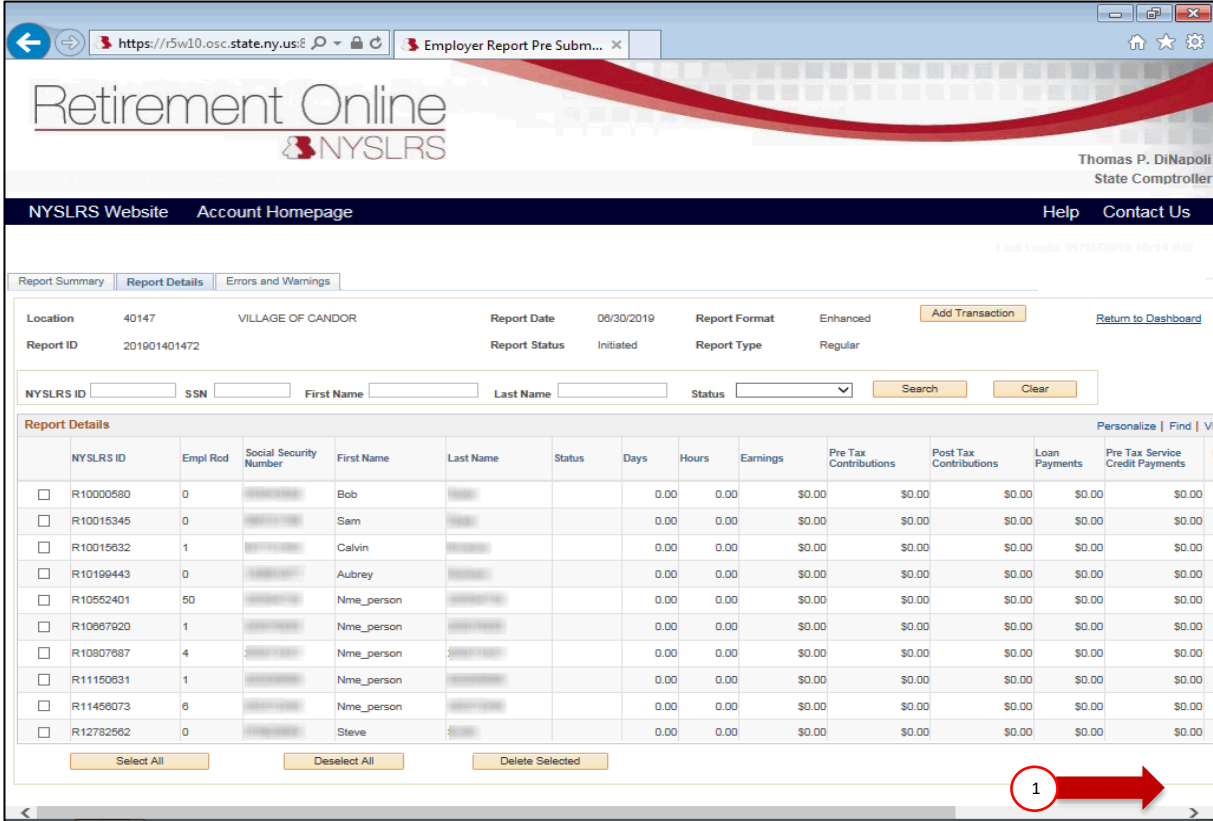


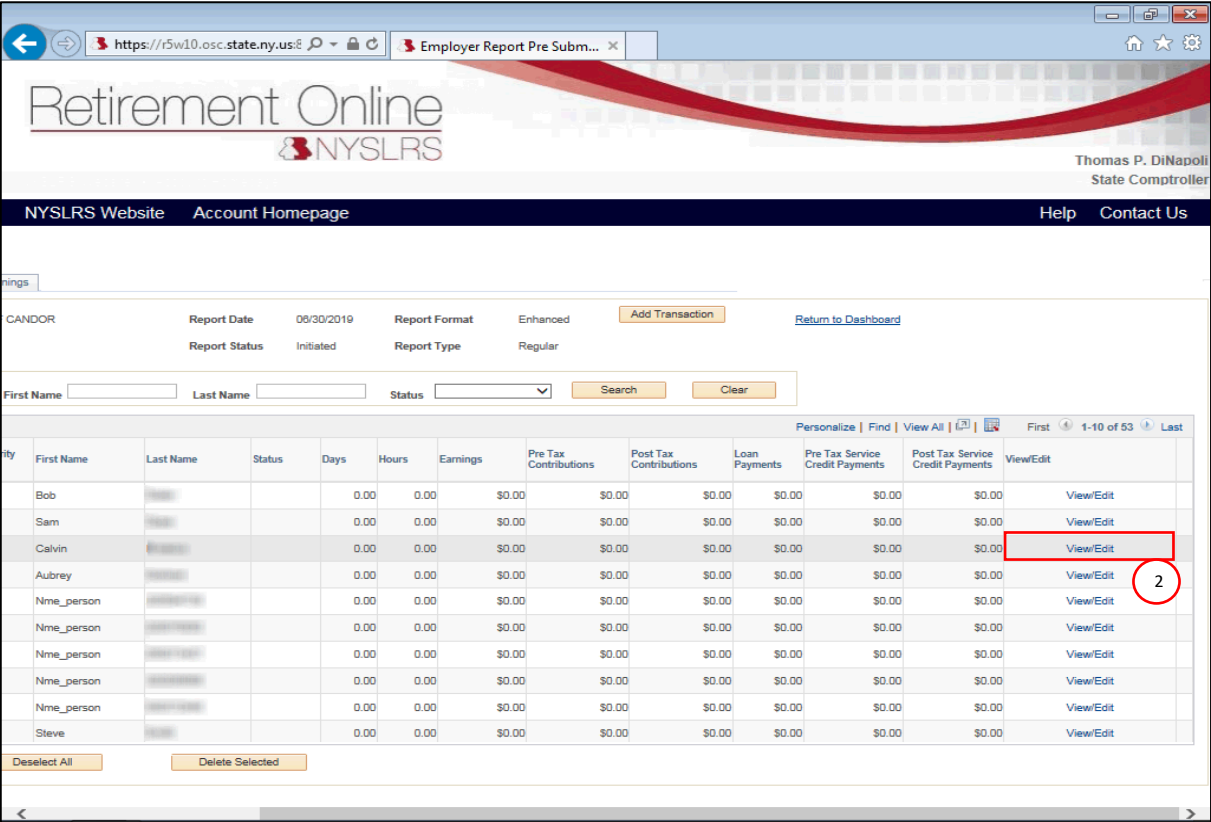
Thomas P. DiNapoli, State Comptroller

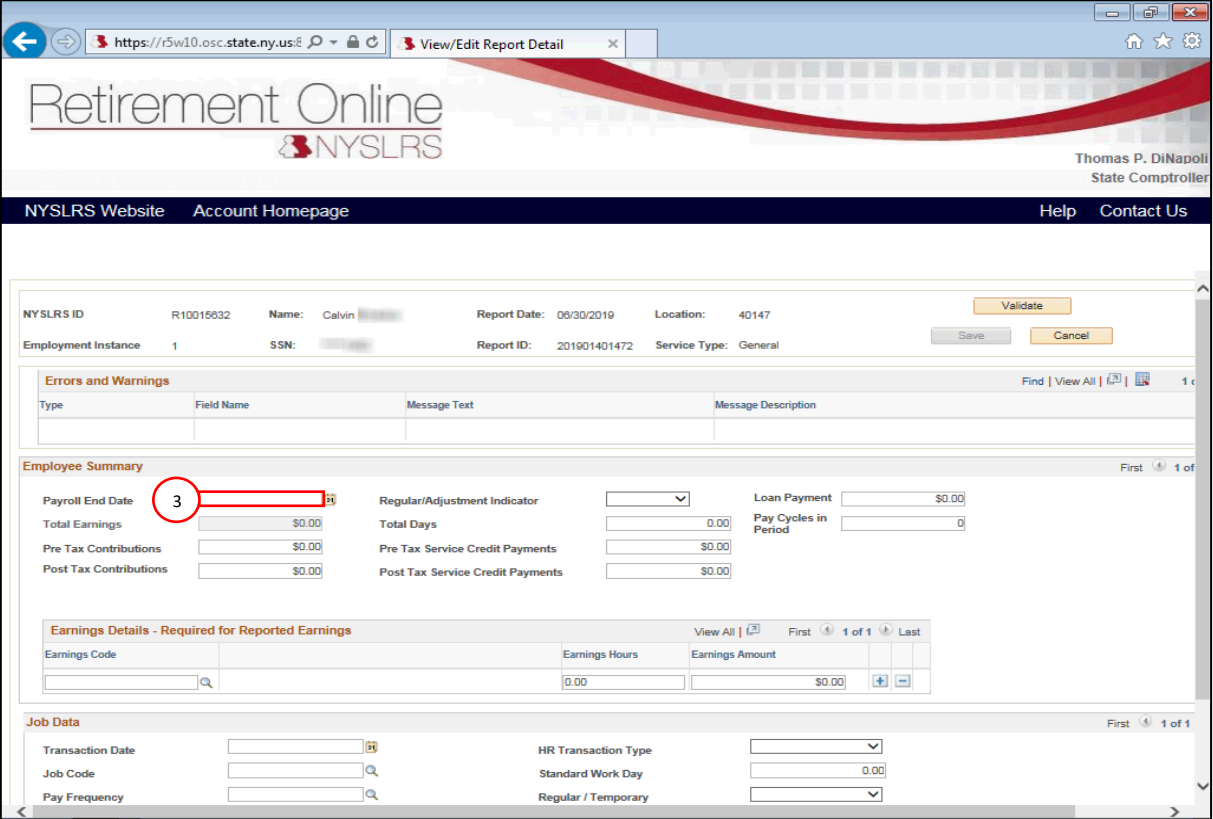


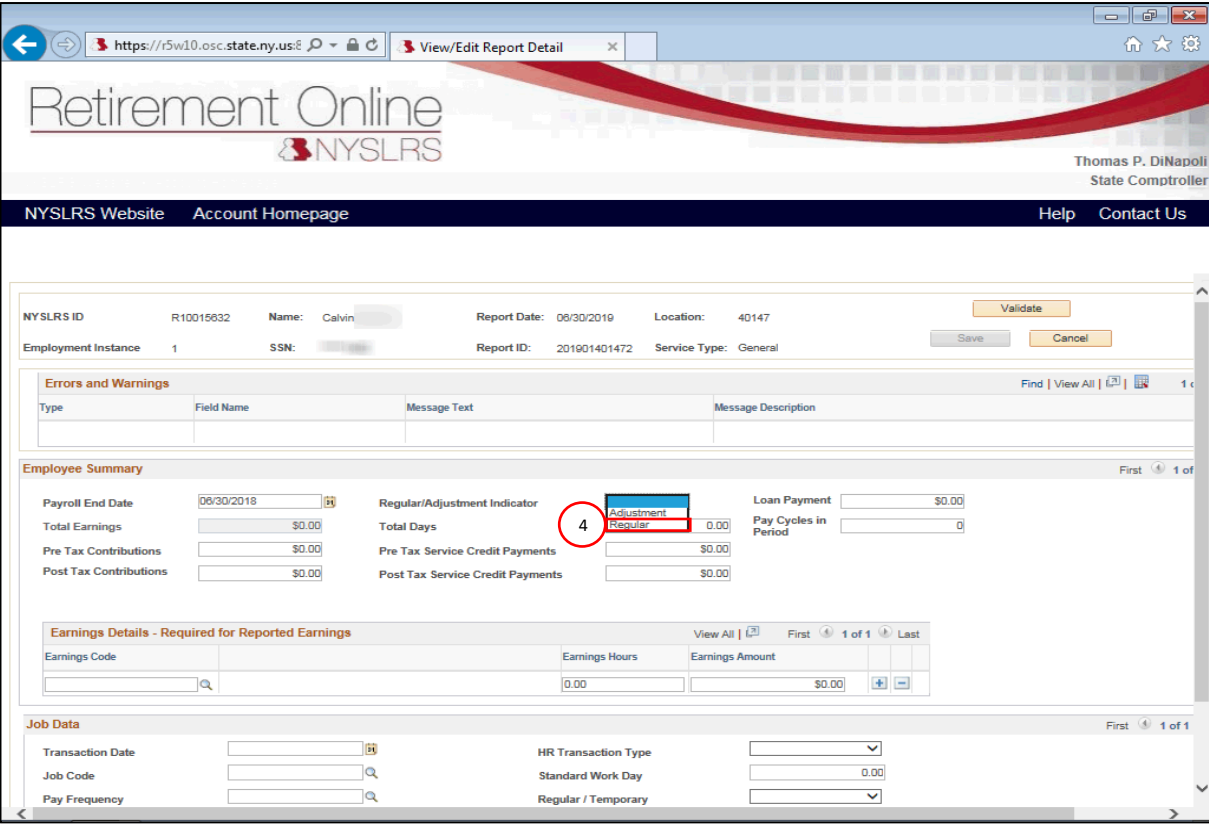
## Enter Monthly Data for a Manual Enhanced Report

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 <i>Report Details</i> page, scroll to the <b>right</b> until the <b>View/Edit</b> links are visible.	 <p>The screenshot shows the 'Retirement Online' interface for NYSLRS. The page title is 'Employer Report Pre Submission'. The user is identified as Thomas P. DiNapoli, State Comptroller. The page has tabs for 'Report Summary', 'Report Details', and 'Errors and Warnings'. The 'Report Details' tab is active, showing a table with 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 contains 11 rows of employee data. At the bottom of the table, there are buttons for 'Select All', 'Deselect All', and 'Delete Selected'. A red arrow with the number '1' points to the right side of the table, indicating the direction to scroll to find the 'View/Edit' links.</p>

Step	Action																																																																																																																																					
<p>2.</p>	<p>Click the appropriate <b>View/Edit</b> link for the employee you are reporting on.</p> <div data-bbox="268 354 552 399" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 10px auto;">View/Edit</div>	 <p>The screenshot shows the Retirement Online NYSLRS interface. At the top, there's a navigation bar with 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli State Comptroller'. Below that, there's a header with 'NYSLRS Website Account Homepage Help Contact Us'. The main content area shows a report for 'CANDOR' with details like 'Report Date: 05/30/2019', 'Report Format: Enhanced', and 'Report Status: Initiated'. There are search filters for 'First Name', 'Last Name', and 'Status'. Below the filters 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', and 'Post-Tax Service Credit Payments'. The 'View/Edit' link for the employee 'Calvin' is highlighted with a red box and a circled '2'.</p> <table border="1" data-bbox="674 634 1858 938"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Status</th> <th>Days</th> <th>Hours</th> <th>Earnings</th> <th>Pre-Tax Contributions</th> <th>Post-Tax Contributions</th> <th>Loan Payments</th> <th>Pre-Tax Service Credit Payments</th> <th>Post-Tax Service Credit Payments</th> <th>View/Edit</th> </tr> </thead> <tbody> <tr> <td>Bob</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Sam</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Calvin</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Aubrey</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Nme_person</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Nme_person</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Nme_person</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Nme_person</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Nme_person</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> <tr> <td>Steve</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>View/Edit</td> </tr> </tbody> </table>	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	View/Edit	Bob				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Sam				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Calvin				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Aubrey				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit	Steve				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit
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	View/Edit																																																																																																																											
Bob				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Sam				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Calvin				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Aubrey				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Nme_person				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											
Steve				0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	View/Edit																																																																																																																											

Step	Action	
<p>3.</p>	<p>The <i>View/Edit</i> page will appear. Click in the <b>Payroll End Date</b> 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><b>Note:</b> You may also use the <b>Choose a date</b> icon.</p>	 <p>The screenshot shows the 'View/Edit Report Detail' page for a retirement report. The 'Employee Summary' section contains the following fields:</p> <ul style="list-style-type: none"> <li>Payroll End Date: <input type="text" value="3"/> (highlighted with a red circle and arrow)</li> <li>Total Earnings: \$0.00</li> <li>Pre Tax Contributions: \$0.00</li> <li>Post Tax Contributions: \$0.00</li> <li>Regular/Adjustment Indicator: <input type="text" value=""/></li> <li>Total Days: 0.00</li> <li>Pre Tax Service Credit Payments: \$0.00</li> <li>Post Tax Service Credit Payments: \$0.00</li> <li>Loan Payment: \$0.00</li> <li>Pay Cycles in Period: 0</li> </ul> <p>The 'Earnings Details - Required for Reported Earnings' section shows a table with columns for Earnings Code, Earnings Hours, and Earnings Amount. The table contains one row with Earnings Hours of 0.00 and Earnings Amount of \$0.00.</p> <p>The 'Job Data' section contains the following fields:</p> <ul style="list-style-type: none"> <li>Transaction Date: <input type="text" value=""/></li> <li>Job Code: <input type="text" value=""/></li> <li>Pay Frequency: <input type="text" value=""/></li> <li>HR Transaction Type: <input type="text" value=""/></li> <li>Standard Work Day: 0.00</li> <li>Regular / Temporary: <input type="text" value=""/></li> </ul>

Step	Action	
<p>4.</p>	<p>Click the <b>Regular/Adjustment Indicator</b> drop-down to select the transaction type. Select the option for 'Regular' for a regular monthly transaction or select 'Adjustment' for an adjustment transaction.</p> <p><input type="text" value="Regular"/></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 displays a 'View/Edit Report Detail' page for a specific report. The report details include NYSLRS ID (R10015832), Name (Calvin), Report Date (09/30/2018), Location (40147), Employment Instance (1), SSN, Report ID (201901401472), and Service Type (General). There are buttons for 'Validate', 'Save', and 'Cancel'. Below this is an 'Errors and Warnings' section. The 'Employee Summary' section shows various fields: Payroll End Date (09/30/2018), Total Earnings (\$0.00), Pre Tax Contributions (\$0.00), Post Tax Contributions (\$0.00), Regular/Adjustment Indicator (a dropdown menu with 'Regular' selected and circled in red), 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 (0). 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>

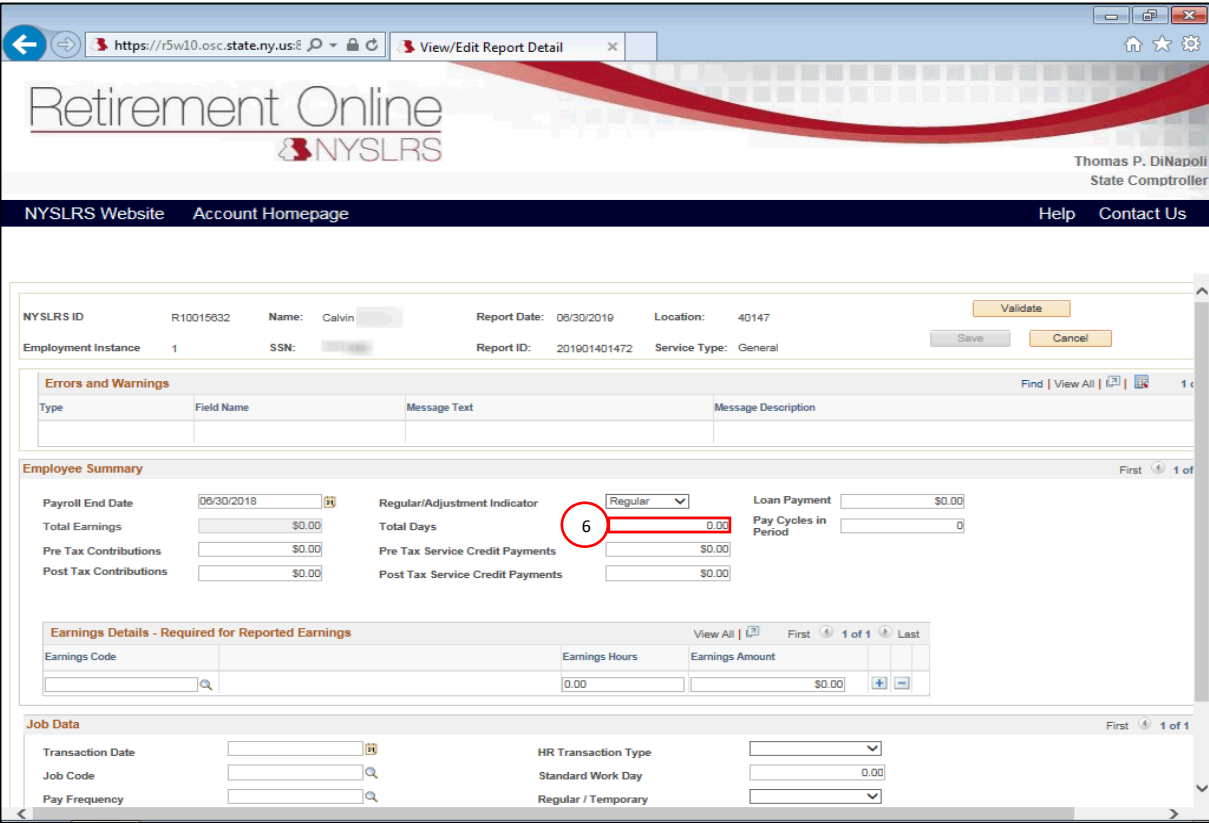
Step	Action
------	--------

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.

The screenshot shows the Retirement Online NYSLRS interface. At the top, there is a navigation bar with 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli, State Comptroller'. Below this is a dark blue bar with 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. The main content area is titled 'View/Edit Report Detail' and contains several sections:

- Employee Information:** NYSLRS ID, Name: Calvin, Report Date: 09/30/2019, Location: 40147, Employment Instance: 1, SSN, Report ID: 201901401472, 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 form with fields for Payroll End Date (09/30/2018), Total Earnings (\$0.00), Regular/Adjustment Indicator, Total Days (0.00), Loan Payment (\$0.00), 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' field is highlighted with a red box and a circled '5'.
- Earnings Details - Required for Reported Earnings:** A table with columns for Earnings Code, Earnings Hours (0.00), and Earnings Amount (\$0.00).
- Job Data:** A form with fields for Transaction Date, Job Code, Pay Frequency, HR Transaction Type, Standard Work Day (0.00), and Regular / Temporary.

Step	Action	
6.	Click in the <b>Total Days</b> field and enter the total days being reported for this reporting period. <input data-bbox="275 358 485 396" type="text" value="20.00"/>	 <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"> <li>Payroll End Date: 06/30/2018</li> <li>Total Earnings: \$0.00</li> <li>Pre Tax Contributions: \$0.00</li> <li>Post Tax Contributions: \$0.00</li> <li>Regular/Adjustment Indicator: Regular</li> <li>Total Days: 6 (highlighted with a red circle)</li> <li>Pre Tax Service Credit Payments: \$0.00</li> <li>Post Tax Service Credit Payments: \$0.00</li> <li>Loan Payment: \$0.00</li> <li>Pay Cycles in Period: 0</li> </ul> <p>The 'Earnings Details - Required for Reported Earnings' table shows one row with Earnings Hours of 0.00 and Earnings Amount of \$0.00.</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
------	--------

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.

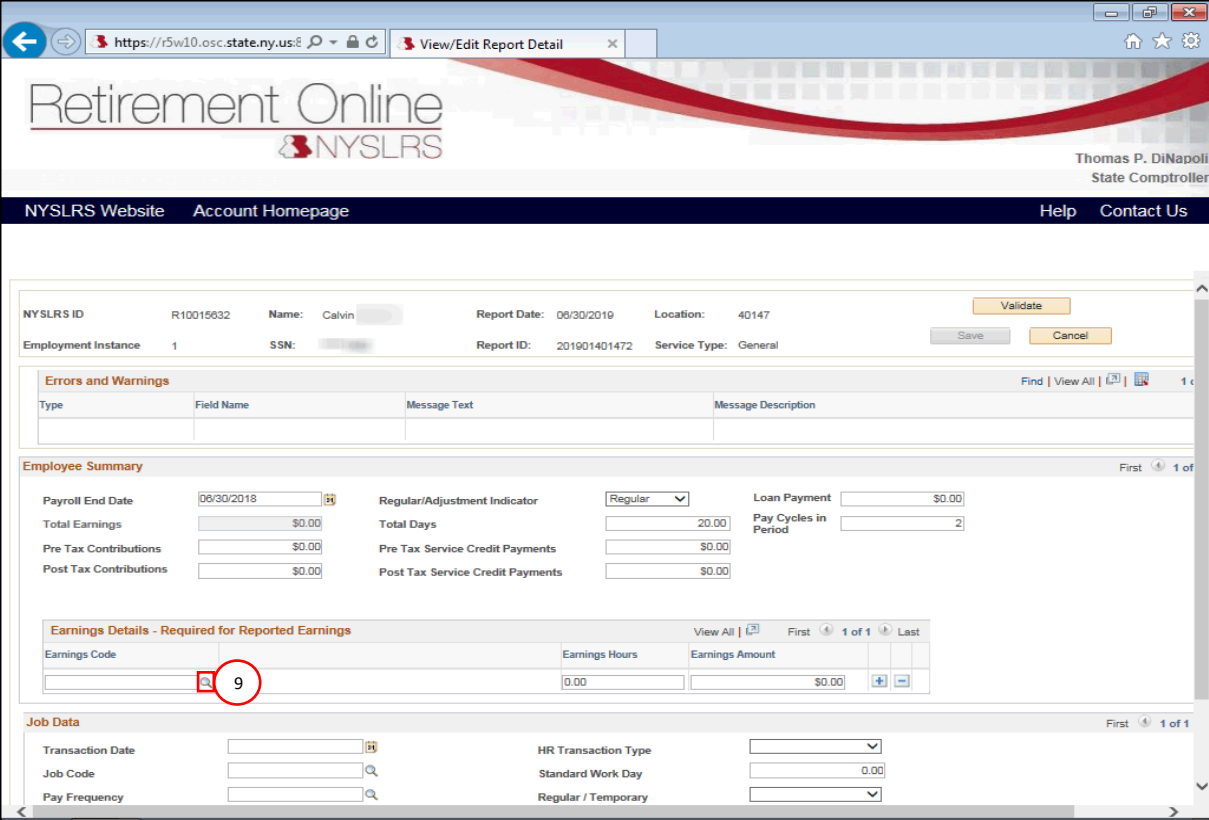
The screenshot shows the Retirement Online NYSLRS portal. The browser address bar displays "https://r5w10.osc.state.ny.us:8... View/Edit Report Detail". The page header includes "Retirement Online NYSLRS" and "Thomas P. DiNapoli, State Comptroller". The navigation bar contains "NYSLRS Website", "Account Homepage", "Help", and "Contact Us".

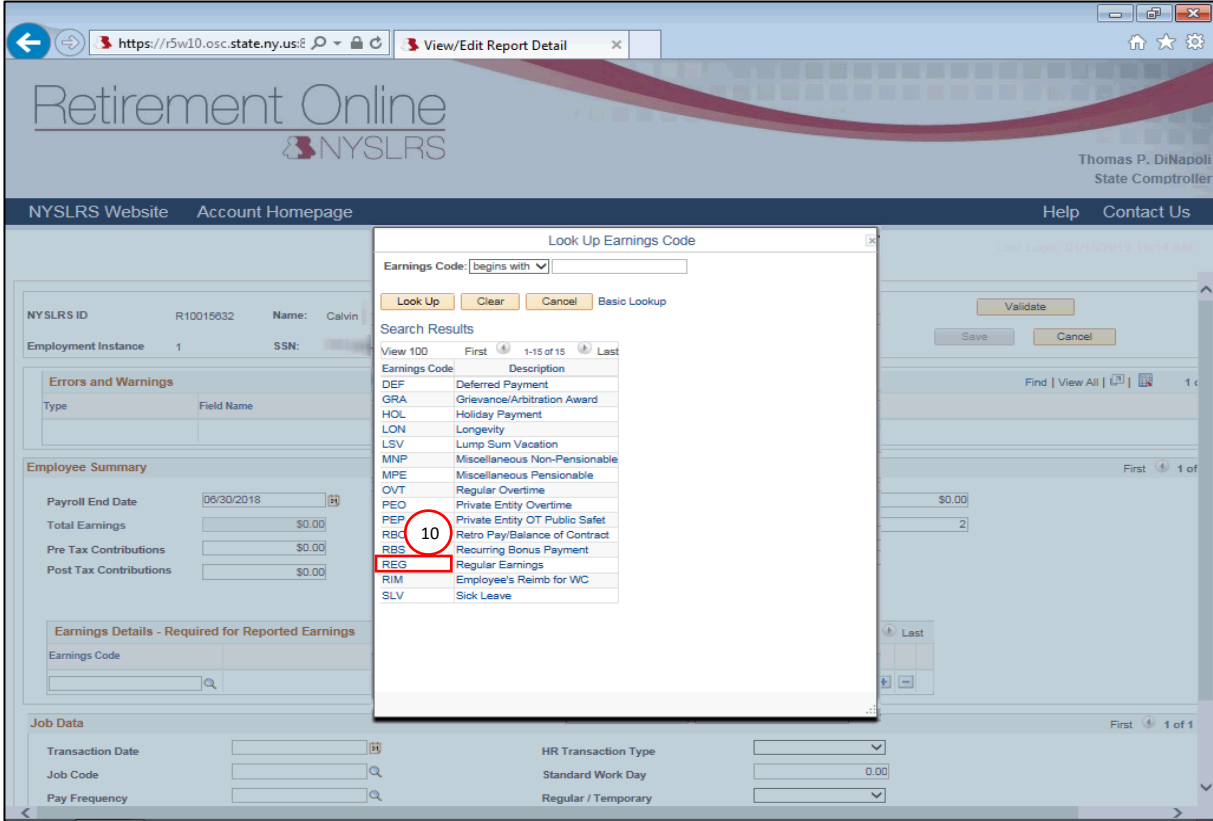
The main content area displays the following information:

- Employee Information:** NYSLRS ID: R10015632, Name: Calvin, Report Date: 09/30/2019, Location: 40147, Employment Instance: 1, SSN: [redacted], Report ID: 201901401472, Service Type: General.
- Errors and Warnings:** A table with columns for Type, Field Name, Message Text, and Message Description.
- Employee Summary:**
  - Payroll End Date: 09/30/2018
  - 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: \$0.00
  - Pay Cycles in Period: 7 (highlighted with a red circle)
- Earnings Details - Required for Reported Earnings:** A table with columns for Earnings Code, Earnings Hours, and Earnings Amount.
- Job Data:**
  - Transaction Date: [redacted]
  - Job Code: [redacted]
  - Pay Frequency: [redacted]
  - HR Transaction Type: [dropdown]
  - Standard Work Day: 0.00
  - Regular / Temporary: [dropdown]



Step	Action							
8.	<p>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.</p> <p>In this example, no contributions, service credit payments or loan payments were deducted for this reporting period.</p>	<p>The screenshot displays the 'View/Edit Report Detail' page for employee Calvin. Key fields include:</p> <ul style="list-style-type: none"> <li><b>NYSLRS ID:</b> R10015632</li> <li><b>Name:</b> Calvin</li> <li><b>Report Date:</b> 06/30/2019</li> <li><b>Location:</b> 40147</li> <li><b>Employment Instance:</b> 1</li> <li><b>SSN:</b> [Redacted]</li> <li><b>Report ID:</b> 201901401472</li> <li><b>Service Type:</b> General</li> </ul> <p>The <b>Employee Summary</b> section shows the following values:</p> <ul style="list-style-type: none"> <li><b>Payroll End Date:</b> 06/30/2018</li> <li><b>Regular/Adjustment Indicator:</b> Regular</li> <li><b>Loan Payment:</b> \$0.00</li> <li><b>Total Earnings:</b> \$0.00</li> <li><b>Total Days:</b> 20.00</li> <li><b>Pay Cycles in Period:</b> 2</li> <li><b>Pre Tax Contributions:</b> \$0.00</li> <li><b>Pre Tax Service Credit Payments:</b> \$0.00</li> <li><b>Post Tax Contributions:</b> \$0.00</li> <li><b>Post Tax Service Credit Payments:</b> \$0.00</li> </ul> <p>The <b>Earnings Details - Required for Reported Earnings</b> table shows:</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Hours</th> <th>Earnings Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>0.00</td> <td>\$0.00</td> </tr> </tbody> </table> <p>The <b>Job Data</b> section includes:</p> <ul style="list-style-type: none"> <li><b>Transaction Date:</b> [Redacted]</li> <li><b>Job Code:</b> [Redacted]</li> <li><b>Pay Frequency:</b> [Redacted]</li> <li><b>HR Transaction Type:</b> [Redacted]</li> <li><b>Standard Work Day:</b> 0.00</li> <li><b>Regular / Temporary:</b> [Redacted]</li> </ul>	Earnings Code	Earnings Hours	Earnings Amount		0.00	\$0.00
Earnings Code	Earnings Hours	Earnings Amount						
	0.00	\$0.00						

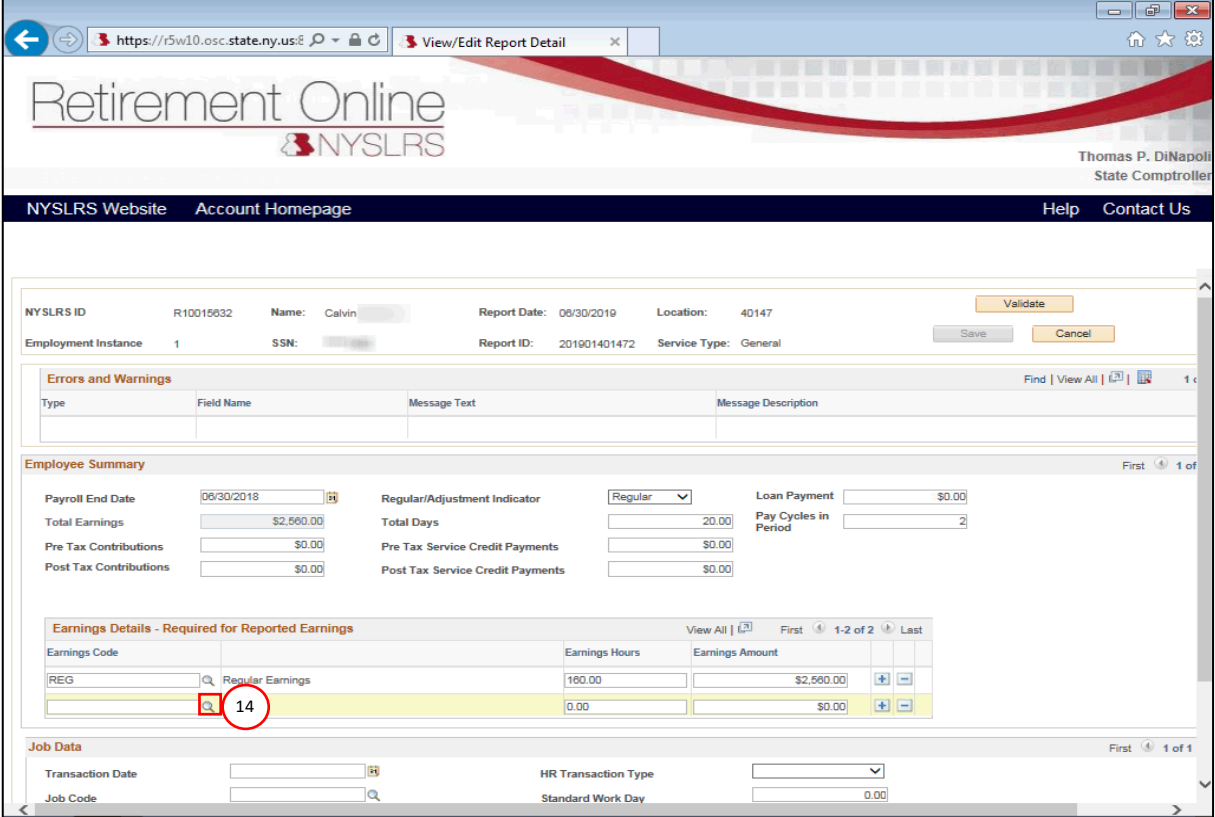
Step	Action	
9.	Click the <b>Look Up</b> icon next to the <b>Earnings Code</b> field to view a list of all available earnings codes.	

Step	Action																																											
10.	<p>The 'Look Up Earnings Code' pop-up will appear. Select the appropriate <b>Earnings Code</b> link.</p> <p><input type="text" value="REG"/></p>	 <p>The screenshot shows the Retirement Online NYSLRS website 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 row for 'REG' (Regular Earnings) is highlighted with a red box and a circled '10'. The background shows the employee's account homepage with fields for NYSLRS ID (R10015032), Name (Calvin), and Employment Instance (1). The 'Look Up Earnings Code' window also shows a search criteria field set to 'begins with' and buttons for 'Look Up', 'Clear', and 'Cancel'.</p> <table border="1" data-bbox="1045 430 1549 917"> <thead> <tr> <th colspan="2">Look Up Earnings Code</th> </tr> </thead> <tbody> <tr> <td>Earnings Code:</td> <td>begins with</td> </tr> <tr> <td colspan="2"> <input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Lookup"/> </td> </tr> <tr> <td colspan="2">Search Results</td> </tr> <tr> <td>View 100</td> <td>First 1-15 of 15 Last</td> </tr> <tr> <th>Earnings Code</th> <th>Description</th> </tr> <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><b>REG</b></td> <td><b>Regular Earnings</b></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>	Look Up Earnings Code		Earnings Code:	begins with	<input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Lookup"/>		Search Results		View 100	First 1-15 of 15 Last	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	<b>REG</b>	<b>Regular Earnings</b>	RIM	Employee's Reimb for WC	SLV	Sick Leave
Look Up Earnings Code																																												
Earnings Code:	begins with																																											
<input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <input type="button" value="Basic Lookup"/>																																												
Search Results																																												
View 100	First 1-15 of 15 Last																																											
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																																											
<b>REG</b>	<b>Regular Earnings</b>																																											
RIM	Employee's Reimb for WC																																											
SLV	Sick Leave																																											

Step	Action	
<p>11.</p>	<p>Click in the <b>Earnings Hours</b> field and enter the total hours you are reporting for this reporting period.</p> <p><input type="text" value="160"/></p> <p><b>Note:</b> In this example, this employee worked 40 hours a week for a 4 week reporting period.</p>	<p>The screenshot shows the 'View/Edit Report Detail' page for a NYSLRS report. The page includes a header with the NYSLRS logo and the name of the State Comptroller. Below the header, there are navigation links and a search bar. The main content area displays employee information, including NYSLRS ID, Name, Report Date, and Location. There are also buttons for 'Validate', 'Save', and 'Cancel'. A section titled 'Errors and Warnings' is visible, followed by an 'Employee Summary' section with various input fields for payroll end date, earnings, and contributions. The 'Earnings Details - Required for Reported Earnings' section contains a table with columns for Earnings Code, Earnings Hours, and Earnings Amount. The 'REG' row is selected, and the 'Earnings Hours' field is highlighted with a red box and the number '11' next to it. The 'Job Data' section is at the bottom of the page.</p>

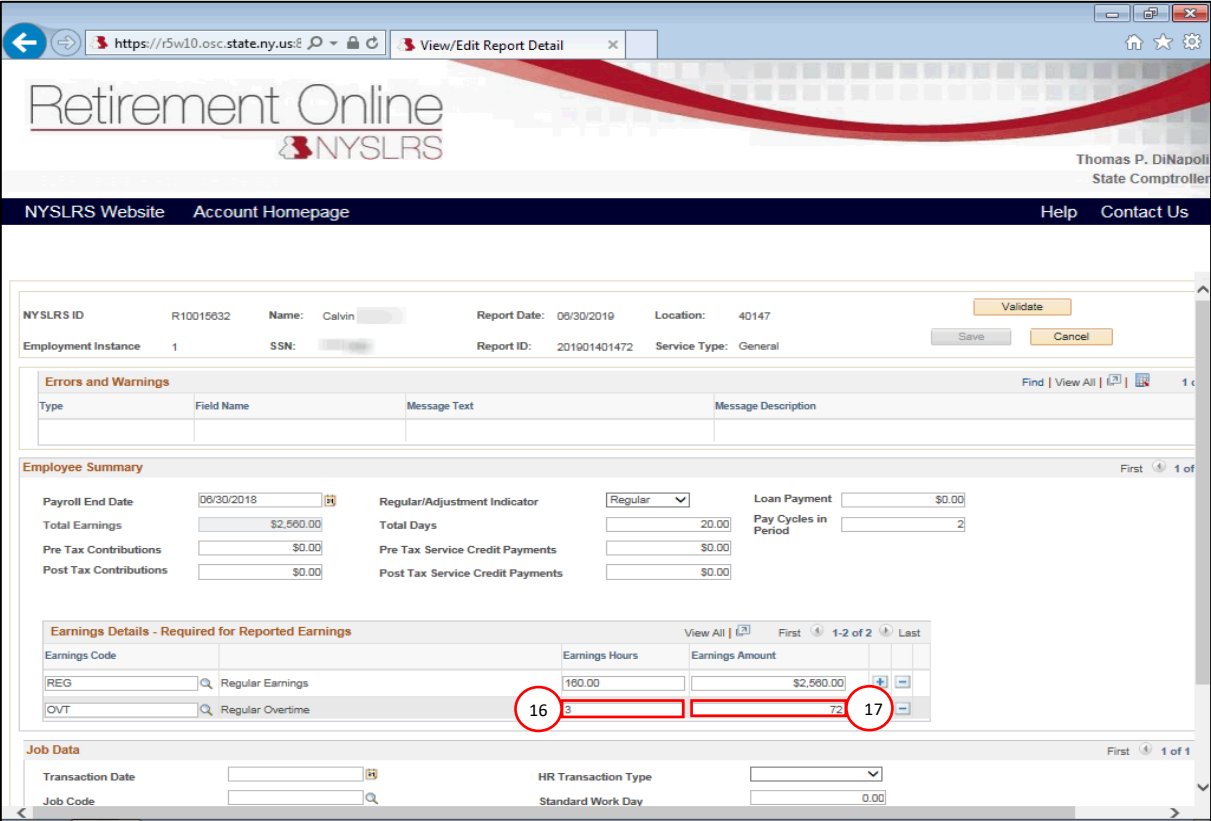
Step	Action	
<p>12.</p>	<p>Click in the <b>Earnings Amount</b> field and enter the earnings being reported for this reporting period.</p> <p><input type="text" value="\$2,580.00"/></p> <p><b>Note:</b> In this example, this employee earns 16 dollars an hour. To calculate earnings, multiply 160 hours by 16 dollars.</p>	<p>The screenshot shows the Retirement Online NYSLRS portal. The browser address bar displays 'https://r5w10.osc.state.ny.us:8'. The page title is 'View/Edit Report Detail'. The header includes 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli, State Comptroller'. The main content area shows employee details for Calvin (NYSLRS ID: R10015632, Report Date: 09/30/2019, Location: 40147). Below this is an 'Employee Summary' section with fields for Payroll End Date (09/30/2018), Total Earnings (\$0.00), Total Days (20.00), Pre Tax Contributions (\$0.00), Post Tax Contributions (\$0.00), Regular/Adjustment Indicator (Regular), Loan Payment (\$0.00), and Pay Cycles in Period (2). The 'Earnings Details - Required for Reported Earnings' table is visible, with a red box around the 'Earnings Amount' field and a circled '12' next to it. The table has columns for Earnings Code (REG), Earnings Hours (160), and Earnings Amount. Below the table 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	
<p>13.</p>	<p>This employee has overtime hours for this reporting period. Click the + button to add a new row for reporting additional earnings.</p>	

Step	Action
<p>14.</p>	<p>Click the <b>Look Up</b> icon next to the <b>Earnings Code</b> field.</p> 

Step	Action	
<p>15.</p>	<p>The 'Look Up Earnings Code' pop-up will appear. Select the appropriate <b>Earnings Code</b> link.</p> <p><b>OVT</b></p>	<p>The screenshot shows the 'Retirement Online' interface. A 'Look Up Earnings Code' pop-up window is open, displaying a table of earnings codes. The code 'OVT' is circled in red, and the number '15' is placed next to it. The table lists various codes such as 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), and SLV (Sick Leave). The background interface shows the user's account information and a summary of earnings.</p>



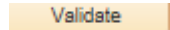
Step	Action	
16.	Click in the <b>Earnings Hours</b> field and enter the regular overtime hours for this reporting period. <input data-bbox="264 391 478 423" type="text" value="0.00"/>	 <p>The screenshot shows the Retirement Online NYSLRS interface. At the top, it says "Retirement Online NYSLRS" and "Thomas P. DiNapoli, State Comptroller". Below that is a navigation bar with "NYSLRS Website", "Account Homepage", "Help", and "Contact Us". The main content area shows employee details for Calvin (NYSLRS ID: R10015632, Report Date: 06/30/2019, Location: 40147). There is an "Errors and Warnings" section which is currently empty. Below that is an "Employee Summary" section with fields for Payroll End Date (06/30/2018), Total Earnings (\$2,560.00), 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), and Post Tax Service Credit Payments (\$0.00). The "Earnings Details - Required for Reported Earnings" table is highlighted, showing two rows: "REG" (Regular Earnings) with 3 hours and \$2,560.00, and "OVT" (Regular Overtime) with 72 hours and \$0.00. Red circles are drawn around the "3" in the "REG" row's "Earnings Hours" column and the "\$2,560.00" in the "REG" row's "Earnings Amount" column. At the bottom is a "Job Data" section with fields for Transaction Date, Job Code, HR Transaction Type, and Standard Work Day.</p>
17.	Click in the <b>Earnings Amount</b> field and enter the overtime amount for this reporting period. <input data-bbox="264 672 478 704" type="text" value="0.00"/> <p><b>Note:</b> In this example, this employee earns 24 dollars an hour at the regular overtime rate. To calculate earnings, multiply 3 hours by 24 dollars.</p>	

Step	Action										
<p>18.</p>	<p>Retirement Online will populate the <b>Total Earnings</b> field based on the sum of the earnings in the 'Earnings Details' section.</p>	<p>The screenshot shows the Retirement Online NYSLRS 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 is divided into several sections:</p> <ul style="list-style-type: none"> <li><b>Employee Information:</b> NYSLRS ID: R10015632, Name: Calvin, Report Date: 06/30/2019, Location: 40147. Employment Instance: 1, SSN: [redacted], Report ID: 201901401472, Service Type: General. Buttons for 'Validate', 'Save', and 'Cancel' are present.</li> <li><b>Errors and Warnings:</b> A table with columns for Type, Field Name, Message Text, and Message Description.</li> <li><b>Employee Summary:</b> A form with fields for Payroll End Date (06/30/2018), Regular/Adjustment Indicator (Regular), Loan Payment (\$0.00), Total Earnings (\$2,632.00), 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 'Total Earnings' field is highlighted with a red box and the number 18.</li> <li><b>Earnings Details - Required for Reported Earnings:</b> A table with columns for Earnings Code, Earnings Hours, and Earnings Amount. <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Hours</th> <th>Earnings Amount</th> </tr> </thead> <tbody> <tr> <td>REG</td> <td>160.00</td> <td>\$2,560.00</td> </tr> <tr> <td>OVT</td> <td>3.00</td> <td>\$72.00</td> </tr> </tbody> </table> </li> <li><b>Job Data:</b> Fields for Transaction Date, HR Transaction Type, Job Code, and Standard Work Day (0.00).</li> </ul>	Earnings Code	Earnings Hours	Earnings Amount	REG	160.00	\$2,560.00	OVT	3.00	\$72.00
Earnings Code	Earnings Hours	Earnings Amount									
REG	160.00	\$2,560.00									
OVT	3.00	\$72.00									

Step	Action
------	--------

19.

Now that all data has been entered for this reporting period, it must be validated. Click the **Validate** button.



**Note:** You must click the **Validate** button before you can click the **Save** button.

Retirement Online  
NYSLRS

Thomas P. DiNapoli  
State Comptroller

NYSLRS Website Account Homepage Help Contact Us

View/Edit Report Detail

NYSLRS ID: R10015632 Name: Calvin Report Date: 09/30/2019 Location: 40147  
 Employment Instance: 1 SSN: [REDACTED] Report ID: 201901401472 Service Type: General

**Validate** Save Cancel

**Errors and Warnings**

Type	Field Name	Message Text	Message Description

**Employee Summary**

Payroll End Date: 09/30/2018 Regular/Adjustment Indicator: Regular Loan Payment: \$0.00  
 Total Earnings: \$2,632.00 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	3.00	\$72.00

**Job Data**

Transaction Date: [REDACTED] HR Transaction Type: [REDACTED]  
 Job Code: [REDACTED] Standard Work Day: 0.00

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.

**Save**

The screenshot shows the 'View/Edit Report Detail' page in the Retirement Online NYSLRS system. The browser address bar shows the URL https://r5w10.osc.state.ny.us:8. The page header includes the NYSLRS logo and the name of Thomas P. DiNapoli, State Comptroller. The main content area displays employee details for Calvin, with a 'Save' button circled in red and labeled '20'. Below this are sections for 'Errors and Warnings', 'Employee Summary', and 'Earnings Details'.

Type	Field Name	Message Text	Message Description
No errors or warnings are listed.			

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

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
------	--------

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.

