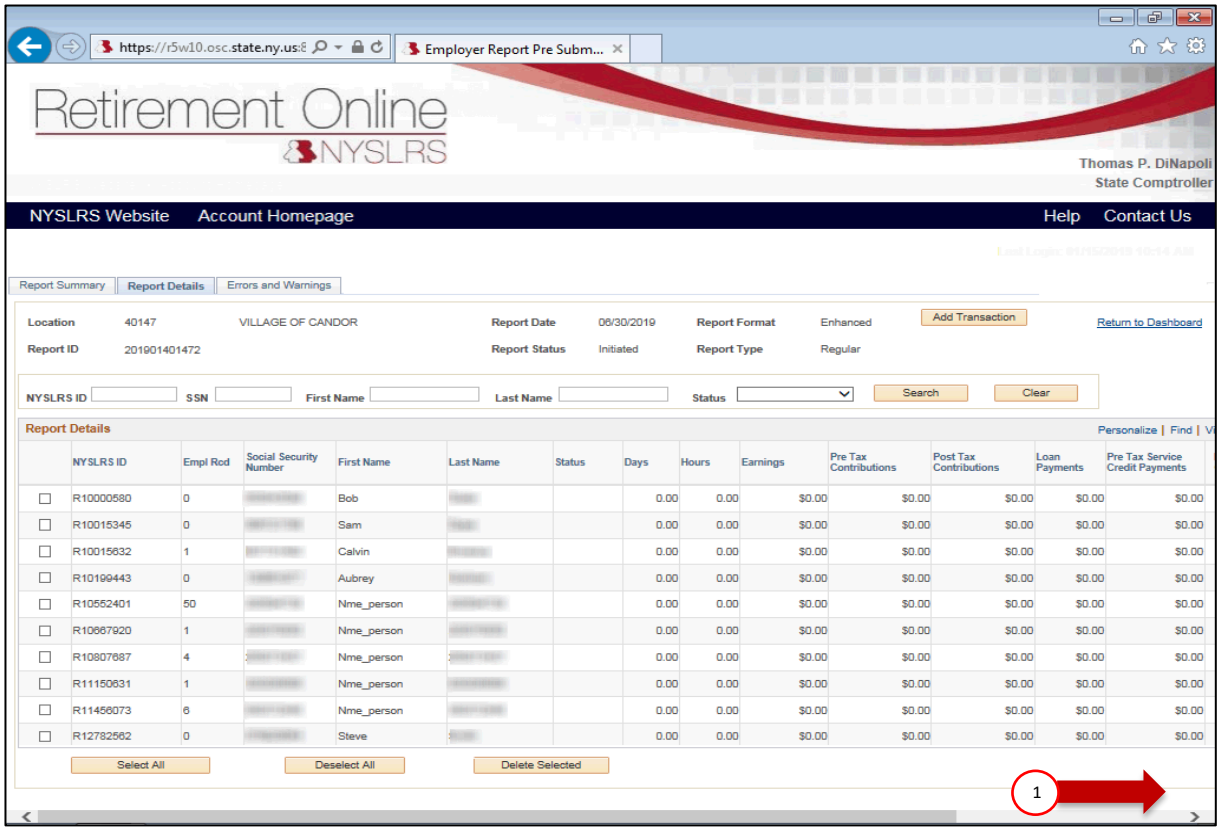
Thomas P. DiNapoli, State Comptroller

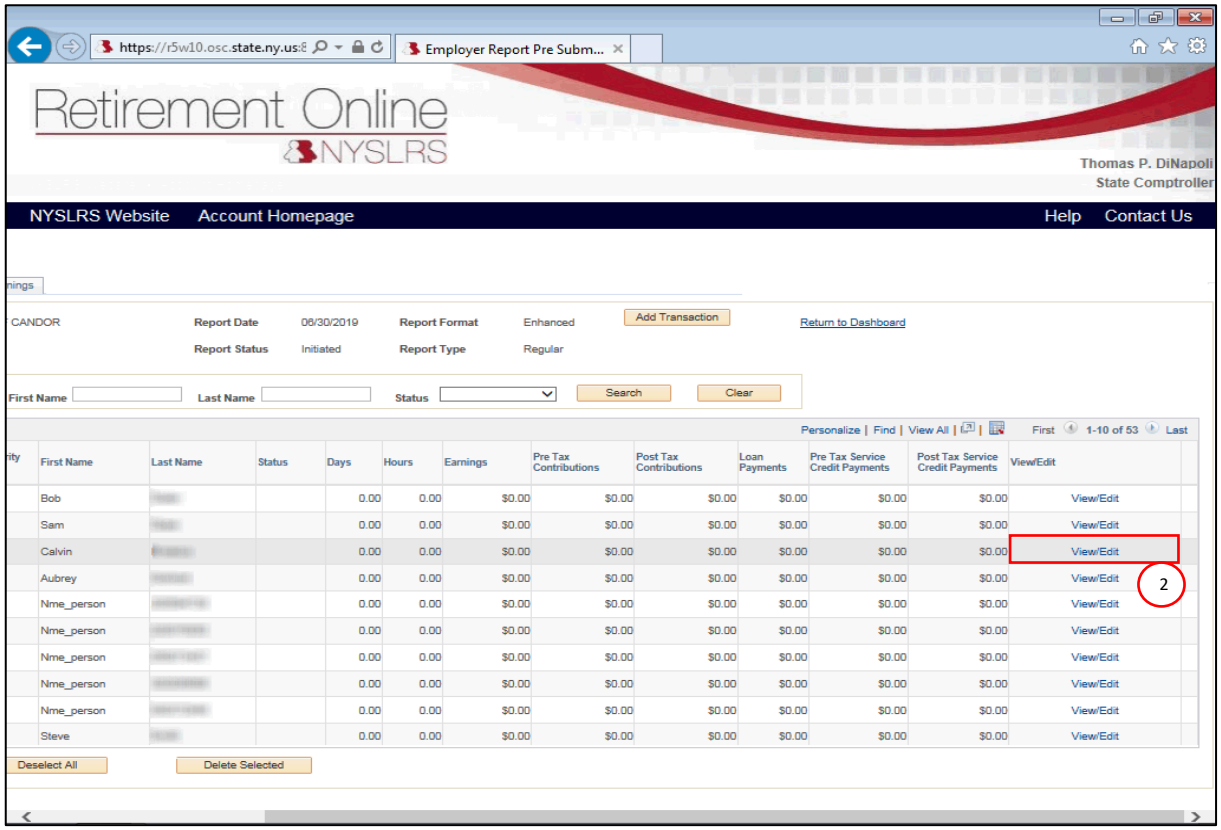
NYSLRS

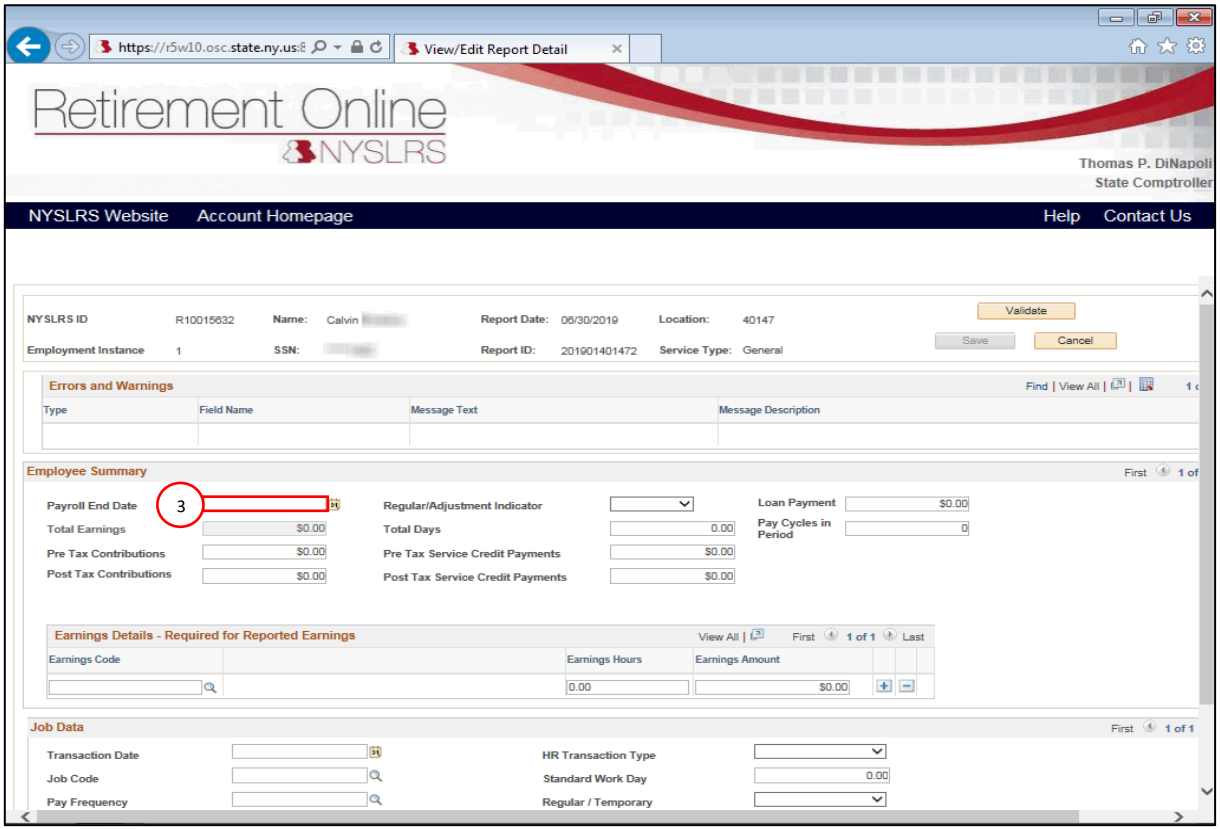
New York State & Local Retirement System

Enter Monthly Data for a Manual Enhanced Report

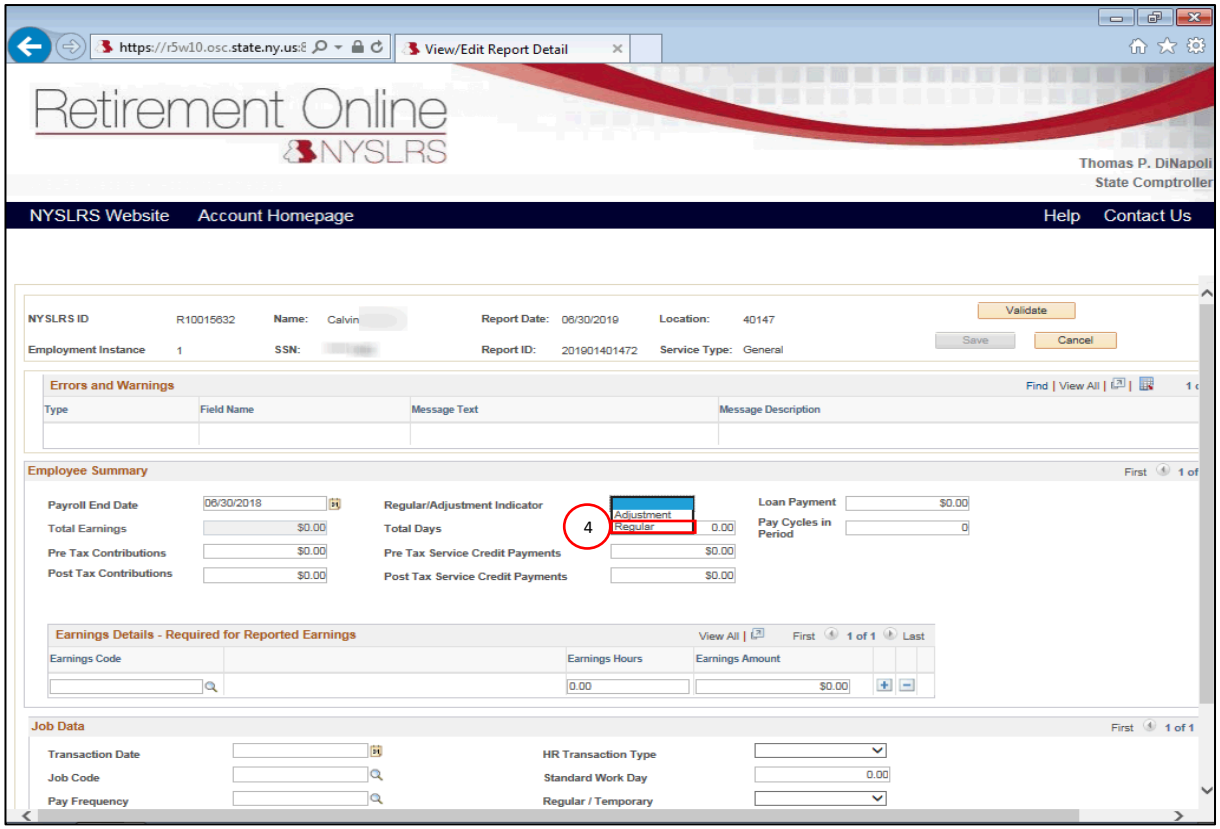
This job aid shows you (as an Employer Reporting Submitter) how to manually enter monthly data using the enhanced manual reporting format in *Retirement Online*.

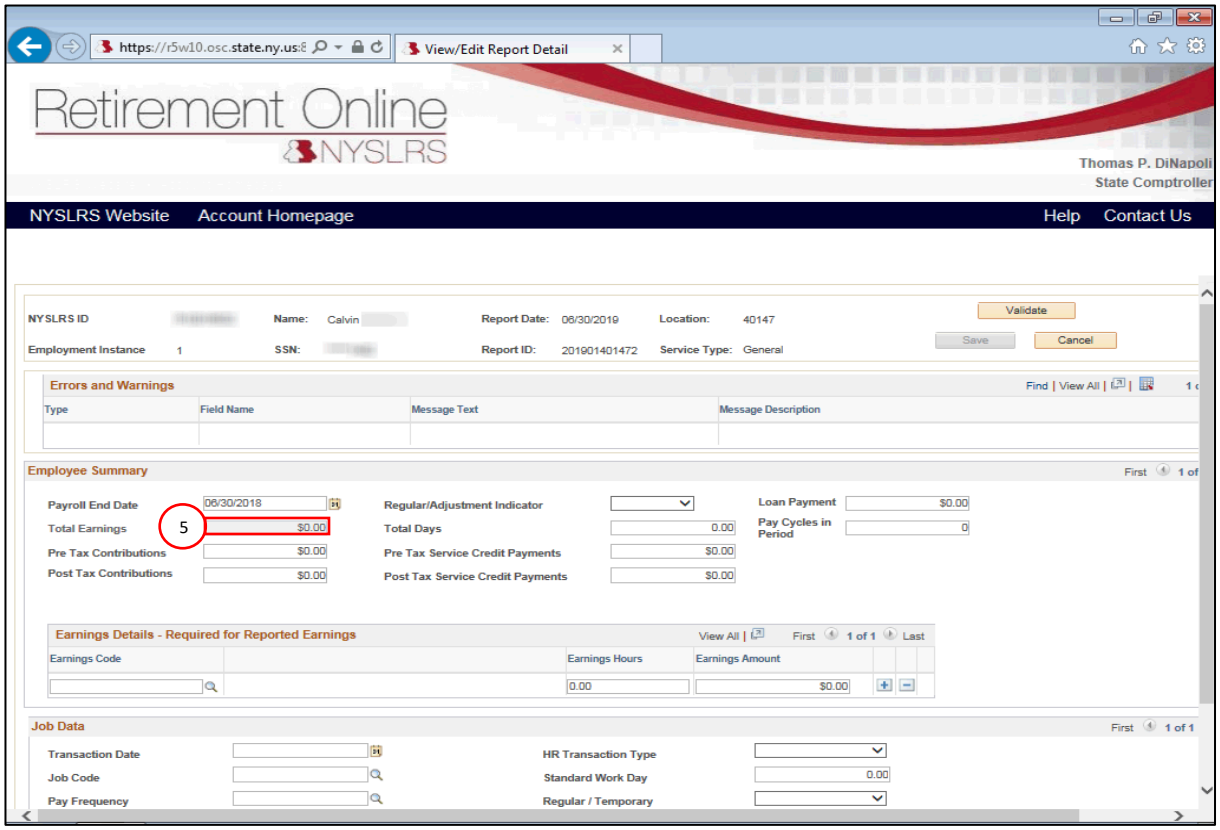
Step	Action	
1.	On the *Report Details page,* **scroll to the right** until the **View/Edit** links are visible.	

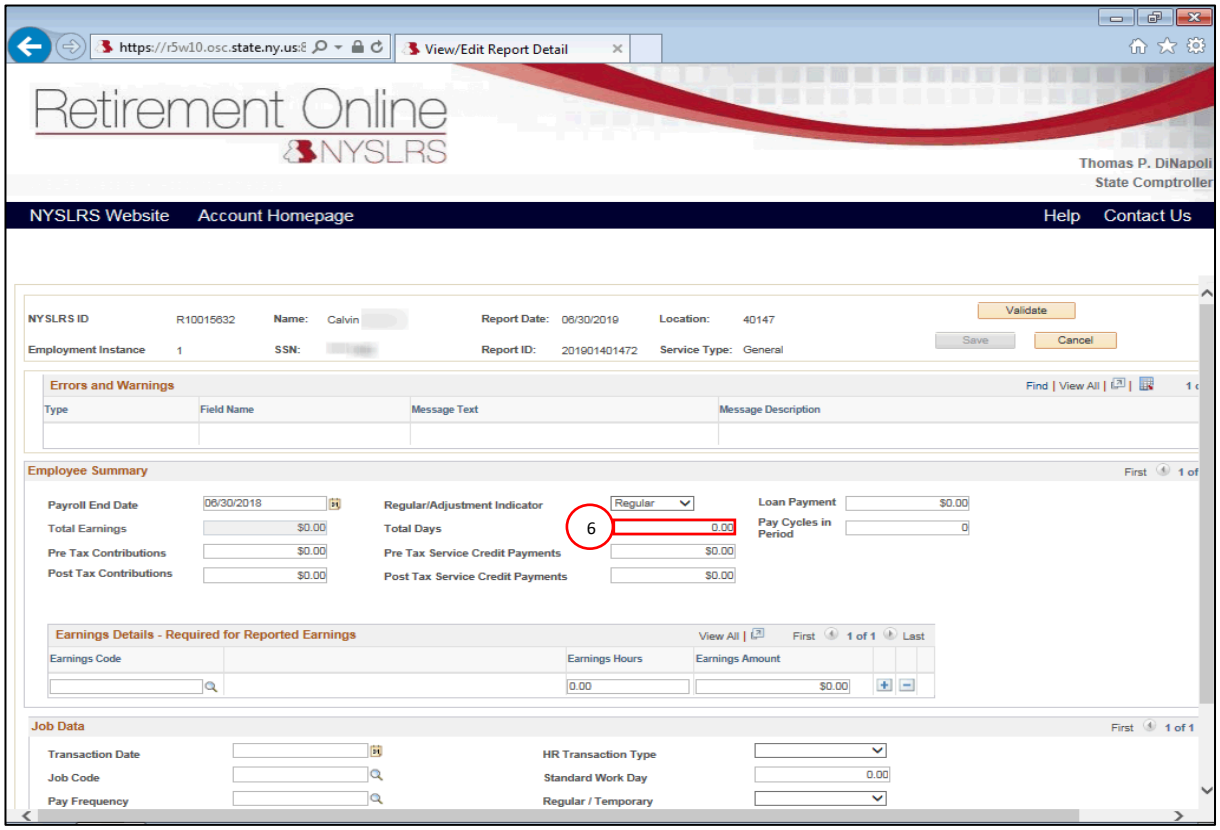
Step	Action	
2.	Click the appropriate **View/Edit** link for the employee you are reporting on. View/Edit	

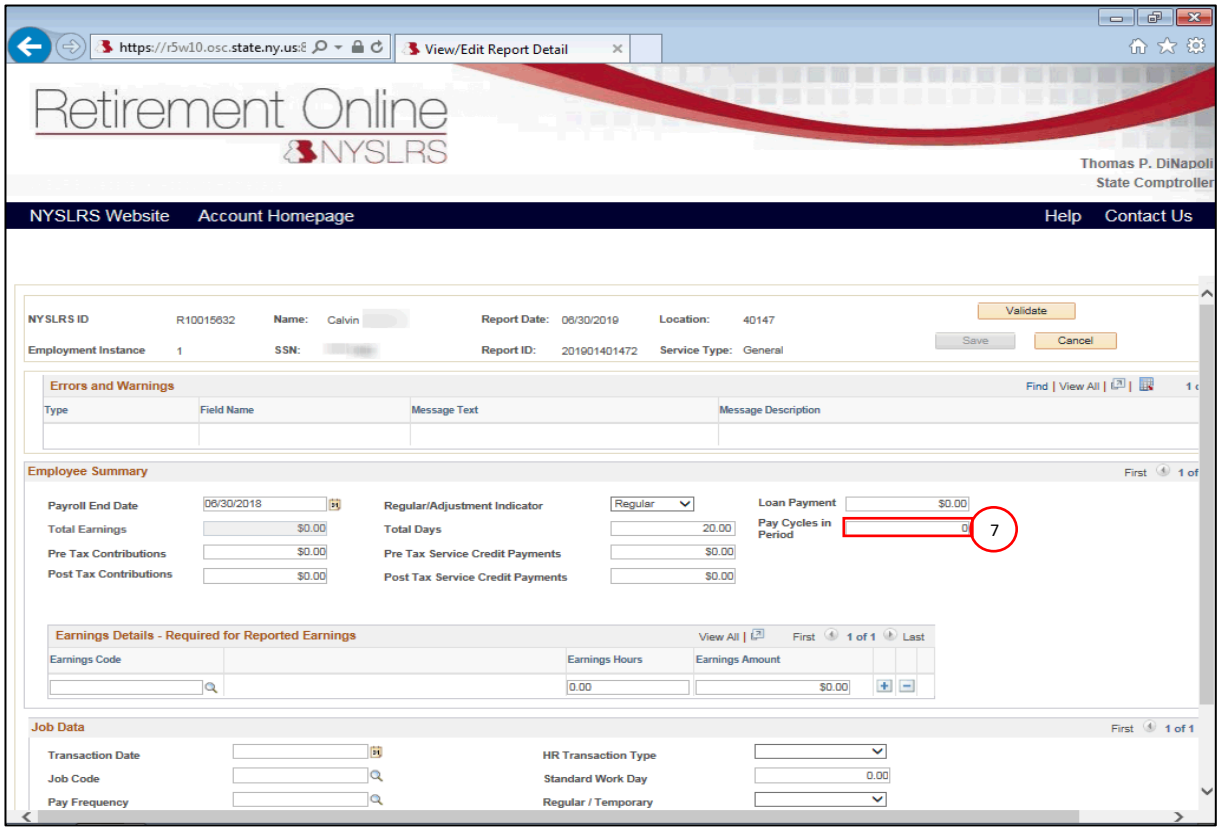
Step	Action	
3.	The *View/Edit* page will appear. Click in the **Payroll End Date** field to enter a payroll end date. Enter the digits only, using the MMDDYYYY format; *Retirement Online* will format the slashes. **Note:** You may also use the **Choose a date** icon.	

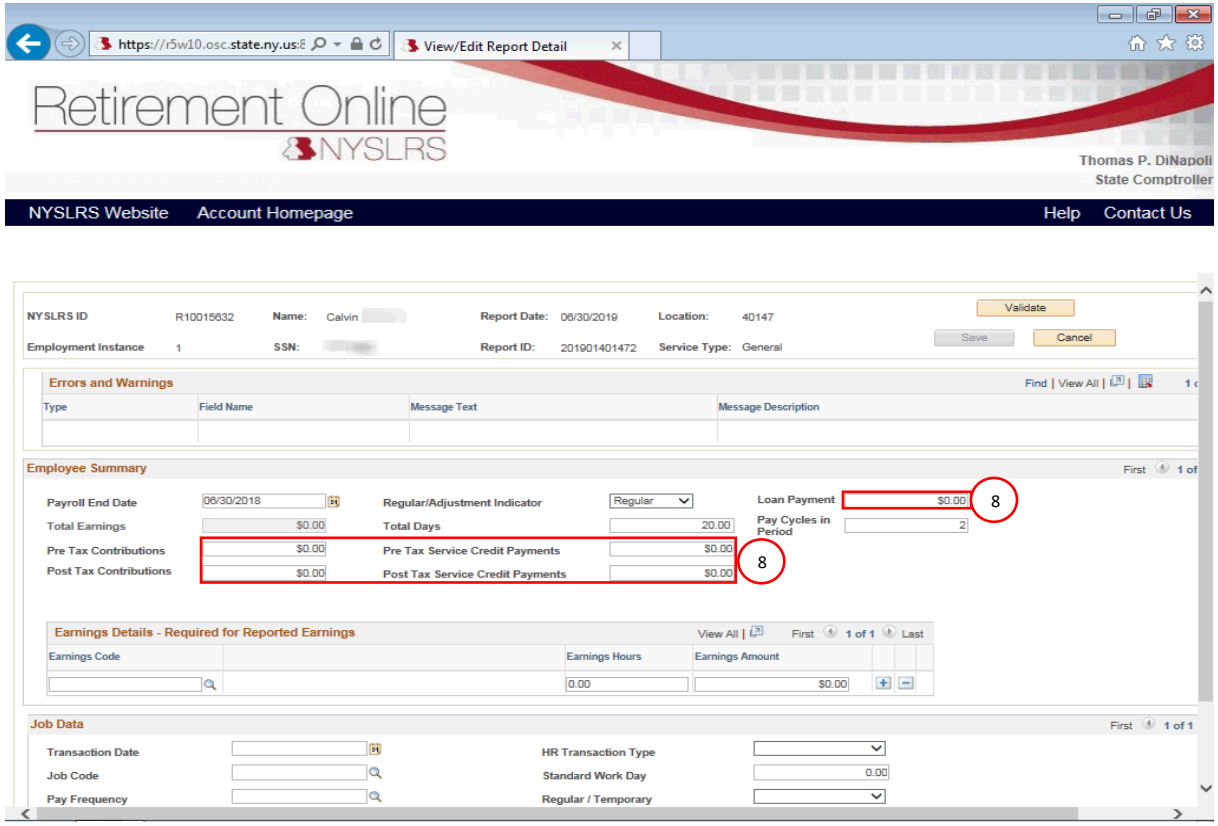
Step	Action
4.	Click the **Regular/Adjustment Indicator** drop-down to select the transaction type. Select the option for 'Regular' for a regular monthly transaction or select 'Adjustment' for an adjustment transaction. Regular

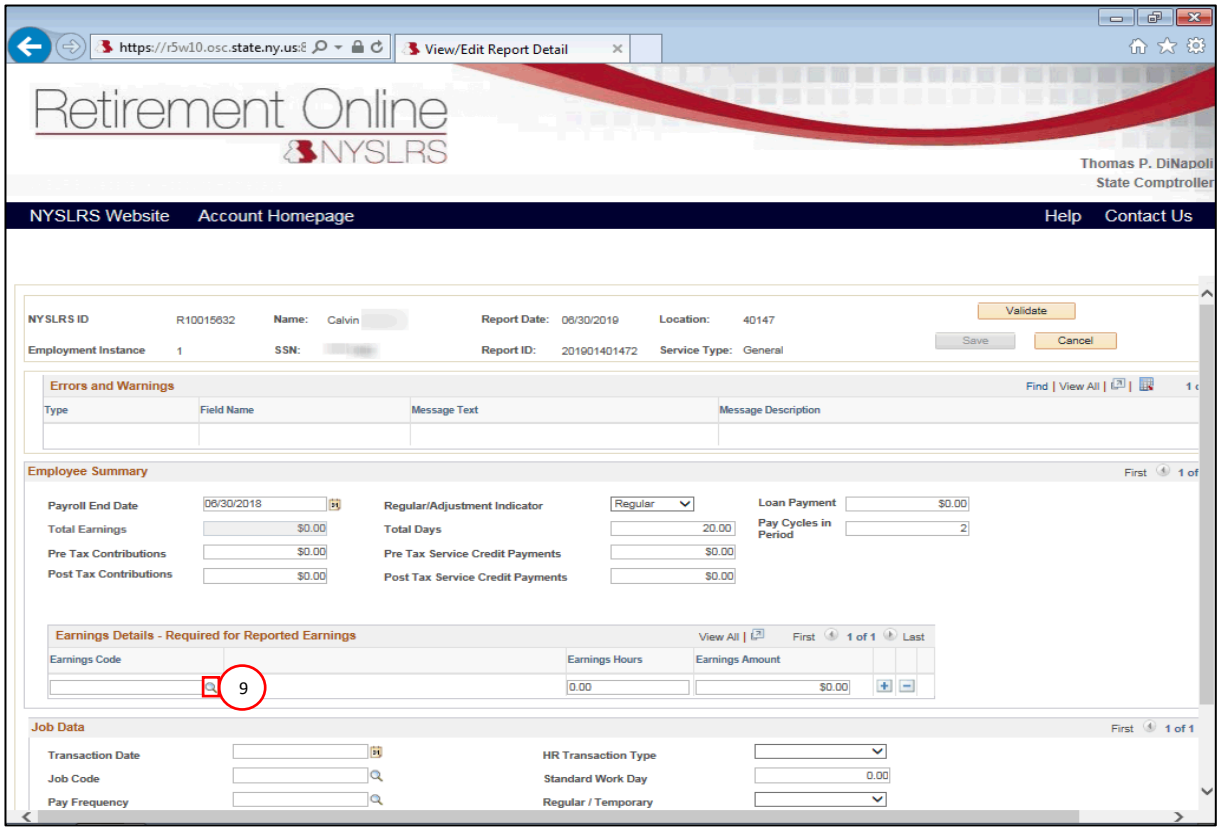


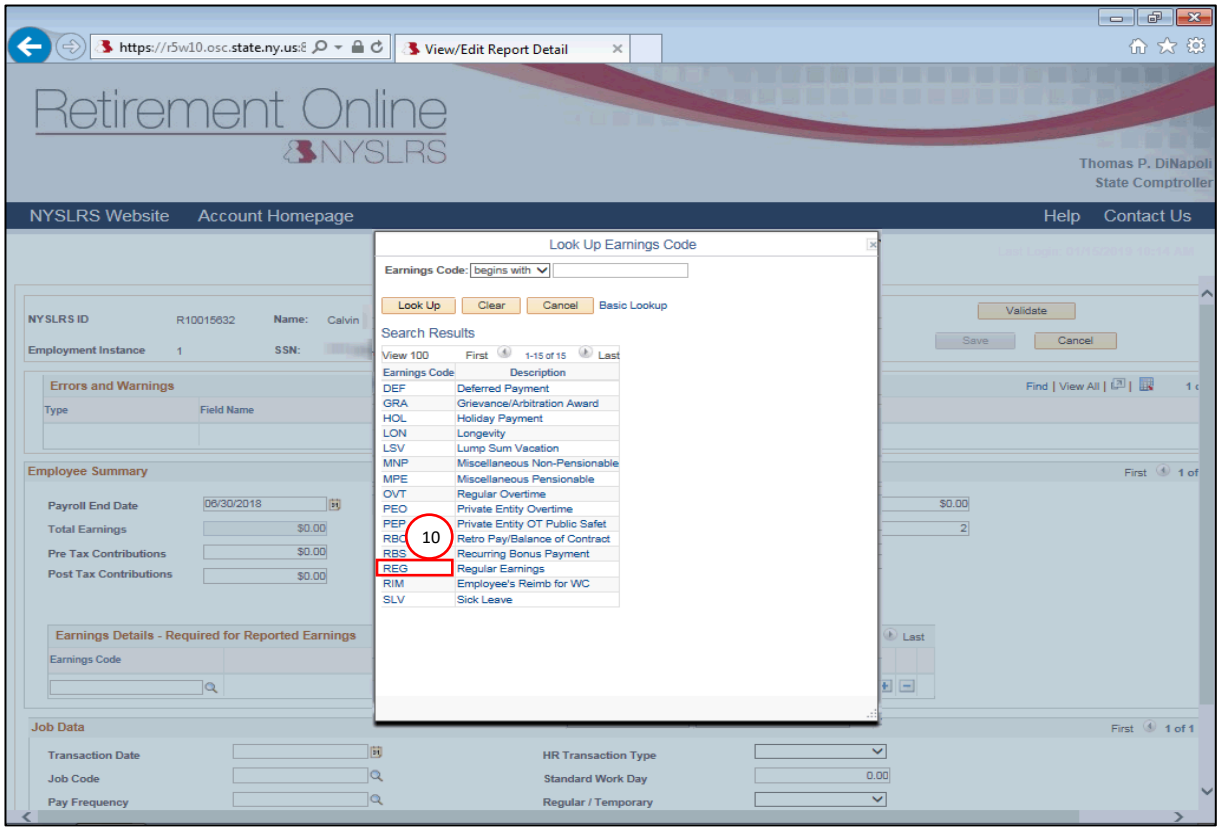
Step	Action	
5.	The **Total Earnings** field is grayed out and not editable. This field will automatically populate based on the Earnings Amounts entered in the 'Earnings Details – Required for Reported Earnings' section.	

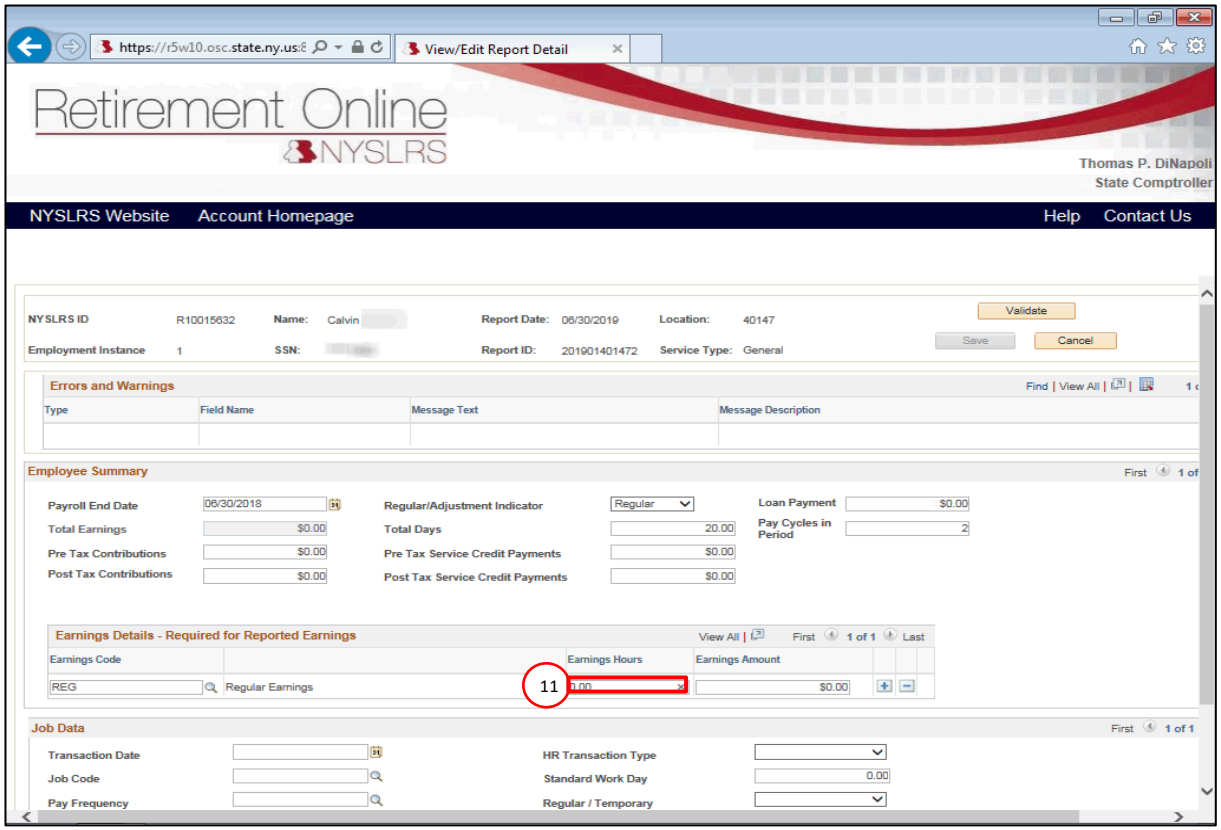
Step	Action	
6.	Click in the **Total Days** field and enter the total days being reported for this reporting period. 20.00	

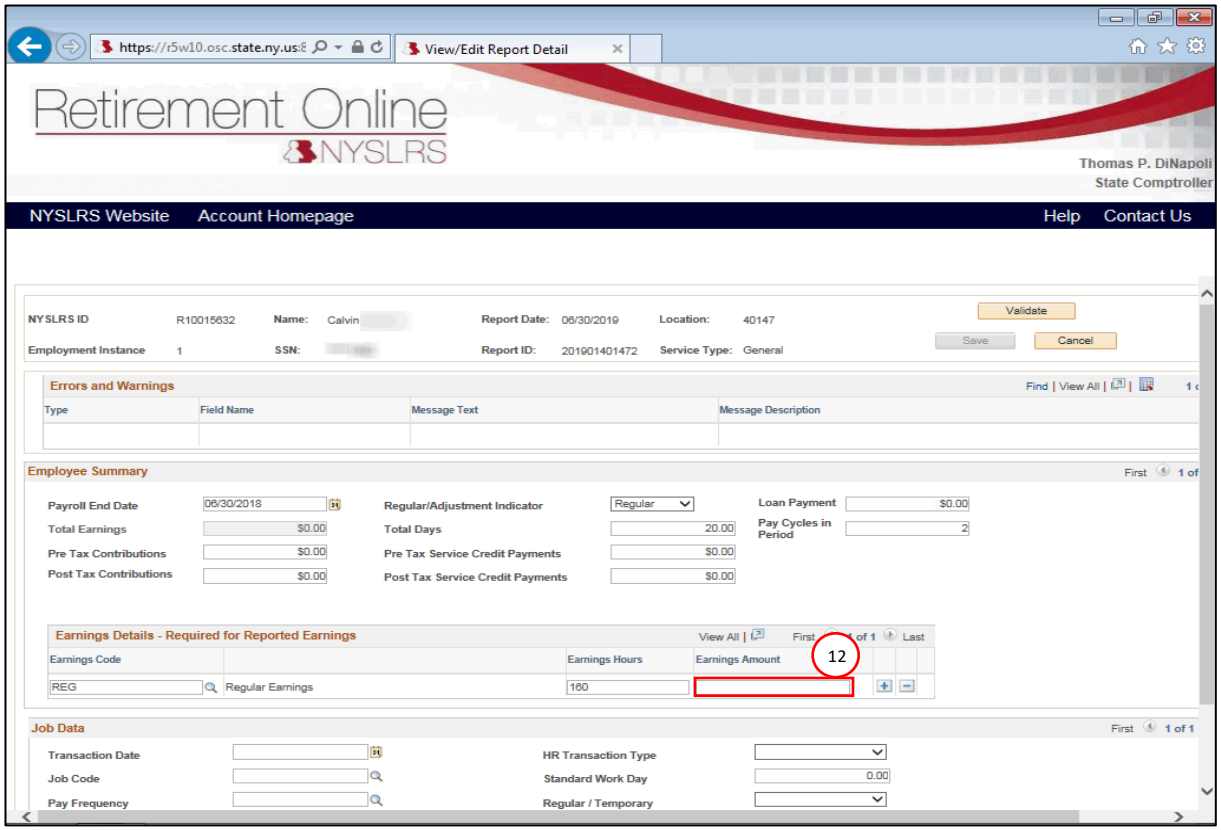
Step	Action	
7.	Click in the **Pay Cycles in Period** field and enter the total pay cycles for this reporting period. This will be a number between 1 and 5, based on the pay frequency.	

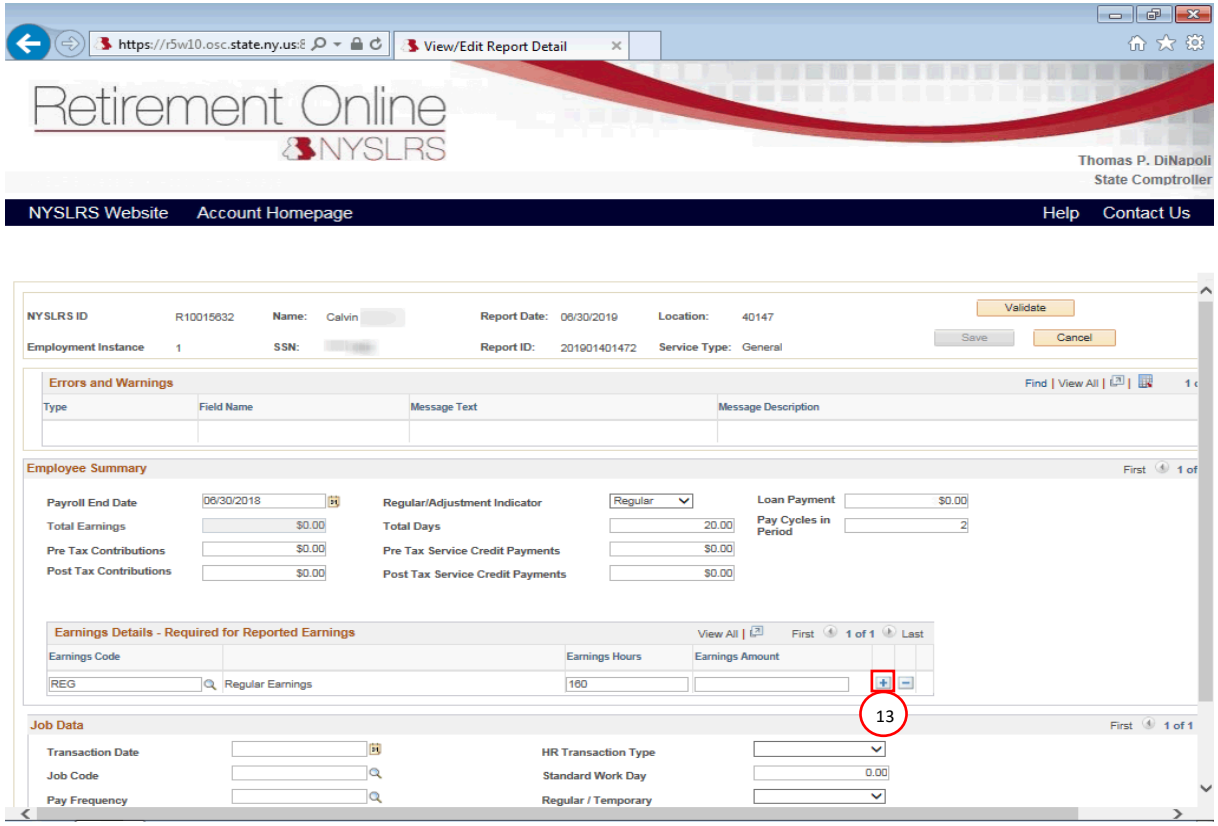
Step	Action	
8.	If you have a pre- or post-tax contribution, pre- or post-tax service credit payment or loan payment to report, enter the dollar amounts in the appropriate fields. In this example, no contributions, service credit payments or loan payments were deducted for this reporting period.	

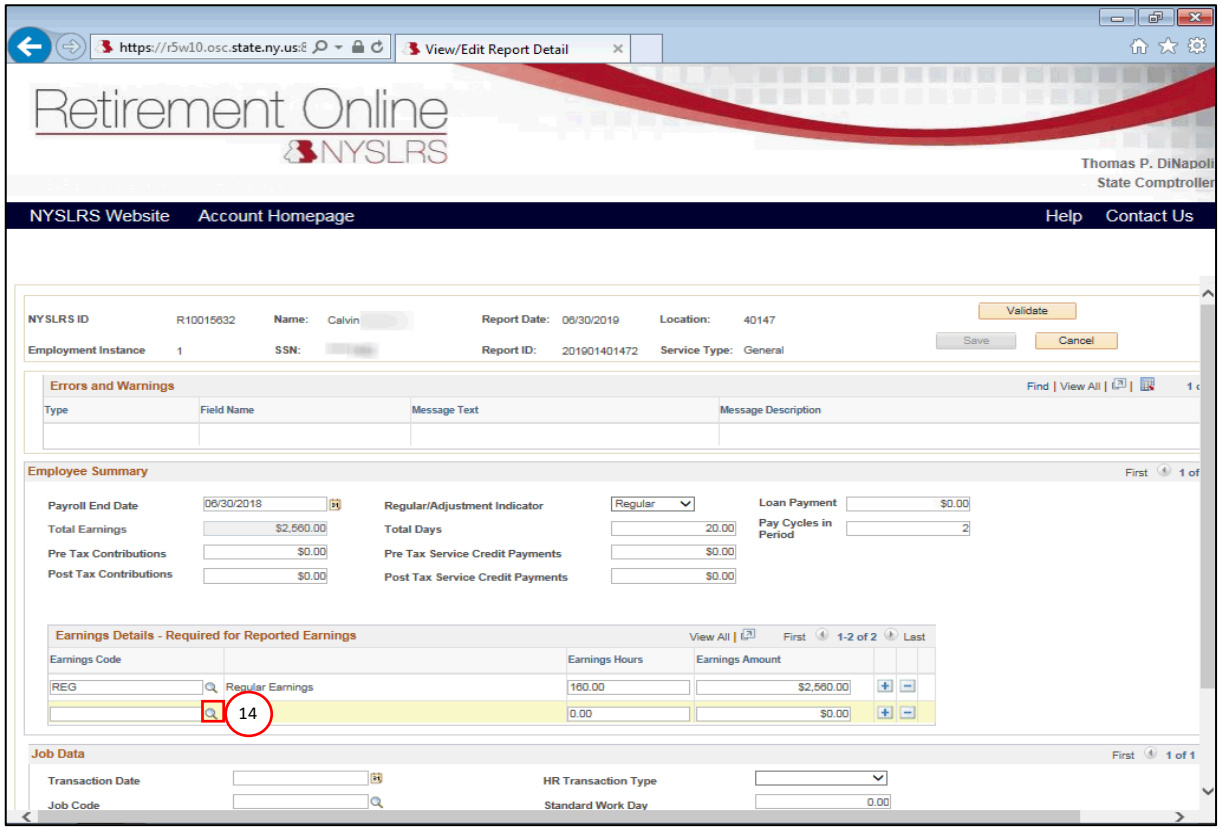
Step	Action	
9.	Click the **Look Up** icon next to the **Earnings Code** field to view a list of all available earnings codes.	

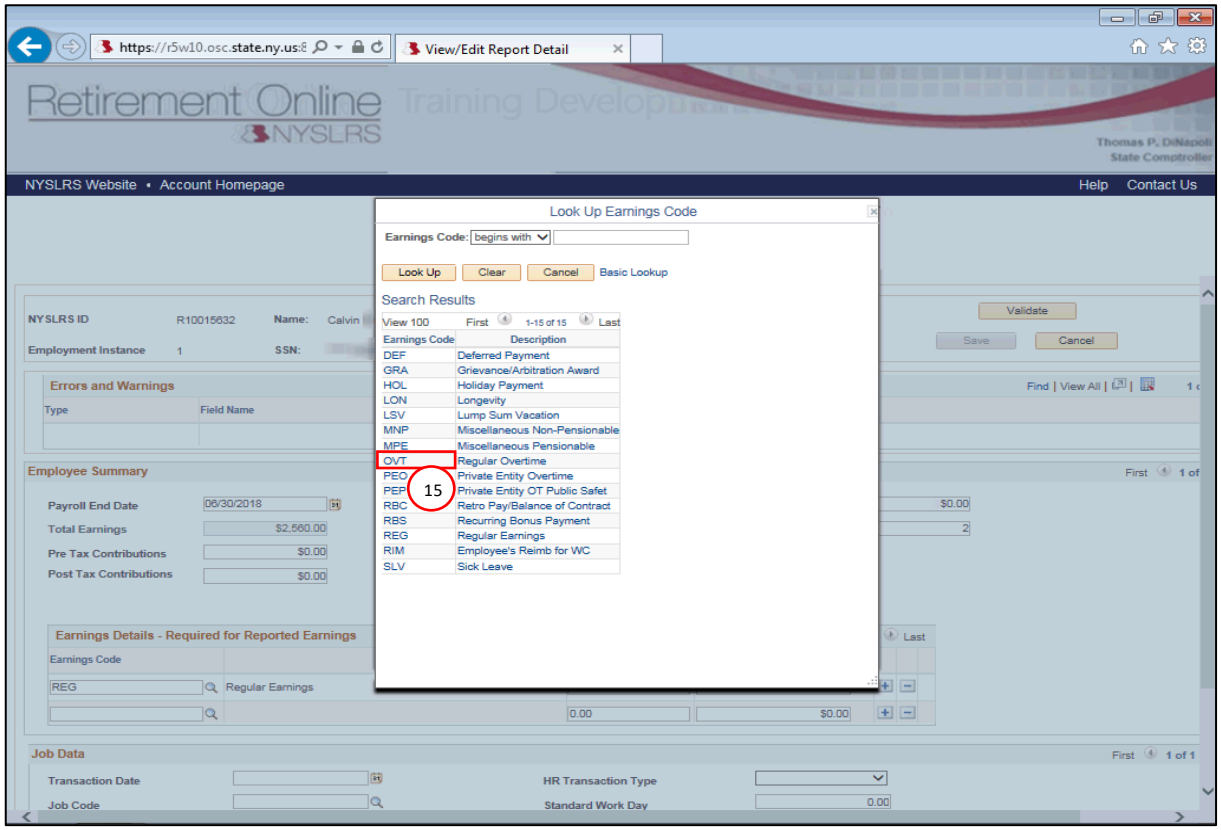
Step	Action	
10.	The 'Look Up Earnings Code' pop-up will appear. Select the appropriate **Earnings Code** link. REG	

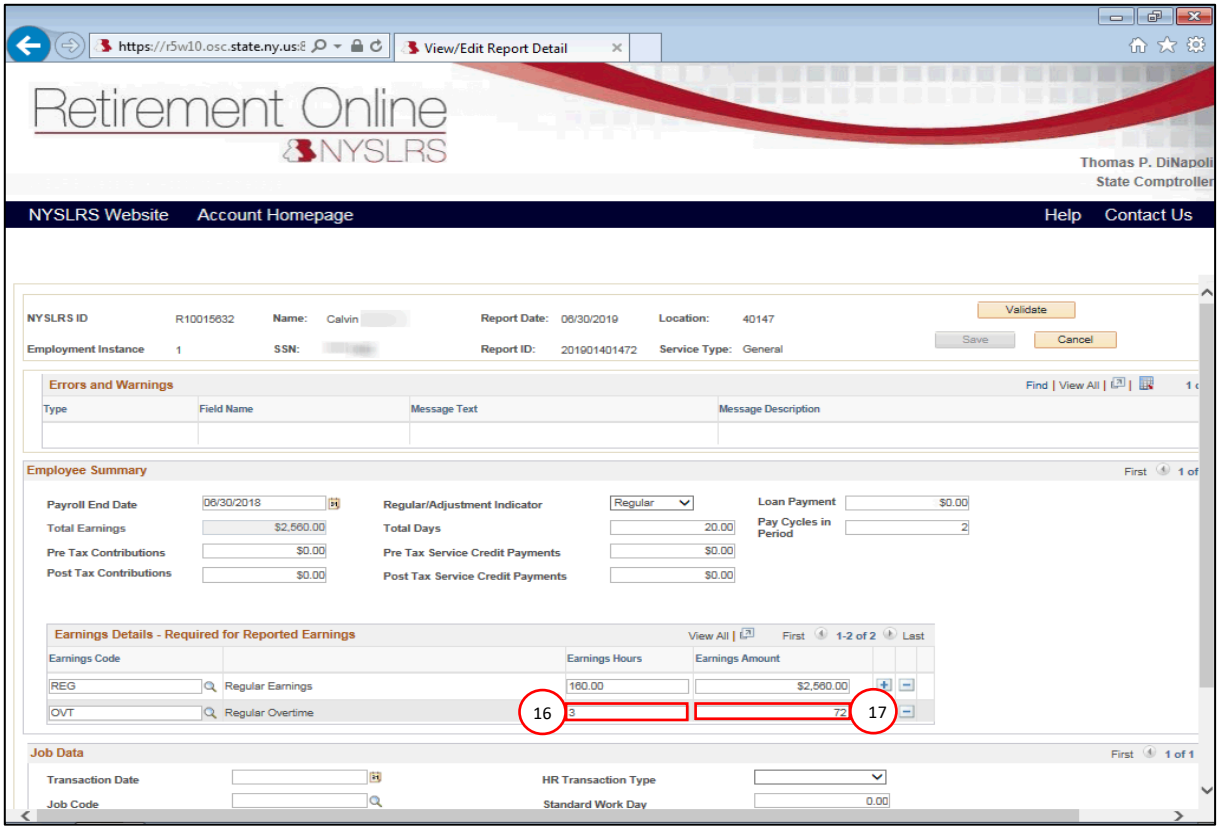
Step	Action	
11.	Click in the **Earnings Hours** field and enter the total hours you are reporting for this reporting period. 160 **Note:** In this example, this employee worked 40 hours a week for a 4 week reporting period.	

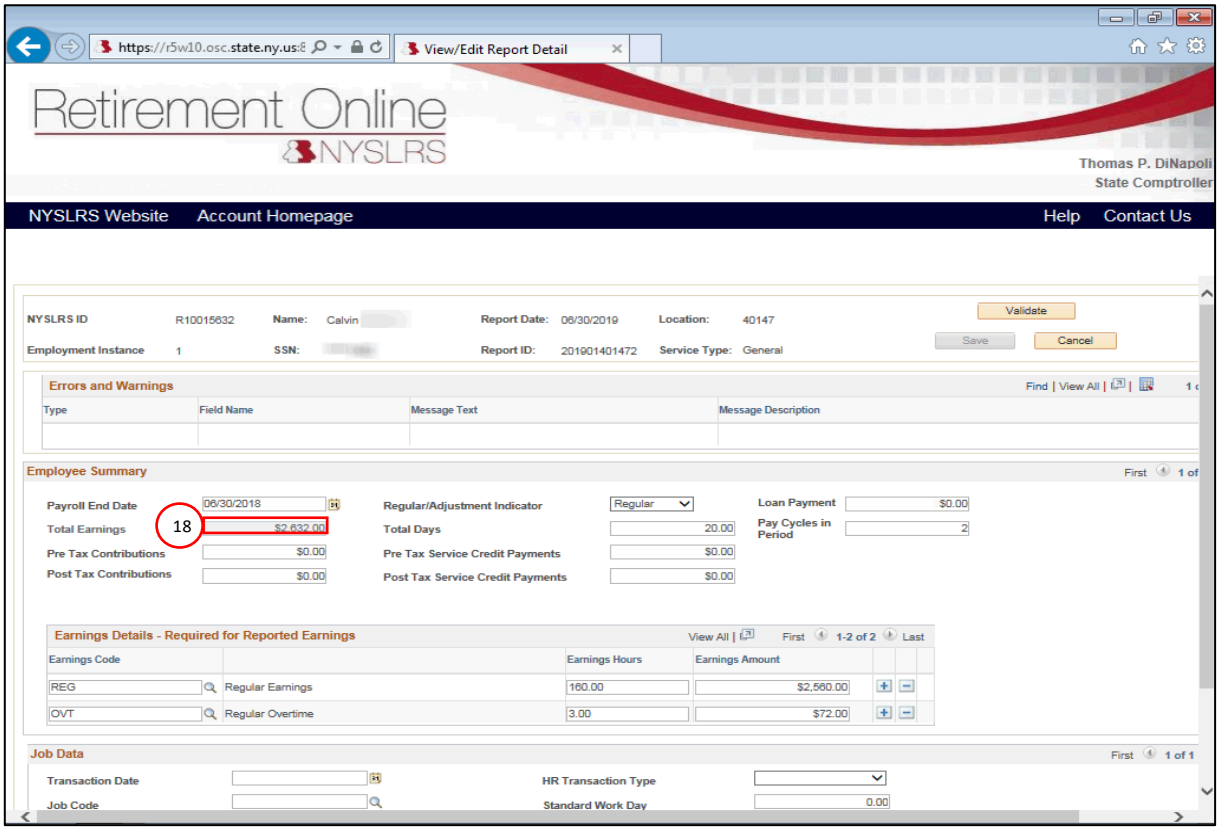
Step	Action	
12.	Click in the **Earnings Amount** field and enter the earnings being reported for this reporting period. $2,560.00 **Note:** In this example, this employee earns 16 dollars an hour. To calculate earnings, multiply 160 hours by 16 dollars.	

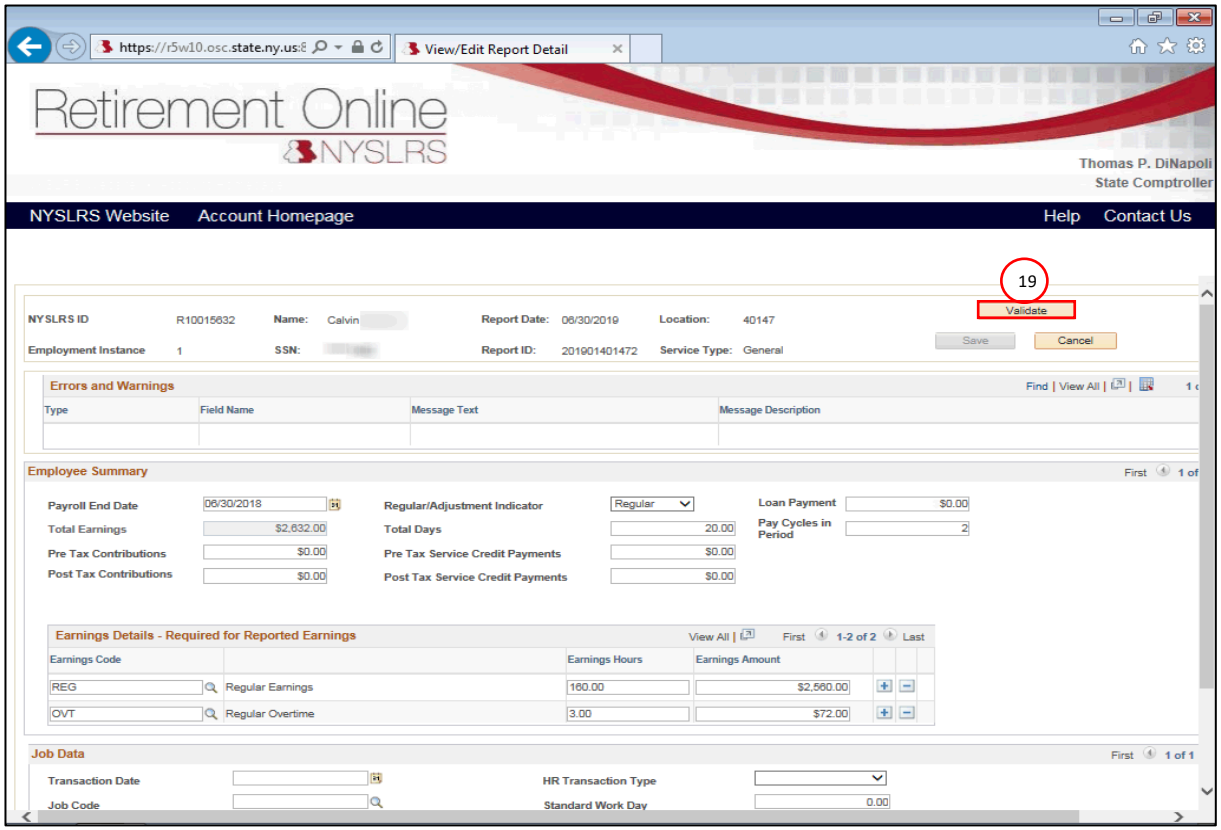
Step	Action	
13.	This employee has overtime hours for this reporting period. Click the **+** button to add a new row for reporting additional earnings.	

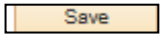
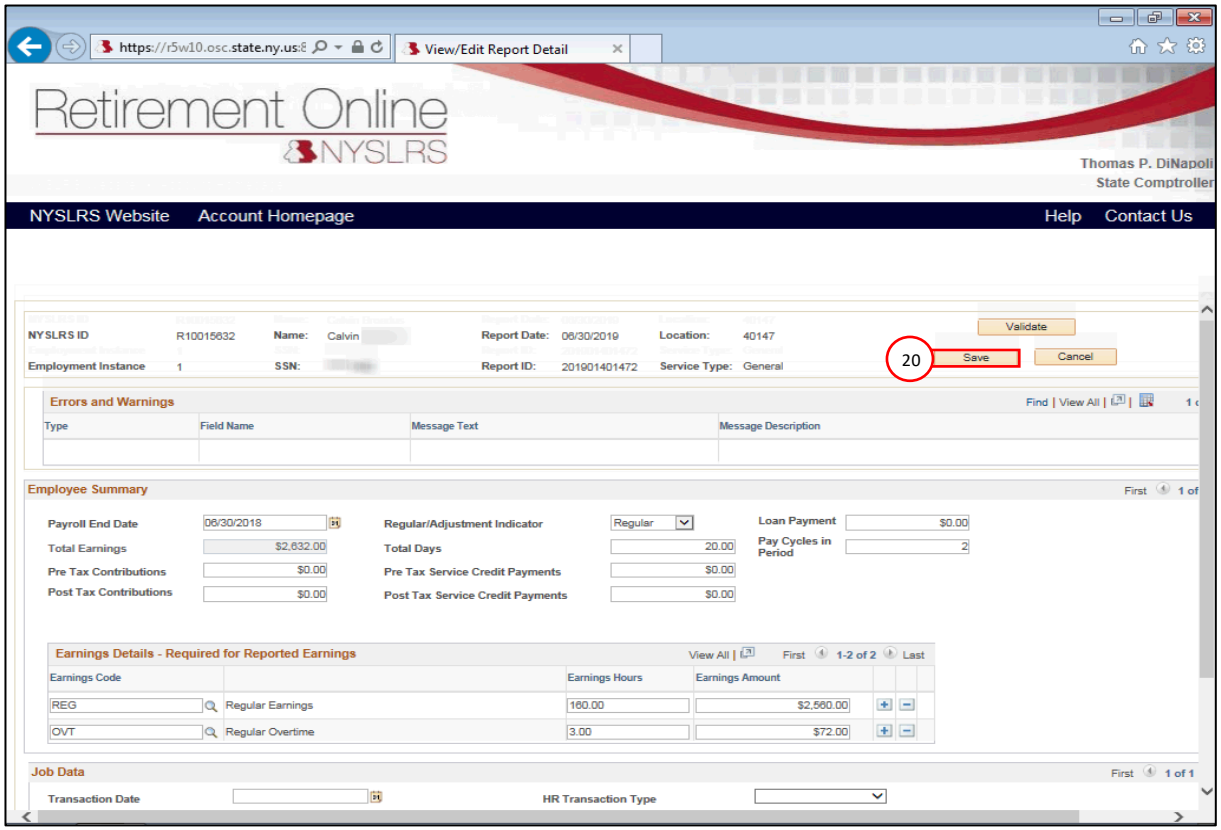
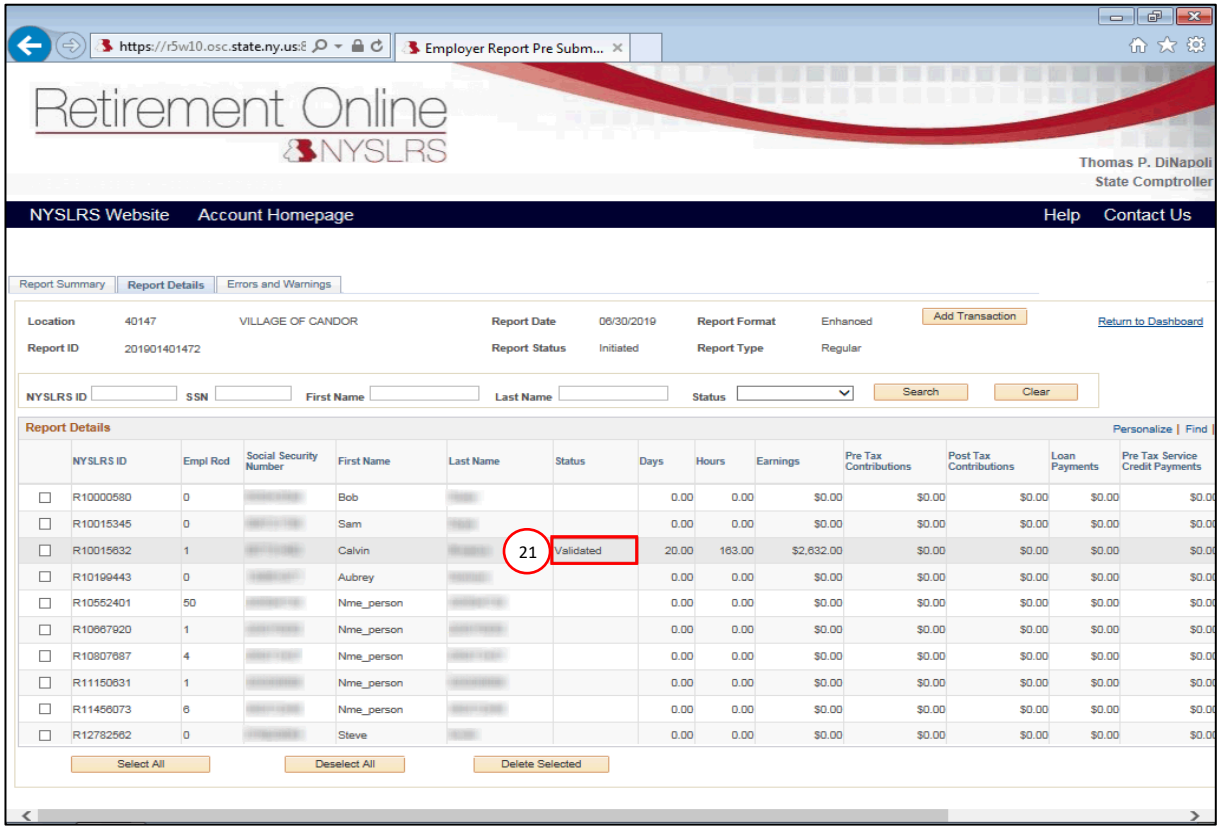
Step	Action	
14.	Click the **Look Up** icon next to the **Earnings Code** field.	

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

Step	Action	
16.	Click in the **Earnings Hours** field and enter the regular overtime hours for this reporting period. 0.00	
17.	Click in the **Earnings Amount** field and enter the overtime amount for this reporting period. 0.00 **Note:** In this example, this employee earns 24 dollars an hour at the regular overtime rate. To calculate earnings, multiply 3 hours by 24 dollars.	

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

Step	Action	
19.	Now that all data has been entered for this reporting period, it must be validated. Click the **Validate** button. Validate **Note:** You must click the **Validate** button before you can click the **Save** button.	

Step	Action	
20.	Check the 'Errors and Warnings' section to see if any errors or warnings exist. If so, repeat steps 3 - 19. Once no errors or warning remain, click the **Save** button to save the validated data. 	

Step	Action	
21	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. You must return to that employee's record and correct the data through their **View/Edit** link. You have successfully completed entering monthly data in a manual enhanced report.