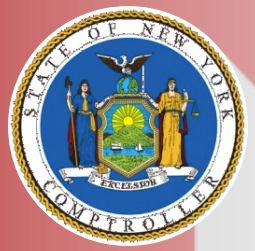
General Session

NYSLRS *Retirement Online* Employer Workshop

Presented by:

New York State & Local Retirement System



Office of the New York State Comptroller

Thomas P. DiNapoli

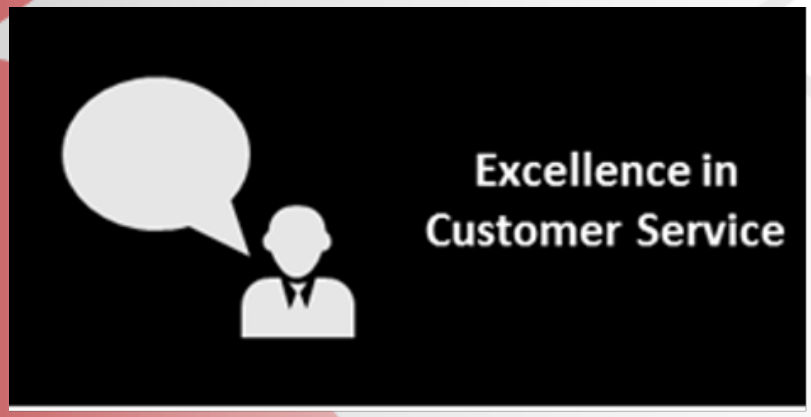
Workshop Agenda

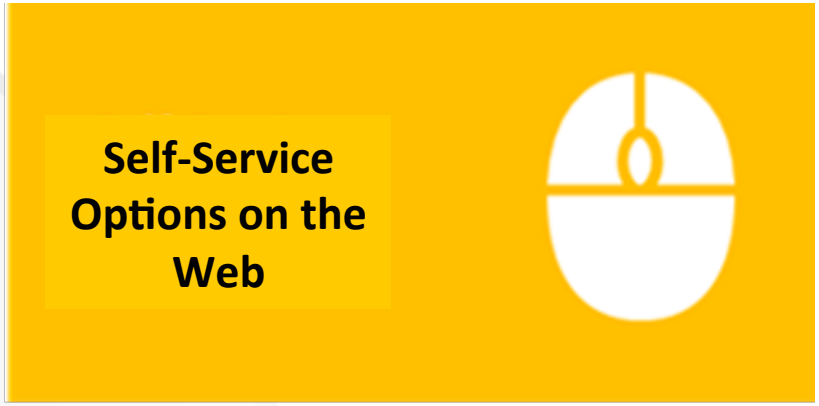
Start Time	End Time	Topic
10:00am	12:00pm	**General Session** • Welcome & Project Overview • Employer Reporting in *Retirement Online* • Enhanced Reporting • Preparing for Release 2 • Questions and Answers
12:00pm	12:45pm	**Lunch**
1:00pm	3:45pm	**Breakout Sessions**
3:45pm	4:15pm	**Closing Remarks** • Timeline and Key Actions • Questions and Answers

Workshop Agenda

- Each attendee will attend three 45-minute breakout sessions this afternoon
- Please refer to your individual agenda for you breakout topics and room locations
- Breakout Session Topics:
  - Member Enrollment
  - Data Mapping for Employer Reporting
  - Employer Contacts and Authorization

Our Vision for the New *Retirement Online*





Where Are We?

Release 1	Release 2	Release 3
2017	2018	2019
Member Self Service Employer Self Service	Member and Employer Processes	Retiree Processes (Pension Payroll)

Employer Reporting Today

- Multiple Applications
- Limited Data
- Job Status Changes Not Indicated
- Lack of Real-Time Error Messages
- Additional Follow Up
- Lack of Immediate Deduction Information

Employer Transactions Today

NYSLRS requests data from employers for:

- ✓ Retirement calculations
- ✓ Service Credit Purchase for optional members

Enrollment of members is through a paper process

Incorrect deductions are accepted through the reporting process

Employers receive notification of failed validations after report submission

Retirement Online for Employers 2018

Changing the way employers conduct business with the NYSLRS, including:

- Completing all employer functions through *Retirement Online*
- Employer reporting through *Retirement Online*
- New reporting format & population
- Member enrollment

Retirement Online for Employers 2018

Key Takeaways

- Interact with NYSLRS in a single system
- Employer reporting completed in *Retirement Online*
- Enroll members through electronic channels
- Reduce requests to employers
- Real time notifications and follow-ups

EMPLOYER REPORTING IN *RETIREMENT ONLINE*

Employer Reporting in 2018

All Reporting Through Retirement Online

1. Employers log into *Retirement Online*

2. They can submit regular reports, adjustment reports, and enroll a member

Enhanced Reporting File Format

Ability to report the following:

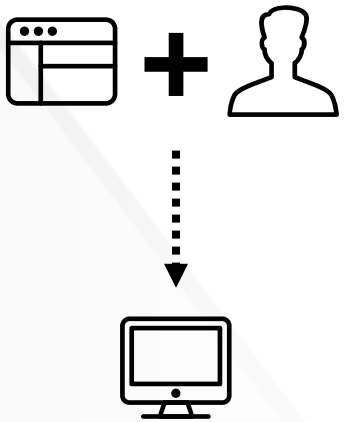
- Earnings breakdown
- Job status changes
- All employees
- Trigger automatic enrollment

Employer Reporting in 2018

Automatic Enrollment

- Employers will report new hires on the Enhanced Reporting File Format
- Mandatory members are automatically enrolled

Enroll a Member Functionality



Employers on the Legacy Format and Optional Members can be enrolled through *Retirement Online*

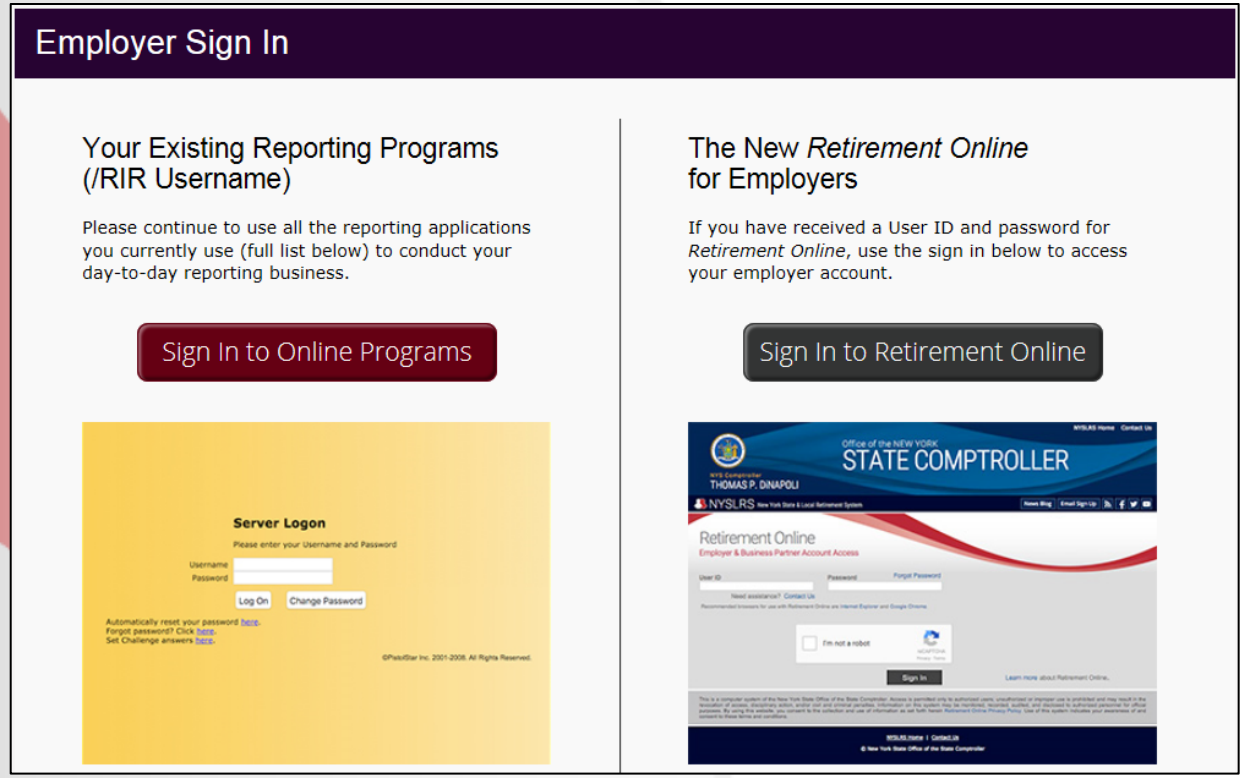
Employer Reporting in 2018

Real Time Validations and Messages	Error Messages / Warning Messages
View / Edit Capabilities	Pages to view and edit data
Delete Report	Prior to submission without contacting NYSLRS

Employer Reporting through *Retirement Online*

Two reporting formats accepted through *Retirement Online*:

- Legacy File Format
- Enhanced File Format



Employer Reporting through *Retirement Online*

Legacy File Format

Days	Salary
Contributions	Arrears and Loans

Location Code

Report Code

Identifies the employer

Registration Number

Identifies a person

Employer Reporting through *Retirement Online*

Enhanced File Format Four transaction types	Biographical Data Days & Contribution Job Data Earnings Details
Location Code	Identifies the Employer
NYSLRS ID and Employment Instance	Identifies the employee and the specific job
Pre and Post Tax Amounts	For Contributions and Service Credit Purchase Payments
Earnings Codes	In addition to earnings amounts

Key Benefits

- Real time information delivered during reporting
- Funds are pulled through electronic debit for total deductions owed
- New Functionality through *Retirement Online*:
  - View / Edit pages for data correction
  - Ability to delete reports prior to submission
  - View reports for prior periods
  - View Improper Withholdings

Account Portal Homepage

Notifications

3

You have no Notifications at this time

I want to...

Make a Request
Change My Password
Manage My Security Profile
View My Scheduled Events
Find Documents
See NYSLRS News
Manage Contact List
Manage Security Access
Submit Resolution For Official
Request Plan Upgrade
Update My Account Email
Submit Disability Application

1 Access Reporting Dashboard

2 Enroll a Member

4

My Open Cases

View All First 1-2 of 13 Last

Case ID Number	Type	Status	Date Opened	Applicant	Member
40915833	Self-Service Account Update	Closed	08/07/2017		
40915805	Self-Service Account Update	Closed	08/07/2017		

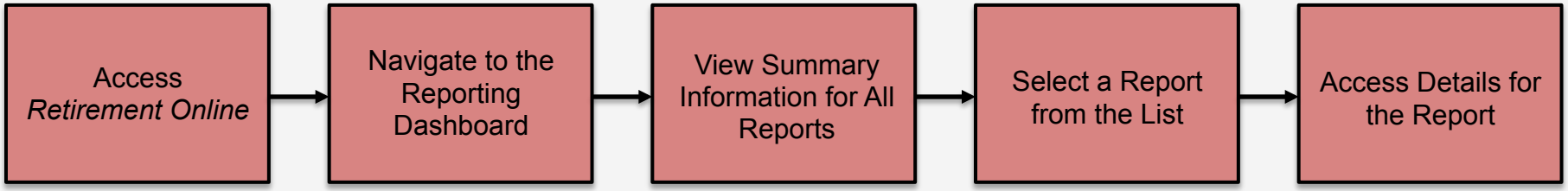
NYSLRS News

Loading...

ILLUSTRATIVE

Accessing the Employer Reporting Dashboard

Employer Reporting Dashboard

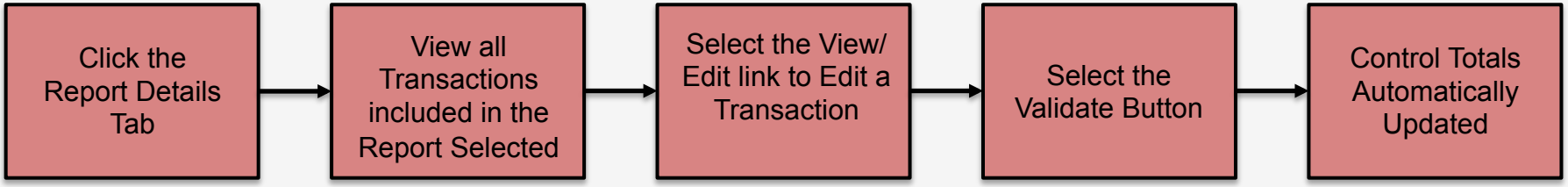


Initiating an Employer Report

File Upload

Report Details

Report Details



Report Summary

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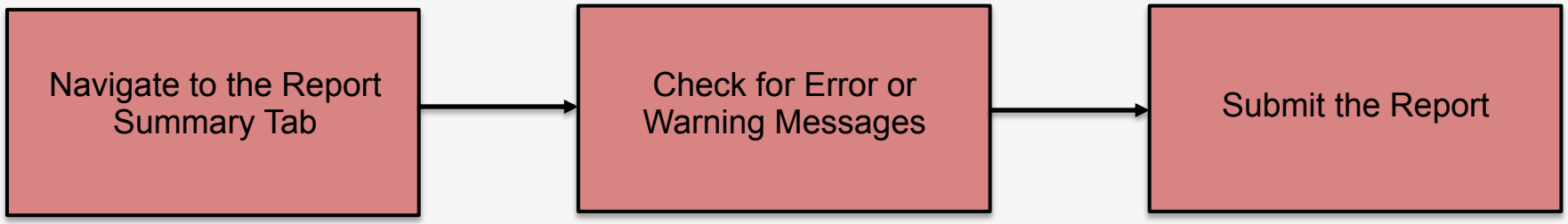

ENHANCED REPORTING

Enhanced Report Overview

- Collect more detailed data for a larger population
- Reduces the need to request this information later from employers
- Decreases benefit calculation and service credit purchase calculation processing time
- Support automated enrollment for mandatory members
- Reduces timing issues and mandatory arrears at time of enrollment
- Ability to report job status changes such as leave of absence, return from leave, or change in job data

NYSLRS ID

- The **NYSLRS ID** is the new unique identifier for people in the NYSLRS system
- The NYSLRS ID is replacing Registration Number
- It is a 9 digit # starting with an R (R00112233)
- Employers need to report employees using the NYSLRS ID once they transition to the Enhanced File Format
- Legacy reporters will continue to use Registration Nu mbers. NYSLRS will still issue Registration Num bers for this purpose.

Employment Instance

- **Employment Instance** is the unique identifier for each job that a person has held at participating employers
- The Employment Instance is used to determine which job is being reported on the Enhanced File Format
- It is a sequential number based on the number of jobs an employee has held at participating employers. ERS and PFRS instances start with a different range of numbers
- Employers need to report employees using the NYSLRS ID and Employment Instance once they transition to the Enhanced File Format
- NYSLRS IDs and Employment Instances for existing employees will be provided to employers as part of the certification process

NYSLRS ID & Employment Instance

REPORT WITH LEGACY FILE FORMAT ON DAY 1

Continue to report Registration Number

Complete Legacy Format test file during training and certification

REPORT WITH ENHANCED FILE FORMAT ON DAY 1

Report NYSLRS IDs and Employment Instances

Complete Enhanced Format test file during training and certification

NYSLRS ID & Employment Instance

If you are reporting an employee with two jobs at your organization, report the data separately

JOB 1

- Location Code: 00100
- NYSLRS ID: R00112233
- Employment Instance: 0
- Reporting Data (Days, Contributions, Earnings Breakdown

JOB 2

- Location Code: 00100
- NYSLRS ID: R00112233
- Employment Instance: 2
- Reporting Data (Days, Contributions, Earnings Breakdown)

Who Do I Report?

- Going forward, all employees should be included on the report
- What do we mean by 'all?'
  - Current members of NYSLRS
    - Mandatory Members
    - Optional Members that have chosen to join
  - Optional employees that have not joined NYSLRS
  - Retirees that have returned to work (212, 211)
  - Employees eligible for alternative retirement benefit programs (Voluntary Defined Contribution Plan)

Who Do I Report?

- **Mandatory Members**
  - New Mandatory Members are automatically enrolled when included on the Enhanced File Format
  - Biographical and Job Data needs to be included to trigger enrollment

- **Employees eligible for alternative retirement benefit programs**
  - Business rules do not trigger enrollment until the required waiting period has passed
  - If the person opts into NYSLRS the Days and Earnings information has already been collected

Who Do I Report?

- **Optional Members**
  - NYSLRS now has the Days and Earnings information for the optional time period
  - Correspondence is sent informing them of their option to join NYSLRS the first time the employee is reported

- **Retirees that have returned to work**
  - Monitor earnings limit
  - Eliminates the need for separate Post Retirement Reporting

Enhanced File Format

- **4 Transaction Types**
  - (1) Biographical Data
  - (2) Job Data
  - (3) Days & Contributions
  - (4) Earnings Details
- Required fields for Existing Employees:
  - NYSLRS ID
  - Employment Instance
  - Last 4 of Social Security Number
  - First 3 Characters of the First Name
- The file can contain regular and adjustment transactions

Transaction 1 – Biographical Data

UNIQUE ID	NAME INFORMATION	ADDRESS INFORMATION	OTHER DATA
Complete Social Security Number	Name Prefix	Country	Date of Birth
	First Name	Address (Lines 1, 2, 3)	Gender
	Middle Name	City	
	Last Name	State	
	Name Suffix	Zip Code	

Transaction 2 – Job Data

JOB STATUS	JOB INFORMATION		OTHER ENROLLMENT FACTORS
Effective Date	Job Code	Pay Frequency	Eligible for VDC
HR Transaction Type	Standard Work Day	Annualized Rate of Pay	Election Date for VDC
	Regular / Temporary	Full Time / Part Time	Enrollment in Other System
	Employee Class		Retired from Other System
			Name of Other System

Transaction 3 – Days & Contributions

PAY PERIOD	DAYS	DEDUCTIONS
Payroll End Date	Days	Pre Tax Contributions
Number of Pay Cycles in Period		Post Tax Contributions
		Loan Payments
		Pre Tax Service Credit Purchase
		Post Tax Service Credit Purchase

Transaction 4 – Earnings Details

PAY PERIOD	EARNINGS INFORMATION
Payroll End Date	Earnings Code
	Earnings Amount
	Earnings Hours

Key Takeaways

- The Enhanced file format collects detailed data for a larger population of employees
- NYSLRS ID and Employment Instance are the identifiers for the employee and the job on the employer report
- The Biographical and Job Data Transactions automate enrollment of mandatory members
- Job Data Transactions can also be used to report job status changes
- Gold Certification must be completed prior to reporting with the Enhanced file format
- Employers can begin reporting with the Enhanced File Format as soon as May 2018

Key Benefits

- Reduces the need to request information from employers when an employee applies for retirement
- Decreases processing times for retirement and service credit purchase calculations
- Eliminates the need for a paper enrollment form to be submitted to NYSLRS for mandatory members
- Returns contribution rate when the employer report is submitted for employees that were automatically enrolled
- Allows employers to report data for each job that a person has at that organization using Employment Instance

PREPARING FOR RELEASE 2

Getting Ready for Release 2 for Employers

Pre-Training Activities

Awareness Activities

- State Employer Sessions
- Local/Municipal Webinars
- Fall Employer Workshops

We Are Here

Training Activities

Self-Paced Training

- Member Enrollment
- Notifications

Virtual Instructor-Led Training

- Employer Reporting
  - Legacy
  - Enhanced

Post-Training Activities

Post Go-Live Support

- Help Desk
- Job Aids
- Online help

Employer Certification



Bronze	Silver	Gold
• Identify/Provision a Security Admin and Contact Admin • Request Access for Appropriate Employer Contacts • Complete first-time login	• Attend Virtual Instructor Led Training • Successfully submit a Legacy report to the training environment • Practice enrolling a new member	• Attend Virtual Instructor Led Training • Successfully submit an Enhanced Report to the training environment • Practice enrolling a new member

Employer Certification

Bronze Certification

- Identify/Provision Security and Contact Admins
- Request Access for Appropriate Employer Contacts
- Complete first-time login

Employer Certification

Silver Certification (Legacy Report Format)

- Attend Virtual Instructor Led Training
- Successfully submit a Legacy report to the training environment
- Practice enrolling a new member

Employer Certification

Gold Certification (Enhanced Report Format)

- Attend Virtual Instructor Led Training
- Successfully submit an Enhanced Report to the training environment
- Practice enrolling a new member

Employer Transition Groups

- All employers are placed into a Transition Group to prepare for Release 2
- Smaller groupings of employers with specific timelines for certification and support from Transition Coaches
- Each transition group will have a timeline to move to the Enhanced file format
- We estimate all employers will transition to the Enhanced file format by May 2020

Employer Website

www.osc.state.ny.us/retire/retirement_online/employers.php

- Project & Release 2 Functionality Information
- Transition Group Information
- Training & Certification Details
- *Retirement Online* Events & Presentations
- *Retirement Online* Help Desk form

Retirement Online Help Desk for Employers and Business Partners

1-844-619-9614

- Calls regarding the use of the new *Retirement Online* functionality from participating employers and business partners
- Report any issues or problems regarding the functionality of *Retirement Online*
- Please contact the Retirement Online Help Desk:
  - Call us at 1-844-619-9614
  - Email us at RetirementHelpDesk@osc.state.ny.us
  - Use the Online Contact Form on the NYSLRS webpage

Timeline & Key Actions

Timeline	Key Action
September 2017	• Complete the employer authorization process to prepare for Release 2
September 2017 – January 2018	• Think about what the employer reporting changes mean for your organization • Review and understand Transition Group placement and timeline
January – April 2018	• Complete Bronze Certification • Compete Silver or Gold Certification based on Transition Group
April 2018	• Submit your final report in Retirement Internet Reporting (RIR)
May 2018	• Begin submitting April 2018 reports in *Retirement Online*

QUESTIONS ON *RETIREMENT ONLINE* FOR EMPLOYERS?