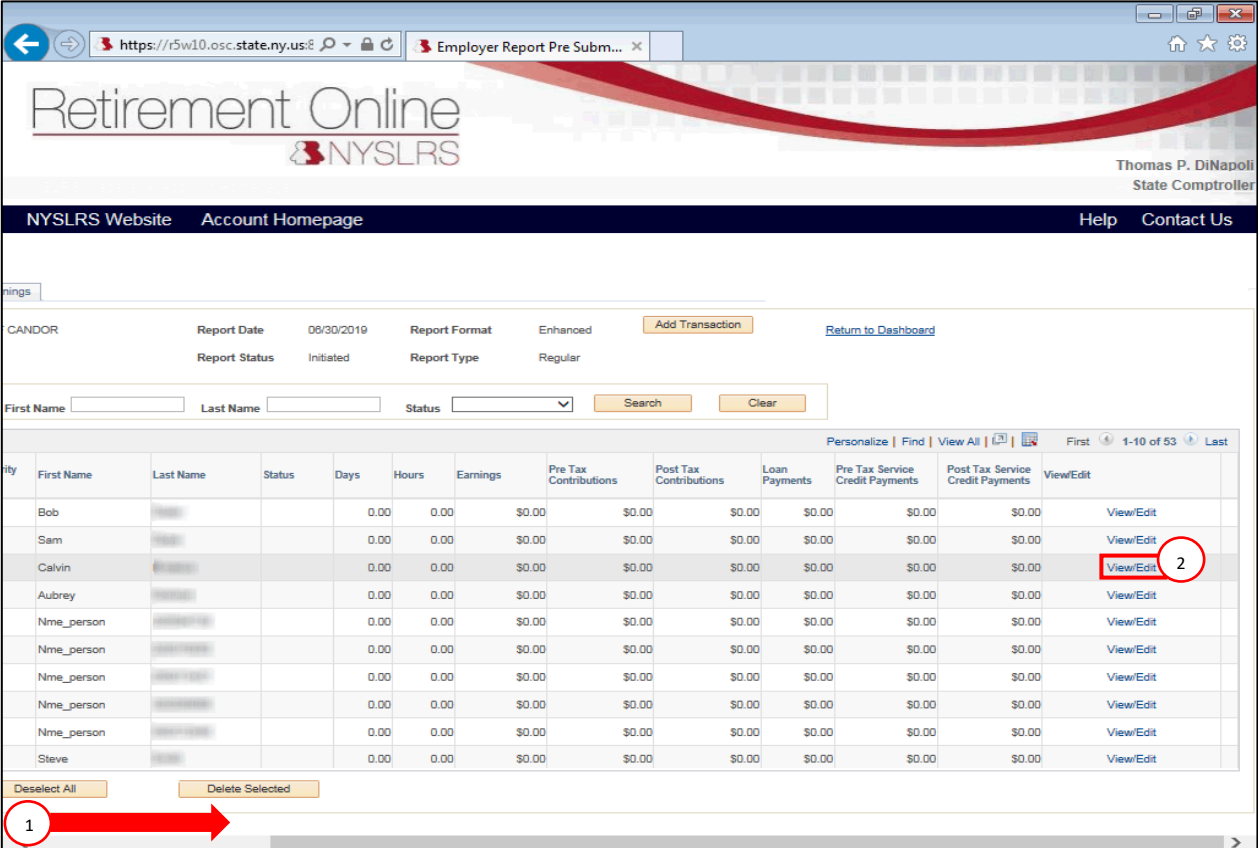


Thomas P. DiNapoli, State Comptroller



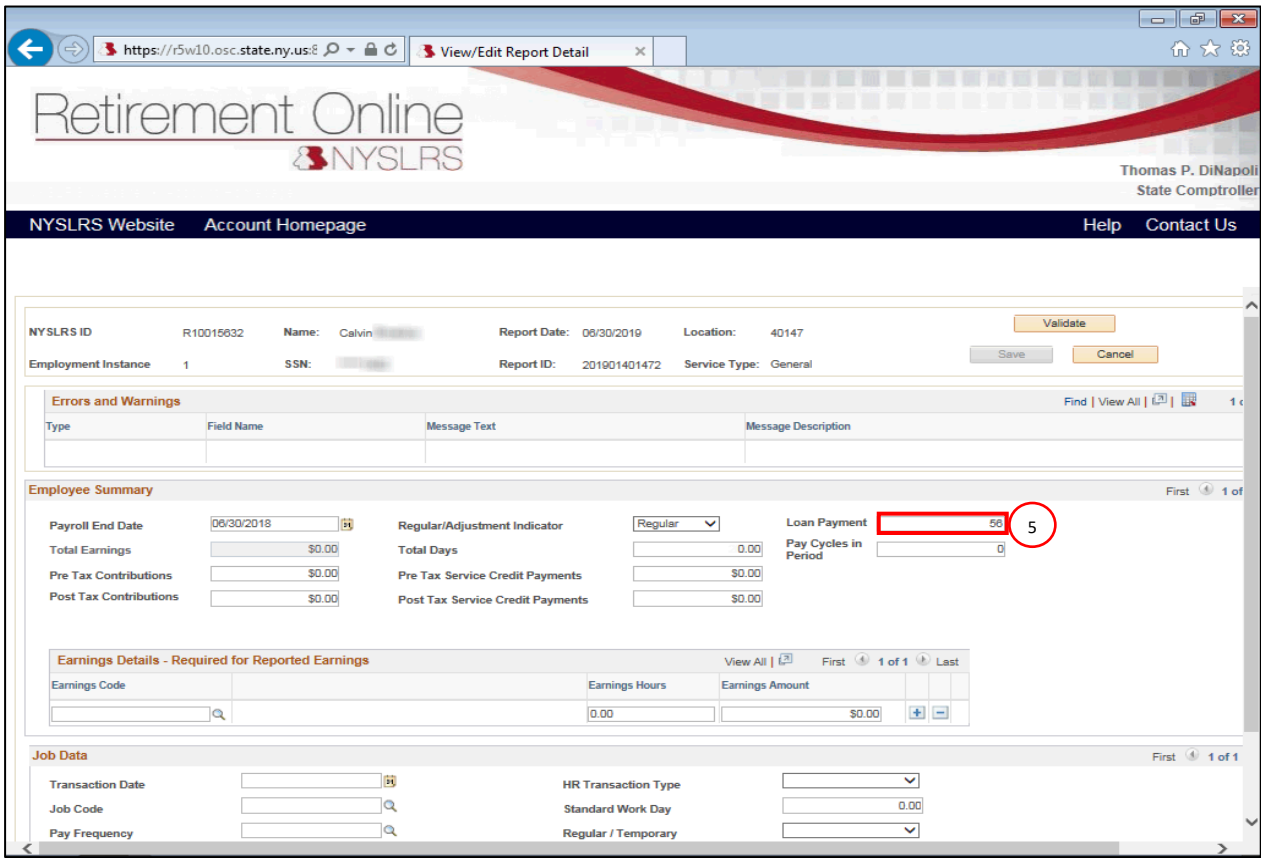
Enter Monthly Data and Addressing Warnings

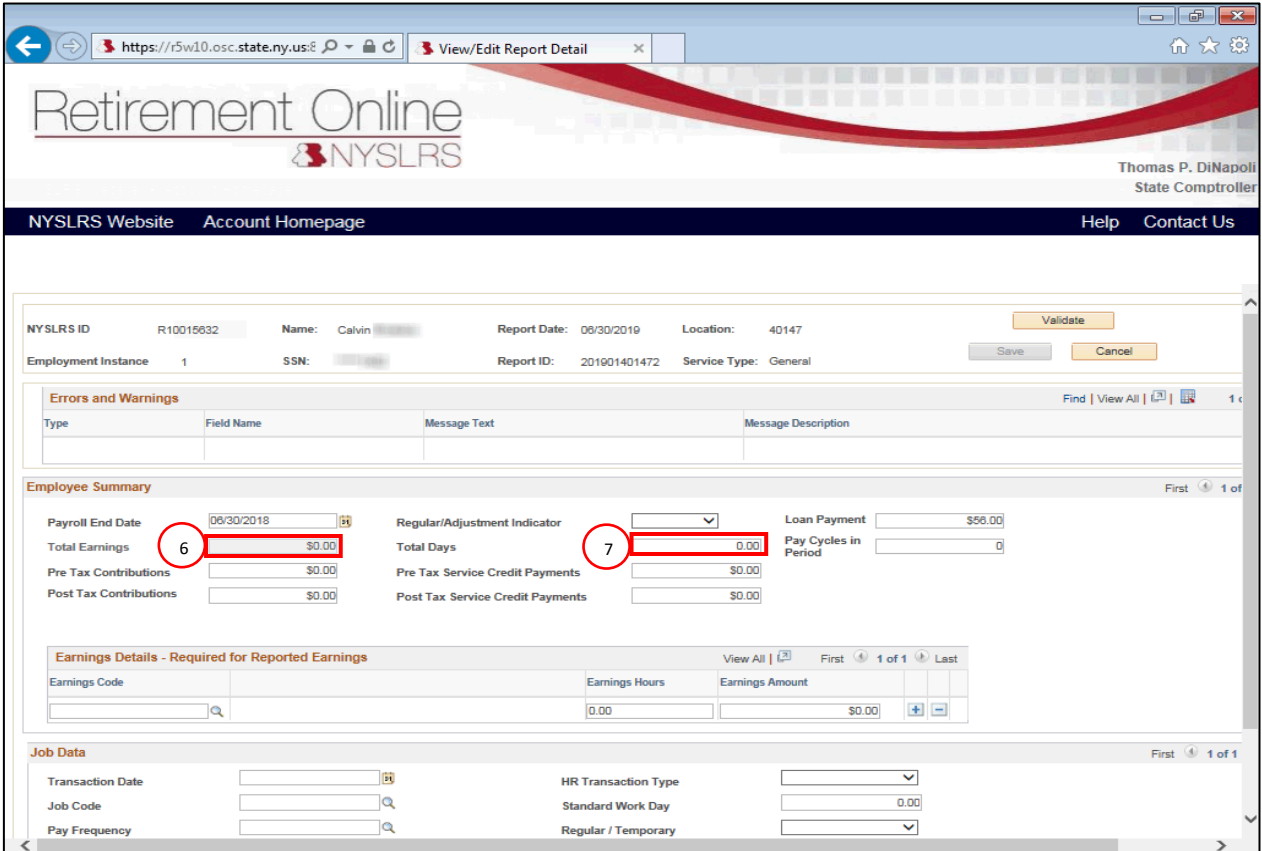
This job aid shows you (as an Employer Reporting Submitter) how to manually enter monthly data and address warnings using the enhanced reporting format in *Retirement Online*.

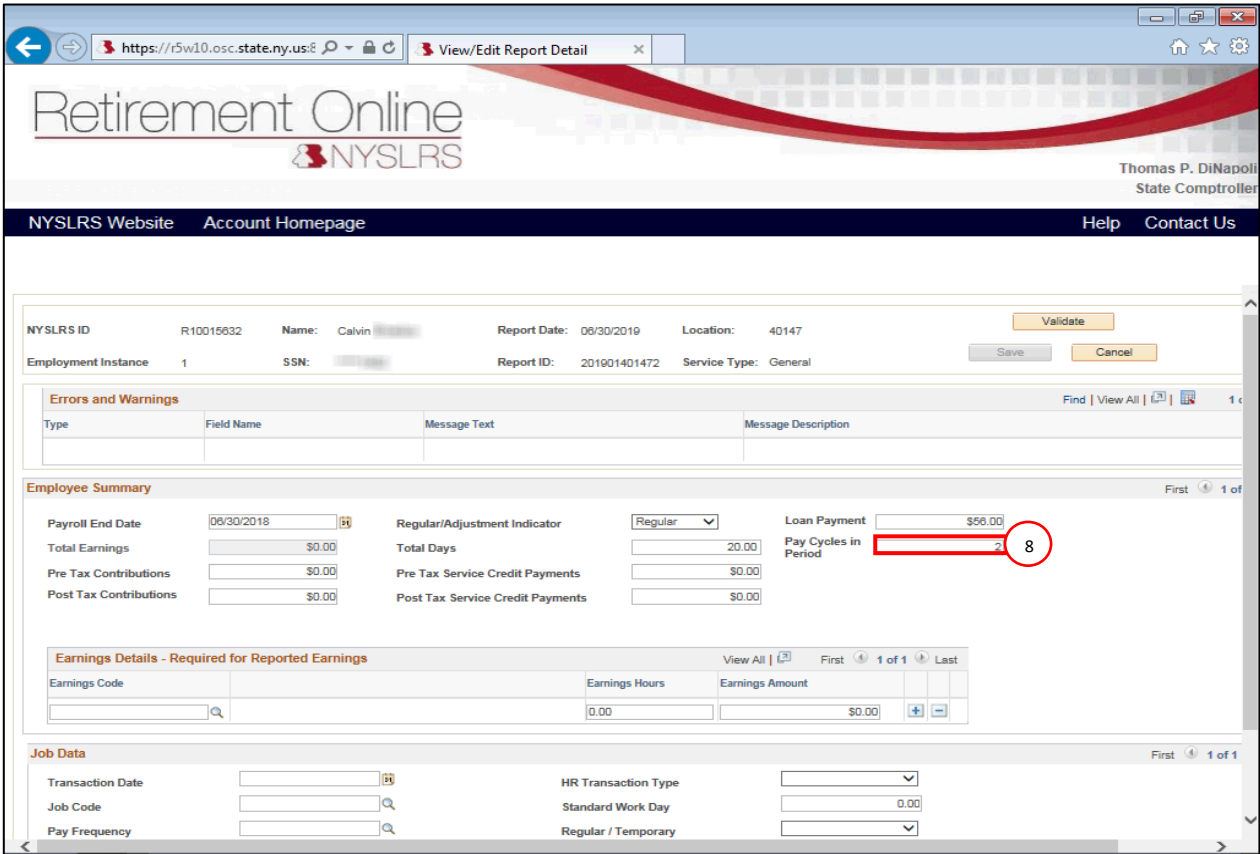
Step	Action	
1.	On the <i>Report Details</i> page, scroll to the right until the View/Edit links are visible.	 <p>The screenshot shows the Retirement Online NYSLRS website. The browser address bar displays 'https://r5w10.osc.state.ny.us:8...'. The page title is 'Retirement Online NYSLRS'. The user is identified as Thomas P. DiNapoli, State Comptroller. The page shows report details for 'CANDOR' with a report date of 09/30/2019 and status 'Initiated'. Below this is a search bar and 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 'View/Edit' link for Calvin is circled with a red '2'. At the bottom of the table, there are 'Deselect All' and 'Delete Selected' buttons. A red arrow points to the right from a circled '1' below the table.</p>
2.	Click the appropriate View/Edit link for the employee you are reporting.	

Step	Action	
<p>3.</p>	<p>The <i>View/Edit</i> page will appear. Click in the Payroll End Date field, to enter a payroll end date. Enter the digits only using the MMDDYYYY format; <i>Retirement Online</i> will format the slashes.</p> <p>Note: You may also use the Choose a date icon next to the Payroll End Date field.</p>	

Step	Action	
4.	Select the Regular/Adjustment Indicator drop-down to select the transaction type. Select 'Regular' for a regular monthly transaction or select 'Adjustment' for an adjustment transaction. <input data-bbox="212 483 359 516" type="text"/>	

Step	Action	
5.	Click in the Loan Payment field and enter the loan payment amount deducted from the employee. <input data-bbox="220 406 436 438" type="text" value="\$0.00"/>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli State Comptroller'. Below this is a sub-navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. The main content area displays employee information: NYSLRS ID: R10015632, Name: Calvin, Report Date: 06/30/2019, Location: 40147, Employment Instance: 1, SSN: [redacted], Report ID: 201901401472, Service Type: General. There are buttons for 'Validate', 'Save', and 'Cancel'. Below this is an 'Errors and Warnings' section with a table. The 'Employee Summary' section contains several input fields: Payroll End Date (06/30/2018), Regular/Adjustment Indicator (Regular), Total Earnings (\$0.00), Total Days (0.00), Pre Tax Contributions (\$0.00), Pre Tax Service Credit Payments (\$0.00), Post Tax Contributions (\$0.00), Post Tax Service Credit Payments (\$0.00), and Loan Payment (56). The 'Loan Payment' field is highlighted with a red box and the number 5. Below this is an 'Earnings Details - Required for Reported Earnings' section with a table showing Earnings Code, Earnings Hours (0.00), and Earnings Amount (\$0.00). At the bottom is a 'Job Data' section with fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day (0.00), and Regular / Temporary.</p>

Step	Action	
6.	The Total Earnings field is grayed out and not editable. This field will automatically populate based on the Earnings Amounts in the 'Earnings Details – Required for Reported Earnings' section.	
7.	Click in the Total Days field and enter the total days being reported for this reporting period.	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there's a navigation bar with 'NYSLRS Website', 'Account Homepage', and 'Help Contact Us'. Below that, the user information and report details are displayed: NYSLRS ID: R10015632, Name: Calvin, Report Date: 06/30/2019, Location: 40147, Employment Instance: 1, SSN: [redacted], Report ID: 201901401472, Service Type: General. There are buttons for 'Validate', 'Save', and 'Cancel'. The 'Errors and Warnings' section is empty. The 'Employee Summary' section contains several fields: Payroll End Date (06/30/2018), Regular/Adjustment Indicator (dropdown), Loan Payment (\$56.00), Total Earnings (\$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). The 'Total Earnings' and 'Total Days' fields are circled in red and labeled '6' and '7' respectively. Below this is the 'Earnings Details - Required for Reported Earnings' section with a table showing Earnings Code, Earnings Hours (0.00), and Earnings Amount (\$0.00). At the bottom is the 'Job Data' section with fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day (0.00), and Regular / Temporary.</p>

Step	Action	
8.	<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>The screenshot shows the Retirement Online interface for NYSLRS. The browser address bar displays 'https://r5w10.osc.state.ny.us:8... View/Edit Report Detail'. The page header includes 'Retirement Online' and 'NYSLRS'. The user is identified as Thomas P. DiNapoli, State Comptroller. The main content area shows report details for NYSLRS ID R10015632, Name Calvin, Report Date 08/30/2018, and Location 40147. The 'Employee Summary' section contains several fields: Payroll End Date (08/30/2018), Regular/Adjustment Indicator (Regular), Loan Payment (\$56.00), Total Earnings (\$0.00), Total Days (20.00), Pre Tax Contributions (\$0.00), Pre Tax Service Credit Payments (\$0.00), and Post Tax Contributions (\$0.00). The 'Pay Cycles in Period' field is highlighted with a red box and contains the value '8'. Below this is the 'Earnings Details' section, which is currently empty. At the bottom, 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
9.	<p>If you have a pre- or post-tax contribution or pre- or post-tax service credit payment to report, enter the dollar amounts in the appropriate fields.</p> <p>In this example, no contributions or service credit payments were deducted for this reporting period.</p>

Retirement Online
NYSLRS

Thomas P. DiNapoli
State Comptroller

NYSLRS Website Account Homepage Help Contact Us

NYSLRS ID: R10015632 Name: Calvin [REDACTED] Report Date: 06/30/2019 Location: 40147
 Employment Instance: 1 SSN: [REDACTED] Report ID: 201901401472 Service Type: General

Errors and Warnings

Employee Summary

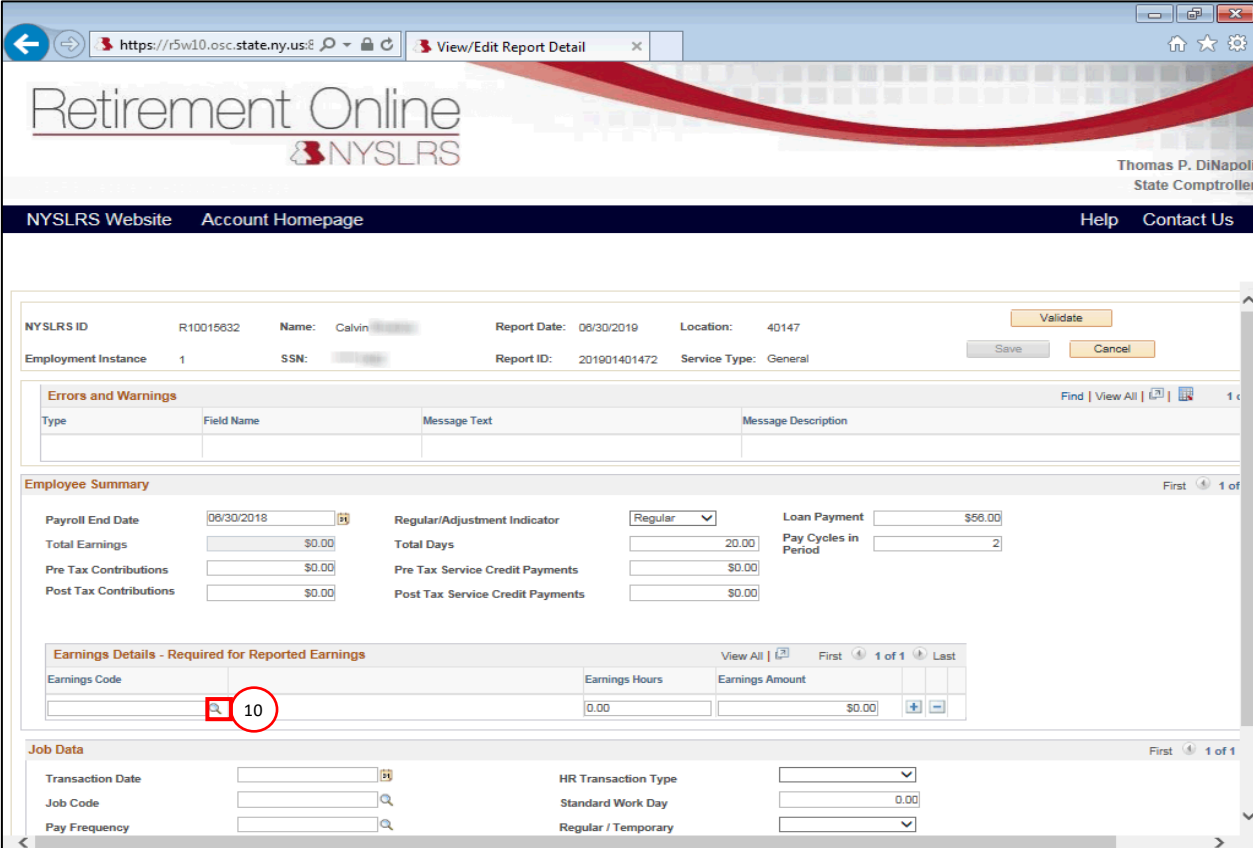
Payroll End Date	06/30/2018	Regular/Adjustment Indicator	Regular	Loan Payment	\$56.00
Total Earnings	\$0.00	Total Days	20.00	Pay Cycles in Period	0
Pre Tax Contributions	\$0.00	Pre Tax Service Credit Payments	\$0.00		
Post Tax Contributions	\$0.00	Post Tax Service Credit Payments	\$0.00		

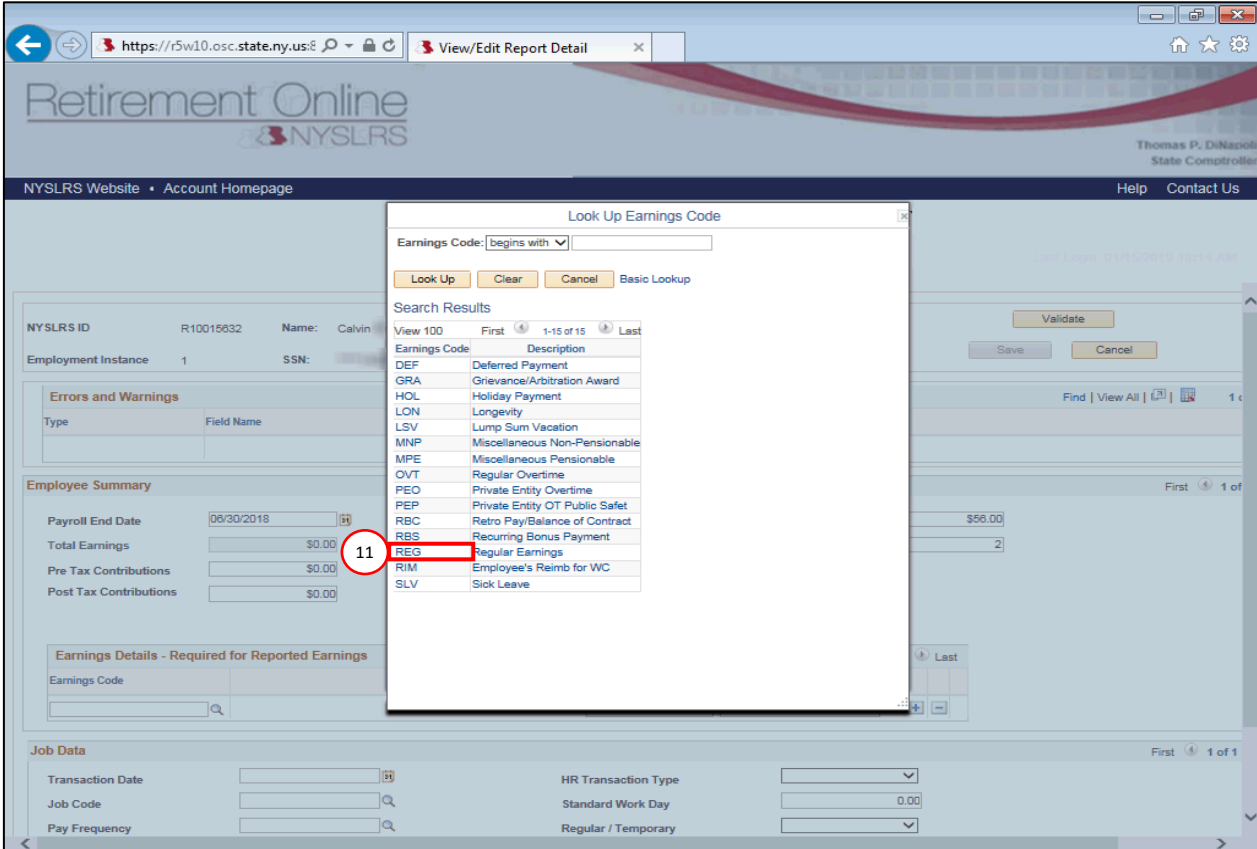
Earnings Details - Required for Reported Earnings

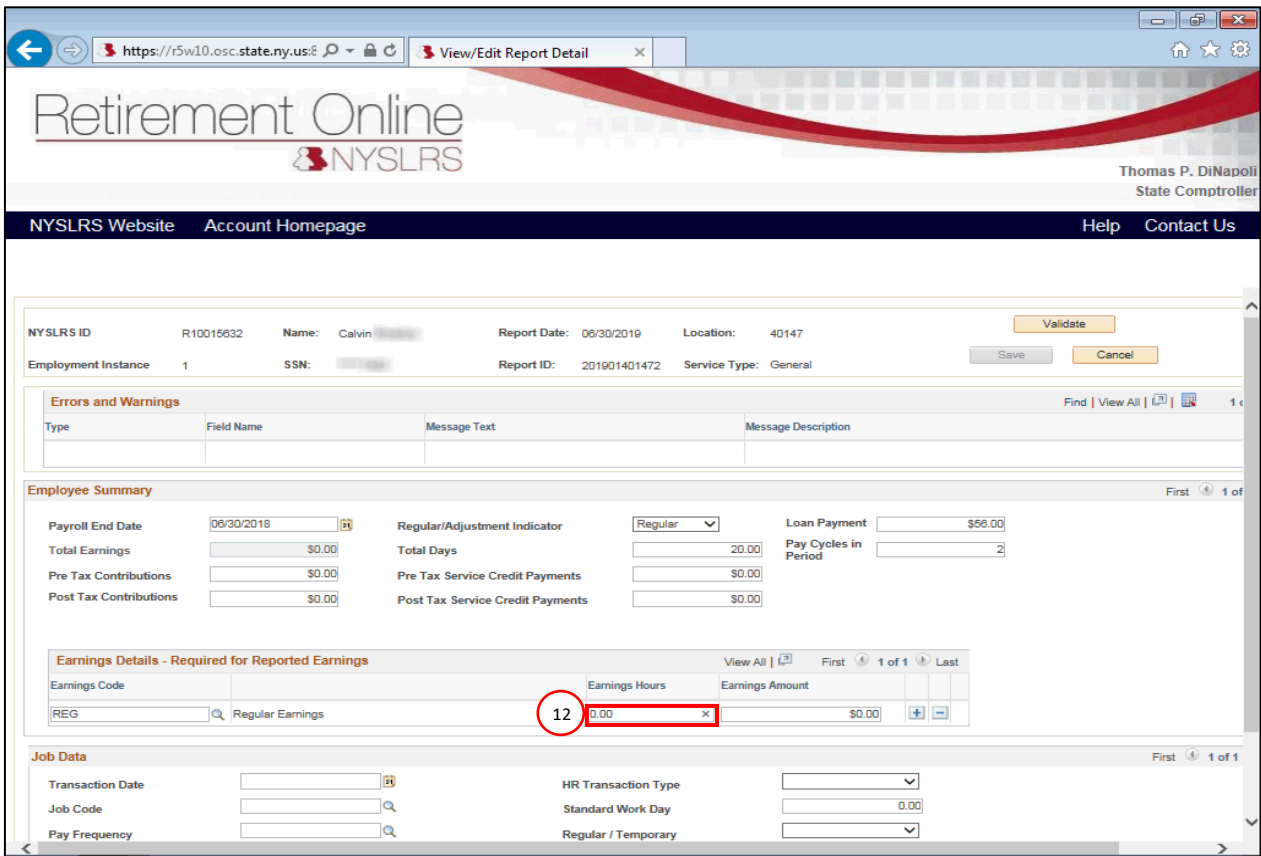
Earnings Code	Earnings Hours	Earnings Amount
	0.00	\$0.00

Job Data

Transaction Date		HR Transaction Type	
Job Code		Standard Work Day	0.00
Pay Frequency		Regular / Temporary	

Step	Action	
<p>10</p>	<p>Click the Look Up icon next to the Earnings Code field to view a list of all available earnings codes.</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, the user's information is displayed: NYSLRS ID: R10015632, Name: Calvin, Report Date: 06/30/2019, Location: 40147, Employment Instance: 1, SSN: [redacted], Report ID: 201901401472, Service Type: General. There are buttons for 'Validate', 'Save', and 'Cancel'. The 'Errors and Warnings' section is currently empty. The 'Employee Summary' section shows various fields like Payroll End Date (06/30/2018), Regular/Adjustment Indicator (Regular), Loan Payment (\$56.00), Total Earnings (\$0.00), Total Days (20.00), Pay Cycles in Period (2), 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). The 'Earnings Details - Required for Reported Earnings' section has 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. The 'Job Data' section includes fields for Transaction Date, HR Transaction Type, Job Code, Standard Work Day (0.00), Pay Frequency, and Regular / Temporary.</p>

Step	Action	
<p>11</p>	<p>The 'Look Up Earnings Code' pop-up will appear. Select the appropriate Earnings Code links.</p> <p>REG</p>	 <p>The screenshot shows the Retirement Online NYSLRS interface. A 'Look Up Earnings Code' pop-up window is open, displaying a search results table. The table has columns for 'Earnings Code' and 'Description'. The entry 'REG' for 'Regular Earnings' is highlighted with a red box. A red circle with the number '11' is overlaid on the 'REG' entry. The background shows the main website interface with fields for NYSLRS ID, Name, and Employment Instance.</p>

Step	Action	
<p>12</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 is a navigation bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below this is a header section with 'Retirement Online' and 'NYSLRS' logo, and the name 'Thomas P. DiNapoli, State Comptroller'. The main content area includes a form for reporting earnings. The 'Earnings Details - Required for Reported Earnings' section contains a table with columns for 'Earnings Code', 'Earnings Hours', and 'Earnings Amount'. The 'Earnings Hours' field for the 'REG' code is highlighted with a red box and the number '12' is written next to it. The 'Earnings Amount' for this row is '\$0.00'. Other sections visible include 'Employee Summary' and 'Job Data'.</p>

Step	Action
13	<p>Click in the Earnings Amount field and enter the regular earnings being reported for this reporting period.</p> <p><input type="text" value="\$0.00"/></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" and the page title is "View/Edit Report Detail". The website header includes the "Retirement Online NYSLRS" logo and the name "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 contains a form with the following details:

- NYSLRS ID:** R10015632
- Name:** Calvin [redacted]
- Report Date:** 06/30/2019
- Location:** 40147
- Employment Instance:** 1
- SSN:** [redacted]
- Report ID:** 201901401472
- Service Type:** General

Below the form, there is an "Errors and Warnings" section with a table structure:

Type	Field Name	Message Text	Message Description


The "Employee Summary" section includes the following fields:

- Payroll End Date:** 06/30/2018
- Total Earnings:** \$0.00
- Pre Tax Contributions:** \$0.00
- Post Tax Contributions:** \$0.00
- Regular/Adjustment Indicator:** Regular
- Total Days:** 20.00
- Pre Tax Service Credit Payments:** \$0.00
- Post Tax Service Credit Payments:** \$0.00
- Loan Payment:** \$56.00
- Pay Cycles in Period:** 2

The "Earnings Details - Required for Reported Earnings" section has a table with the following data:

Earnings Code	Earnings Hours	Earnings Amount
REG	160	\$0.00

The "Earnings Amount" field for the "REG" row is circled in red and labeled with the number 13. 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.

Step	Action
14	Click the + button to add a new row for reporting additional earnings. 

Retirement Online
NYSLRS

Thomas P. DiNapoli
State Comptroller

NYSLRS Website Account Homepage Help Contact Us

NYSLRS ID: R10015632 Name: Calvin Report Date: 06/30/2019 Location: 40147
 Employment Instance: 1 SSN: Report ID: 201901401472 Service Type: General

Validate Save Cancel

Errors and Warnings

Type	Field Name	Message Text	Message Description

Employee Summary

Payroll End Date: 06/30/2018 Regular/Adjustment Indicator: Regular Loan Payment: \$56.00
 Total Earnings: \$0.00 Total Days: 20.00 Pay Cycles in Period: 2
 Pre Tax Contributions: \$0.00 Pre Tax Service Credit Payments: \$0.00
 Post Tax Contributions: \$0.00 Post Tax Service Credit Payments: \$0.00

Earnings Details - Required for Reported Earnings

Earnings Code	Earnings Hours	Earnings Amount
REG Regular Earnings	160	\$56.00

Job Data

Transaction Date: Job Code: Pay Frequency: HR Transaction Type: Standard Work Day: Regular / Temporary:

Step	Action	
<p>15.</p>	<p>Click the Look Up icon next to the Earnings Code field.</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 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. Key fields include NYSLRS ID (R10015632), Name (Calvin), Report Date (06/30/2019), Location (40147), Employment Instance (1), SSN, Report ID (201901401472), and Service Type (General). There are buttons for 'Validate', 'Save', and 'Cancel'. Below the report details is an 'Errors and Warnings' section with a table. The 'Employee Summary' section contains various fields for payroll end date, earnings, and contributions. The 'Earnings Details - Required for Reported Earnings' section features a table with columns for Earnings Code, Earnings Hours, and Earnings Amount. The first row is highlighted in yellow and shows 'REG' for the code, 'Regular Earnings' for the description, '160.00' for hours, and '\$2,560.00' for the amount. A red circle with the number '15' is placed over the 'Look Up' icon next to the 'Regular Earnings' entry. The 'Job Data' section at the bottom includes fields for Transaction Date, HR Transaction Type, Job Code, and Standard Work Day.</p>

Step	Action																																	
<p>16</p>	<p>The 'Look Up Earnings Code' pop-up will appear. Select the appropriate Earnings Code link.</p> <p>OVT</p>	<p>The screenshot shows the Retirement Online NYSLRS website. A 'Look Up Earnings Code' pop-up window is open, displaying a search results table. The table has two columns: 'Earnings Code' and 'Description'. The row for 'OVT' (Regular Overtime) is highlighted in red. A red circle with the number '16' is placed over the 'OVT' code in the table. The background shows the main website interface with fields for NYSLRS ID, Name, and Employment Instance.</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>DEF</td> <td>Deferred Payment</td> </tr> <tr> <td>GRA</td> <td>Grievance/Arbitration Award</td> </tr> <tr> <td>HOL</td> <td>Holiday Payment</td> </tr> <tr> <td>LON</td> <td>Longevity</td> </tr> <tr> <td>LSV</td> <td>Lump Sum Vacation</td> </tr> <tr> <td>MNP</td> <td>Miscellaneous Non-Pensionable</td> </tr> <tr> <td>MPE</td> <td>Miscellaneous Pensionable</td> </tr> <tr> <td>OVT</td> <td>Regular Overtime</td> </tr> <tr> <td>PEO</td> <td>Private Entity Overtime</td> </tr> <tr> <td>PEP</td> <td>Private Entity OT Public Safet</td> </tr> <tr> <td>RBC</td> <td>Retro Pay/Balance of Contract</td> </tr> <tr> <td>RBS</td> <td>Recurring Bonus Payment</td> </tr> <tr> <td>REG</td> <td>Regular Earnings</td> </tr> <tr> <td>RIM</td> <td>Employee's Reimb for WC</td> </tr> <tr> <td>SLV</td> <td>Sick Leave</td> </tr> </tbody> </table>	Earnings Code	Description	DEF	Deferred Payment	GRA	Grievance/Arbitration Award	HOL	Holiday Payment	LON	Longevity	LSV	Lump Sum Vacation	MNP	Miscellaneous Non-Pensionable	MPE	Miscellaneous Pensionable	OVT	Regular Overtime	PEO	Private Entity Overtime	PEP	Private Entity OT Public Safet	RBC	Retro Pay/Balance of Contract	RBS	Recurring Bonus Payment	REG	Regular Earnings	RIM	Employee's Reimb for WC	SLV	Sick Leave
Earnings Code	Description																																	
DEF	Deferred Payment																																	
GRA	Grievance/Arbitration Award																																	
HOL	Holiday Payment																																	
LON	Longevity																																	
LSV	Lump Sum Vacation																																	
MNP	Miscellaneous Non-Pensionable																																	
MPE	Miscellaneous Pensionable																																	
OVT	Regular Overtime																																	
PEO	Private Entity Overtime																																	
PEP	Private Entity OT Public Safet																																	
RBC	Retro Pay/Balance of Contract																																	
RBS	Recurring Bonus Payment																																	
REG	Regular Earnings																																	
RIM	Employee's Reimb for WC																																	
SLV	Sick Leave																																	

Step	Action
17	Click in the Earnings Hours field and enter the regular overtime hours for this reporting period. <input data-bbox="212 407 422 440" type="text" value="0.00"/>

The screenshot shows the Retirement Online NYSLRS portal. The browser address bar displays "https://r5w10.osc.state.ny.us:8... View/Edit Report Detail". The page header includes "Retirement Online NYSLRS" and "Thomas P. DiNapoli, State Comptroller". The main content area shows report details for NYSLRS ID R10015632, Name Calvin, Report Date 06/30/2019, and Location 40147. Below this is an "Errors and Warnings" section and an "Employee Summary" section with fields for Payroll End Date, 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 - Required for Reported Earnings" table is shown below, with columns for Earnings Code, Earnings Hours, and Earnings Amount. The table contains two rows: "REG Regular Earnings" with 160.00 hours and \$2,560.00 amount, and "OVT Regular Overtime" with 0.00 hours and \$0.00 amount. The "OVT" row is circled in red, and the number "17" is written next to the "0.00" in the "Earnings Hours" column. Below the earnings details is a "Job Data" section with fields for Transaction Date, Job Code, HR Transaction Type, and Standard Work Day.

Step	Action
18	Click in the Earnings Amount field and enter the overtime amount for this reporting period. <input data-bbox="212 407 470 440" type="text"/>

The screenshot shows the 'View/Edit Report Detail' page in the Retirement Online NYSLRS system. The page contains the following sections:

- Header:** Retirement Online NYSLRS, Thomas P. DiNapoli, State Comptroller.
- Navigation:** NYSLRS Website, Account Homepage, Help, Contact Us.
- Report Information:**
 - NYSLRS ID: R10015632, Name: Calvin, Report Date: 06/30/2019, Location: 40147
 - Employment Instance: 1, SSN: [redacted], Report ID: 201901401472, Service Type: General
- Errors and Warnings:** A table with columns: Type, Field Name, Message Text, Message Description.
- Employee Summary:**
 - Payroll End Date: 06/30/2018, Regular/Adjustment Indicator: Regular, Loan Payment: \$56.00
 - Total Earnings: \$2,560.00, Total Days: 20.00, Pay Cycles in Period: 2
 - Pre Tax Contributions: \$0.00, Pre Tax Service Credit Payments: \$0.00
 - Post Tax Contributions: \$0.00, Post Tax Service Credit Payments: \$0.00
- Earnings Details - Required for Reported Earnings:**

Earnings Code	Earnings Hours	Earnings Amount
REG Regular Earnings	160.00	\$2,560.00
OVT Regular Overtime	3	18
- Job Data:**
 - Transaction Date, HR Transaction Type, Job Code, Standard Work Day: 0.00

Step	Action
19	Retirement Online will populate the Total Earnings field based on the sum of the earnings in the 'Earnings Details' section.

Retirement Online
NYSLRS

Thomas P. DiNapoli
State Comptroller

NYSLRS Website Account Homepage Help Contact Us

NYSLRS ID: R10015832 Name: Calvin Report Date: 06/30/2018 Location: 40147
 Employment Instance: 1 SSN: Report ID: 201901401472 Service Type: General

Errors and Warnings

Employee Summary


Payroll End Date: 06/30/2018 Total Earnings: **\$2,632.00** Regular/Adjustment Indicator: Regular Total Days: 20.00 Loan Payment: \$56.00
 Pre Tax Contributions: \$0.00 Pre Tax Service Credit Payments: \$0.00 Pay Cycles in Period: 2
 Post Tax Contributions: \$0.00 Post Tax Service Credit Payments: \$0.00

Earnings Details - Required for Reported Earnings

Earnings Code	Earnings Hours	Earnings Amount
REG Regular Earnings	160.00	\$2,580.00
OVT Regular Overtime	3	72

Job Data

Transaction Date: HR Transaction Type: Standard Work Day: 0.00

Step	Action
20	<p>Now that all data has been entered for this reporting period, it must be validated. Click the Validate button.</p> <p></p> <p>Note: You must click the Validate button before you can click the Save button.</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... View/Edit Report Detail'. The page header includes the Retirement Online NYSLRS logo and the name '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 displays report details for NYSLRS ID R10015832, Name Calvin, Report Date 06/30/2019, and Location 40147. A 'Validate' button is highlighted with a red circle and the number '20'. Below this, there is an 'Errors and Warnings' section with a table header: Type, Field Name, Message Text, and Message Description. The 'Employee Summary' section contains various input fields for payroll end date, earnings, and contributions. The 'Earnings Details - Required for Reported Earnings' section shows a table with columns for Earnings Code, Earnings Hours, and Earnings Amount. The 'Job Data' section at the bottom includes fields for Transaction Date, Job Code, HR Transaction Type, and Standard Work Day.

Step	Action
21.	<p>Check the 'Errors and Warnings' section to see if any errors or warnings exist.</p> <p>Note: In this example, it was determined that this loan deduction was incorrectly entered for this employee's record.</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... View/Edit Report Detail'. The page header includes the NYSLRS logo and the name '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 displays report details for NYSLRS ID R10015632, Name Calvin, Report Date 06/30/2019, and Location 40147. A red circle highlights the '21' in the 'Instance' field. Below this, the 'Errors and Warnings' section is highlighted with a red box, containing a table with one warning: 'Warning' type, 'Loan Payment' field name, and a message stating 'No record of this loan exists in the system. This amount will not be accepted or included in the total amount due for this report.' Below the warnings is an 'Employee Summary' section with various input fields for payroll end date, earnings, and loan payment. At the bottom, there is an 'Earnings Details - Required for Reported Earnings' table and a 'Job Data' section.

Type	Field Name	Message Text	Message Description
Warning	Loan Payment	No record of this loan exists in the system.	No record of this loan exists in the system. This amount will not be accepted or included in the total amount due for this report.

Employee Summary			
Payroll End Date	06/30/2018	Regular/Adjustment Indicator	Regular
Total Earnings	\$2,632.00	Total Days	20.00
Pre Tax Contributions	\$0.00	Pre Tax Service Credit Payments	\$0.00
Post Tax Contributions	\$0.00	Post Tax Service Credit Payments	\$0.00
Loan Payment	\$56.00	Pay Cycles in Period	2

Earnings Details - Required for Reported Earnings			
Earnings Code		Earnings Hours	Earnings Amount
REG	Regular Earnings	160.00	\$2,560.00
OVT	Regular Overtime	3.00	\$72.00

Step	Action
23	Click the Validate button to validate the edited data. 

The screenshot shows the Retirement Online NYSLRS website interface. At the top, the browser address bar displays 'https://r5w10.osc.state.ny.us:8... View/Edit Report Detail'. The page header includes the NYSLRS logo and the name '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 displays report details for NYSLRS ID R10015632, Name Calvin, Report Date 06/30/2019, and Location 40147. A 'Validate' button is highlighted with a red circle and the number 23. Below the report details, there is an 'Errors and Warnings' section with a table showing a warning about a missing loan payment record. The 'Employee Summary' section contains various input fields for payroll end date, earnings, and contributions. The 'Earnings Details - Required for Reported Earnings' section shows a table with columns for Earnings Code, Earnings Hours, and Earnings Amount, listing Regular Earnings and Regular Overtime. The 'Job Data' section at the bottom includes fields for Transaction Date and HR Transaction Type.

Step	Action
24.	<p>Check the 'Errors and Warnings' section, to see if any errors or warnings exist. Now that the warning has been removed, click the Save button to save the validated data.</p> <p style="text-align: center;">Save</p>

Retirement Online
NYSLRS

Thomas P. DiNapoli
State Comptroller

NYSLRS Website Account Homepage Help Contact Us

Validate

24 Save Cancel

Errors and Warnings			
Type	Field Name	Message Text	Message Description

Employee Summary

Payroll End Date: 08/30/2018
 Total Earnings: \$2,832.00
 Pre Tax Contributions: \$0.00
 Post Tax Contributions: \$0.00

Regular/Adjustment Indicator: Regular
 Total Days: 20.00
 Pre Tax Service Credit Payments: \$0.00
 Post Tax Service Credit Payments: \$0.00

Loan Payment: \$0.00
 Pay Cycles in Period: 2

Earnings Details - Required for Reported Earnings			
Earnings Code		Earnings Hours	Earnings Amount
REG	Regular Earnings	160.00	\$2,560.00
OVT	Regular Overtime	3.00	\$72.00

Job Data

Transaction Date:
 HR Transaction Type:

Step **Action**

25. The *Report Details* page will appear. In this example, the employee’s report status is listed as “Validated.”

Note: The information entered must return a status of "Validated" or "Validation Warning" before the report 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 from the report. You must return to that employee’s record and correct the data using the [View/Edit](#) link.

You have successfully completed entering monthly data and addressing warnings in a manual enhanced report.

