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## A Message From Comptroller Thomas P. DiNapoli

From the smallest village to our biggest cities, New York's public employees provide the essential services that improve our quality of life.

As a NYSLRS employer, you're our valued partner in providing secure retirement benefits to those who serve the public. We count on you to help us

by enrolling members, reporting service and earnings, and communicating important member information.

In this issue of the Forum newsletter, you'll read about a new communication effort we'd like your help with — reminding members to designate beneficiaries online rather than using paper forms. You'll also find useful information to help with your NYSLRS-related work, including a new time-saving feature in Retirement Online for checking employee deductions, as well as a list of significant upcoming dates and deadlines.

If you have any questions or concerns, please do not hesitate to contact us. Call 866-805-0990 and press 1 to access the employer menu, then follow the prompts, or you can also use our [help desk form](#).

My staff and I look forward to continuing our successful partnership.

Sincerely,

Thomas P. DiNapoli  
State Comptroller

## ENCOURAGE NEW EMPLOYEES TO Use Retirement Online

*Retirement Online* is the fastest and most convenient way for NYSLRS members to do business with us. Encourage your new employees (once they are enrolled and have a NYSLRS ID) to visit our website and sign up for an account.

### DESIGNATE BENEFICIARIES ONLINE

NYSLRS retirement plans provide death benefits, so it's important that all employees designate beneficiaries. The best way to do that is using *Retirement Online*, and we are asking employers **not to submit paper forms on members' behalf**. Once you enroll new members with NYSLRS, they will be able to open a *Retirement Online* account and complete their beneficiary designations.

### It's Fast!

Their beneficiary designations will be added to their member account sooner than if they complete and mail a paper form.



### It's Convenient!

Your employees can do it on their own time and they won't have to get anything notarized.



### It's Green!

Using *Retirement Online* helps the environment by reducing paper consumption. Help us 'go green' by encouraging this paperless option.



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## ENCOURAGE NEW EMPLOYEES TO Use Retirement Online

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### SHARE THIS INFORMATION WITH YOUR EMPLOYEES

The button opens an email you can address and send to your employees.

The button opens a flyer you can print and give to your new employees. It also outlines important steps they should take in *Retirement Online* as new members of NYSLRS.

## Reporting on Time Helps Your Employees

Each month, you report the salary and service earned by your employees, as well as information about membership contributions and payments for loans and service credit purchases. You can submit your monthly report any time after the final payroll of that month.

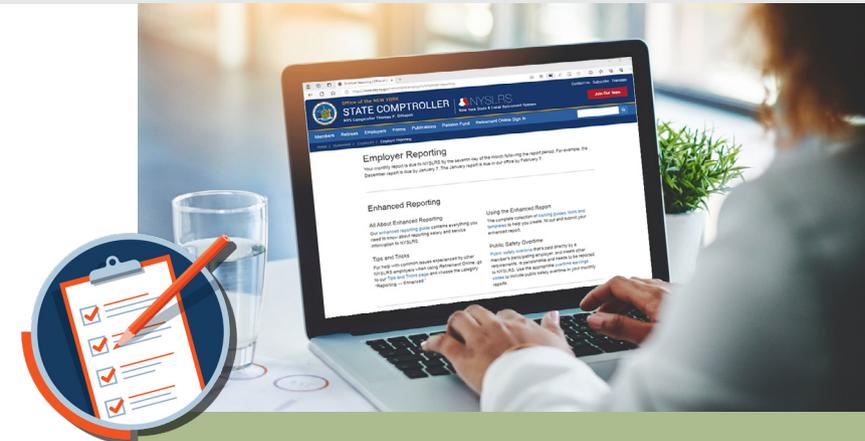
### LATE MONTHLY REPORTS CAN NEGATIVELY IMPACT YOUR EMPLOYEES

- Employees could default on a NYSLRS loan if a required minimum payment is not received on time.
- Employees could be charged additional interest on their membership contributions, loans and service credit purchases.
- Employees may also experience delays in receiving service credit.

### REPORTS ARE DUE BY THE 7TH

Mark on your calendars that monthly reports are due to us by the seventh day of the month following the report period. For example, February's report is due by March 7.

If you have questions about submitting your monthly report, use our [help desk form](#) and select "Monthly Employer Reporting" from the dropdown, or call 866-805-0990 and press 1 to access the employer menu, then follow the prompts.



## Enhanced Reporting Resources

Our [Employer Reporting webpage](#) provides everything you need to know about reporting in one convenient place. From our complete guide to enhanced reporting to our collection of training guides, tools and other reporting resources, it's your one-stop for everything enhanced reporting. Whether you've been using the system for a long time, or if you're new to enhanced reporting, it's a page you'll want to bookmark.

**Don't forget — NYSLRS' legacy employer reporting system will be decommissioned in 2024.** If your organization hasn't switched to enhanced reporting or scheduled a transition plan with us, [email the Retirement Online Gold Certification team](#) immediately to do so.

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## New, Easy Way to Check Deductions in Retirement Online

Our new Loan/Service Credit Purchase (SCP) Deductions page is now available in *Retirement Online*.

This page has separate tabs for viewing loans, SCPs and deficiencies, gathering all the deduction information you need in one convenient place. You can also see a member's remaining balance once there are six or fewer outstanding payments left, making it easier to know when to stop taking deductions.

The Loan/SCP Deductions page will be updated weekly, reducing the number of notifications and emails you receive. It's important to review this page regularly and check the updated information so you can make sure your employees' payroll deductions are accurate and timely.

To view the page:

- [Sign in to Retirement Online.](#)
- From your Account Homepage, click the "Access Reporting Dashboard" button.
- Choose your location code.
- Click the "Loan/SCP Deduction Notification" link.

For questions about loan and SCP deductions, use our [help desk form](#) and select "Monthly Employer Reporting" from the dropdown, or call 866-805-0990 and press 1 to access the employer menu, then follow the prompts.



### Update NYSLRS Contacts and Retirement Online Access

Your organization's Contact and Security Administrators should regularly review employer contacts and the security roles they're assigned. Keeping this information current will ensure your staff has proper access to *Retirement Online*. NYSLRS also sends important emails and notifications through *Retirement Online*, such as annual invoices and monthly report reminders, based on their contact types and security roles. For more information, visit our [Contact and Security Administrator Roles page](#).



### Keep Retirement Online User ID and Password Safe

For employees who are given security roles to work in *Retirement Online*, access is individually assigned — employees must not share user IDs or passwords. If one of your employer contacts leaves your organization, immediately remove their security access and remove them as a contact. This is important, because if former employees still have user IDs and assigned security roles, they can access member information and perform tasks, which could lead to a potential security risk.

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## What to Do in Case of a Data Security Incident

Data security incidents, such as a security breach or ransomware attack, put the safety and security of your data at risk, and they have the potential to affect those you share data with, like the Retirement System.

Employers who are experiencing a cyber security incident may not be able to access *Retirement Online* and submit monthly reports.

If your location's operations are affected by a security breach or ransomware attack, it's important that you contact us immediately at 844-619-9614 and press 1 to reach a staff member who can assist you. Since you may not be able to access your email or computer during a data security breach, keep this phone number in a place you can easily access it.

### Thomas P. DiNapoli State Comptroller

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The *Employer Forum* is a semiannual newsletter published by the New York State and Local Retirement System (NYSLRS) for participating employers. This newsletter is a summary of benefits, rights and responsibilities. It is not a substitute for New York State or federal law.

## IMPORTANT DATES & DEADLINES

We send an email to employer contacts when important information becomes available in *Retirement Online* and when NYSLRS-related tasks need to be completed.

### APRIL 2024

Update Tier 6 employee contribution rates

Begin reviewing pensionable earnings reported by your organization for the previous fiscal year

### JULY 2024

Review your estimated invoice for the bill due in 2025

### AUGUST 2024

Review your GASB report

