with "Search" and "Clear" buttons.

The "Report Details" section contains a table with the following columns: NYSLRS ID, Empl Rod, Social Security Number, First Name, Last Name, Status, Days, Hours, Earnings, Pre Tax Contributions, Post Tax Contributions, Loan Payments, and Pre Tax Service Credit Payments. The table lists several employees, with the row for Calvin (NYSLRS ID: R10015632) highlighted in grey and the status "Validated" circled in red.

NYSLRS ID	Empl Rod	Social Security Number	First Name	Last Name	Status	Days	Hours	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre Tax Service Credit Payments
<input type="checkbox"/> R10000580	0		Bob			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R10015345	0		Sam			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R10015632	1		Calvin		Validated	20.00	163.00	\$2,632.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R10199443	0		Aubrey			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R10552401	50		Nme_person			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R10667920	1		Nme_person			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R10807887	4		Nme_person			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R11150631	1		Nme_person			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R11456073	6		Nme_person			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> R12782562	0		Steve			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

At the bottom of the table, there are buttons for "Select All", "Deselect All", and "Delete Selected".