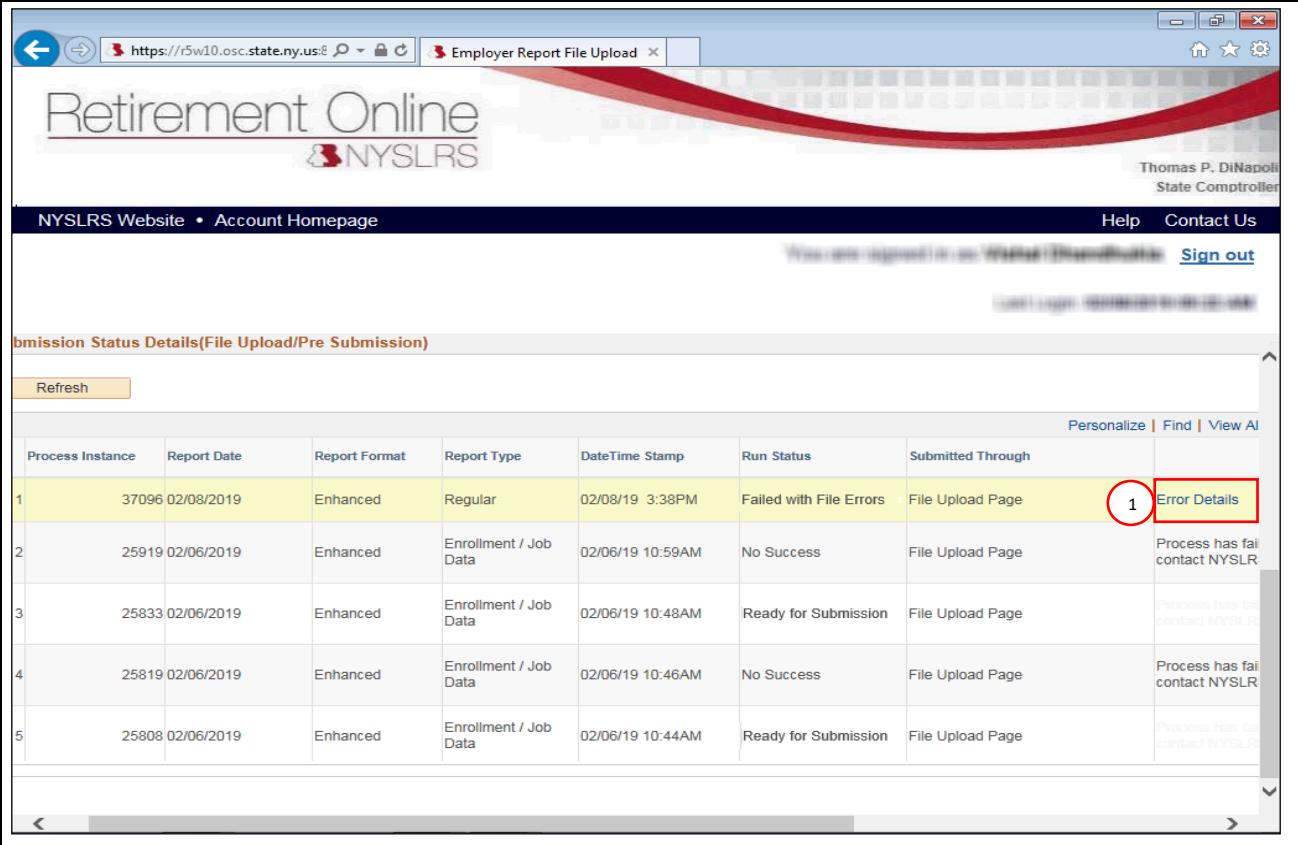**Thomas P. DiNapoli**, State Comptroller

# NYSLRS
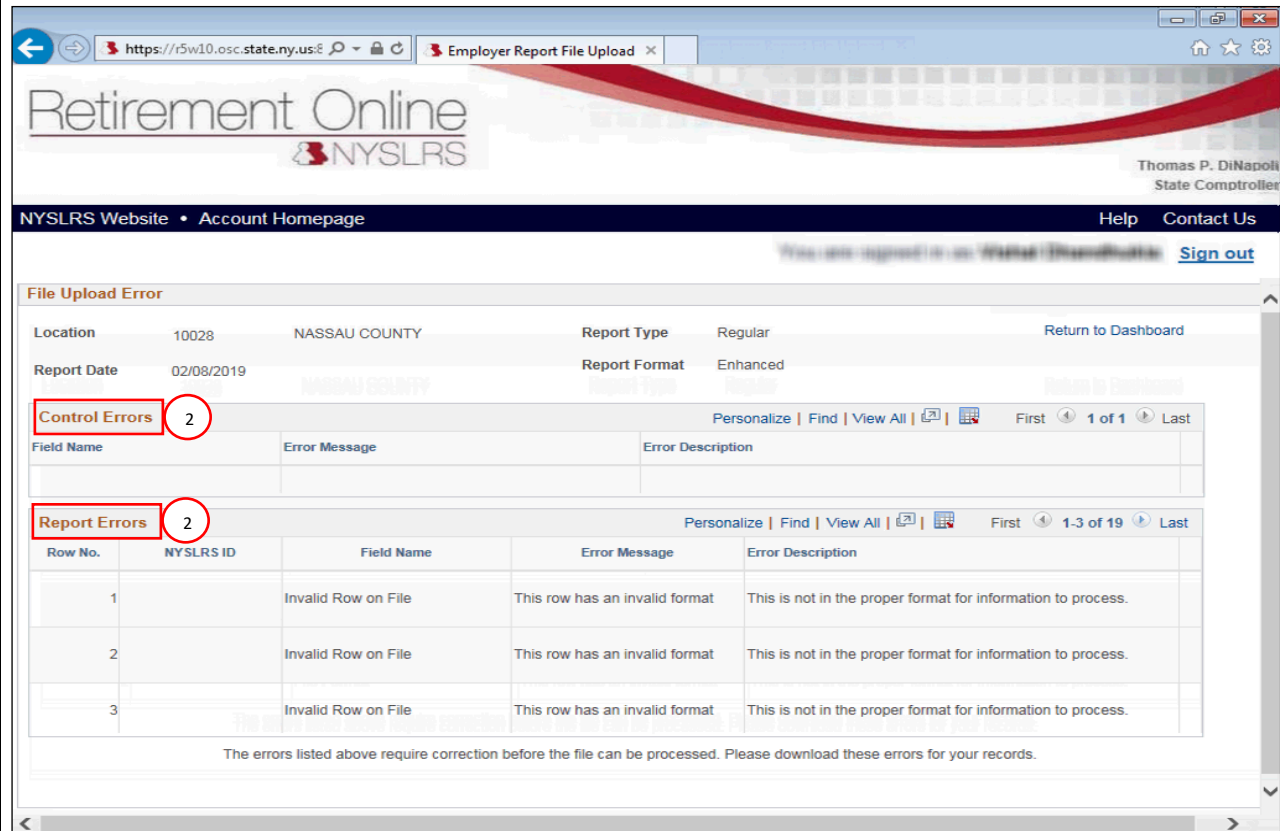New York State & Local Retirement System

## Correct Report Errors

This job aid shows you (as an Employer Reporting Uploader) how to correct any report errors you may have encountered while uploading an enhanced report file in *Retirement Online*.
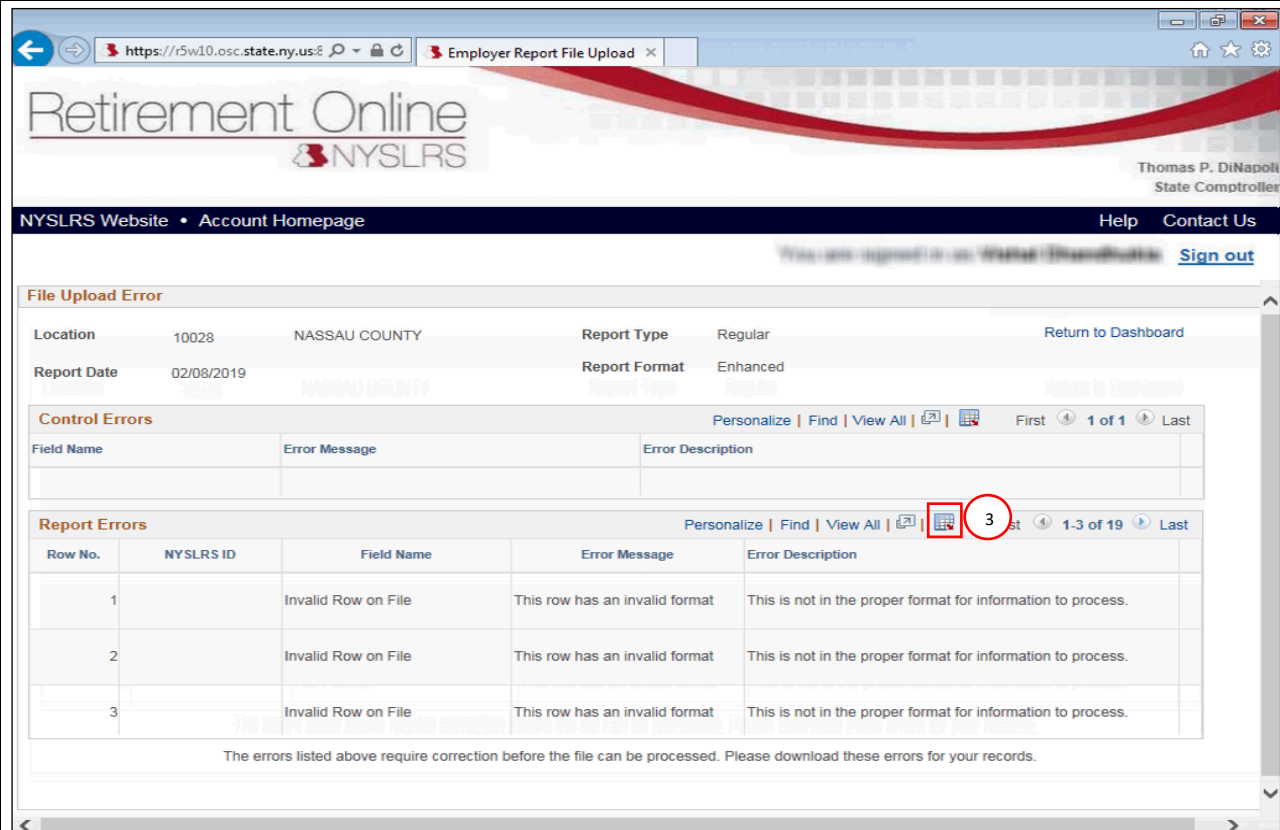
Report errors indicate formatting mistakes within the uploaded .txt file (such as an incorrectly formatted date).

| Step | Action |
|---|---|
| 1. | After uploading a file, the **Run Status** column in the 'Submission Status Details (File Upload/Pre Submission)' section of the *Employer Reporting Dashboard* page may show 'Failed with File Errors'.<br><br>Click the **Error Details** link.<br>Error Details<br><br>**Note:** You must review and correct errors before you can submit and your report. |

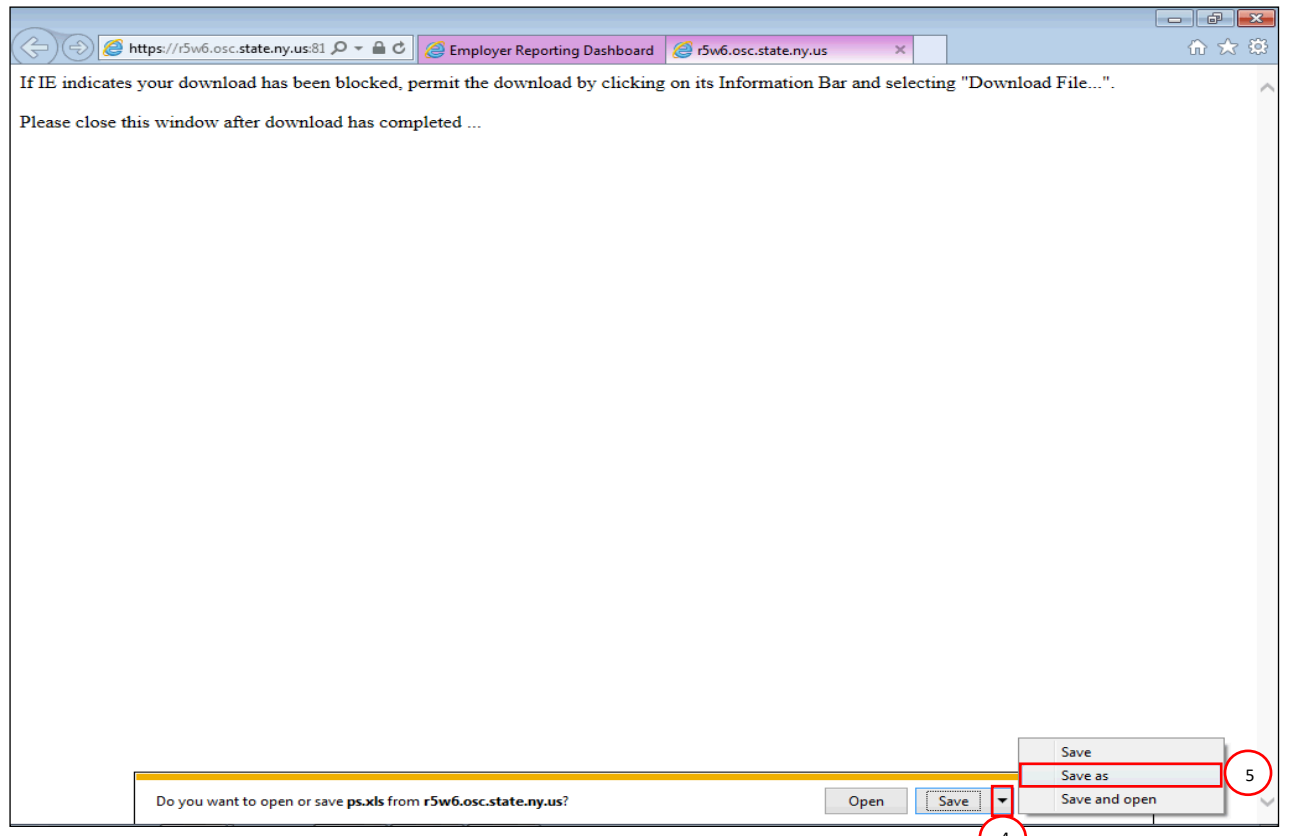| Step | Action |
|---|---|
| 2. | The *File Upload Error Details* page will appear and may display two types of errors: Control Errors and Report Errors. If Report Errors are displayed, you must correct them first. To correct Control Errors, read the "*Correct Control Errors*" job aid for assistance.<br><br>In this example, data in several rows of the uploaded .txt file was entered in an invalid format.<br><br>**Note:** Your report may also have control errors (discrepancies between the uploaded report and report totals entered). Any control errors will be displayed after report errors have been resolved. |  |

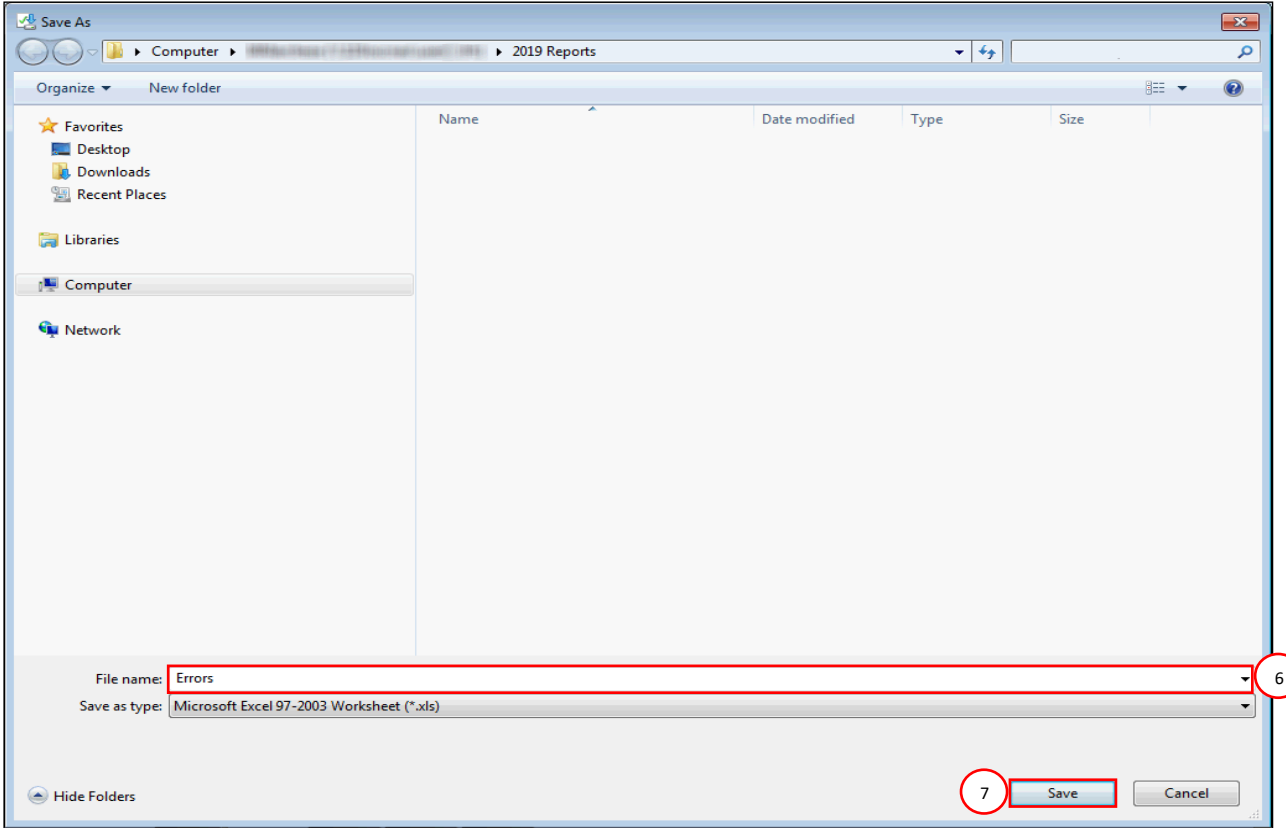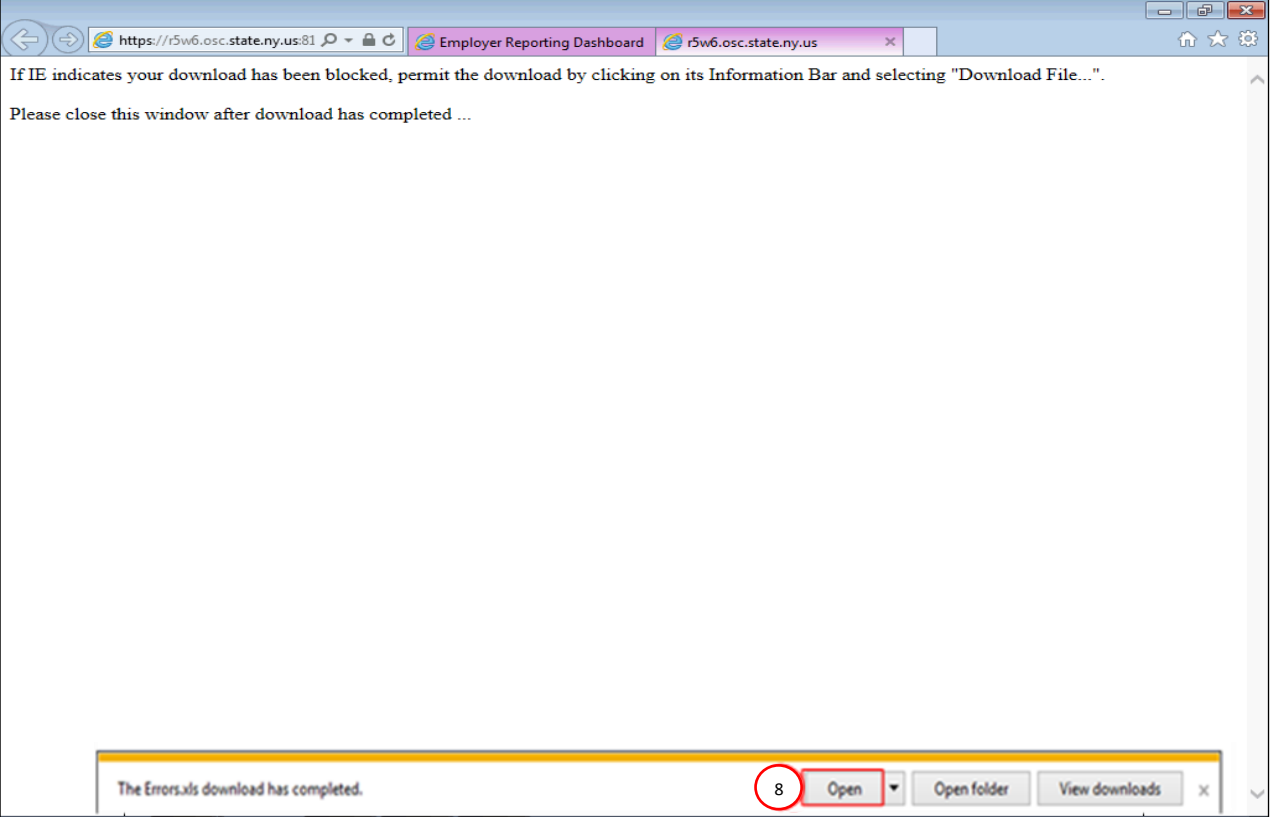| Step | Action |
|------|--------|
| 3. | Click the **Export** icon if you would like to download a list of errors for your records. <br><br> If you don't wish to download the list of errors, skip to step 12. <br><br> **Note**: Initially, you will see up to three errors in the Report Errors section. If there are more than three errors, use [<] or [>] to navigate through the list, or click the **View All** link. |  |

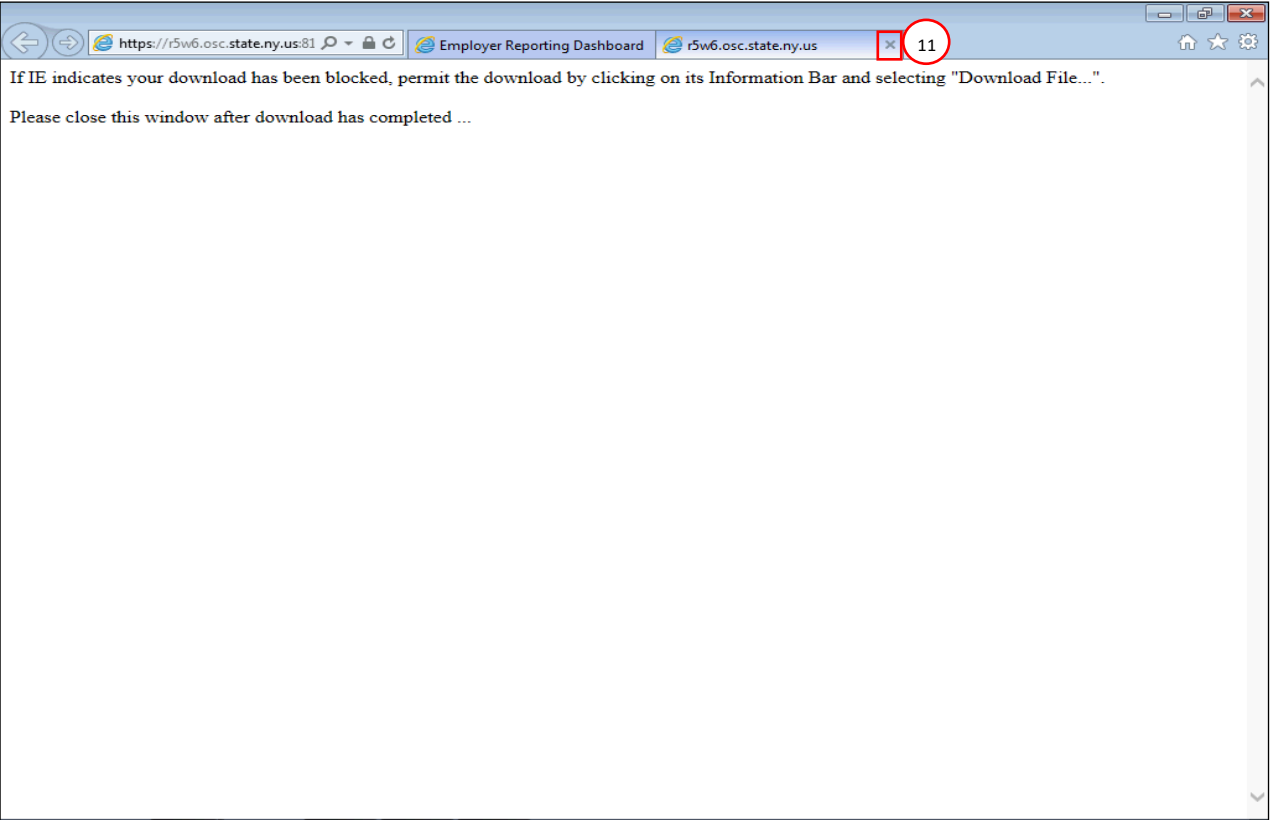| Step | Action | |
|------|--------|---|
| 4. | The Notification toolbar will appear. Click the arrow next to the **Save** button. <br><br> ▼ | If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File...". <br><br> Please close this window after download has completed ... <br><br><br> https://r5w6.osc.state.ny.us:81   Employer Reporting Dashboard   r5w6.osc.state.ny.us |
| 5. | A drop-down menu will appear. Choose the appropriate option. <br><br> Save as | Save <br> Save as   5 <br> Save and open <br><br> Do you want to open or save **ps.xls** from **r5w6.osc.state.ny.us**?   Open   Save   ▼ <br> 4 |

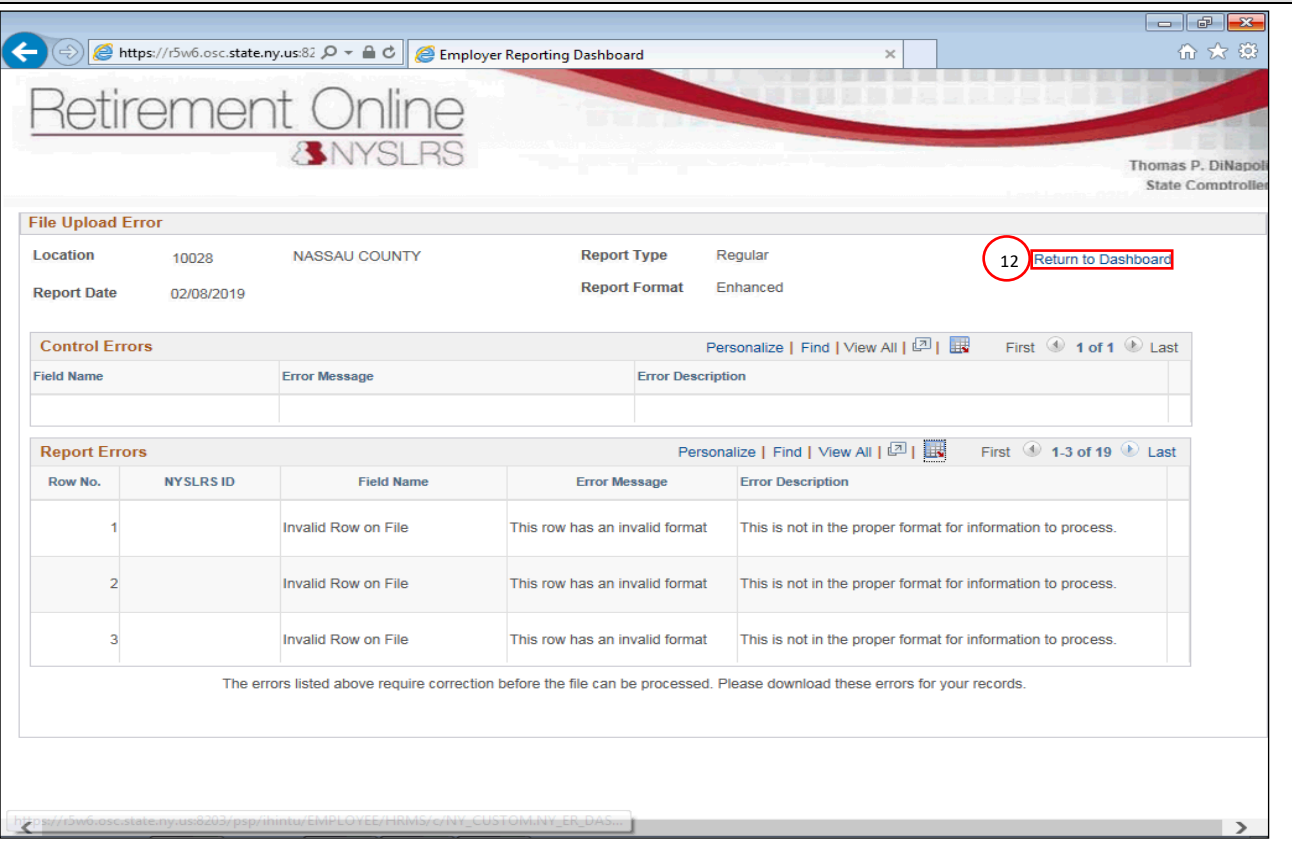| Step | Action |
|------|--------|
| 6. | A Save As window will appear. Use this window to choose a location where you would like to save the document. Use the **File name** field to name the document. By default, The **Save as type** is 'Excel Worksheet.' |
| 7. | Click the **Save** button.<br><br>Save |

| Step | Action | |
|------|--------|---|
| 8. | The Notification toolbar will appear. Click the **Open** button.<br><br>Open | If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File...".<br><br>Please close this window after download has completed ...<br><br>The Errors.xls download has completed. ⑧ Open ▾ Open folder View downloads ✕ |

| Step | Action |
|---|---|
| ⑨ | Depending on your computer's software and settings, a Microsoft Excel pop-up may display a warning. Click the **Yes** button.<br><br>**Note:** *Retirement Online* is a trusted and secure portal. |  |

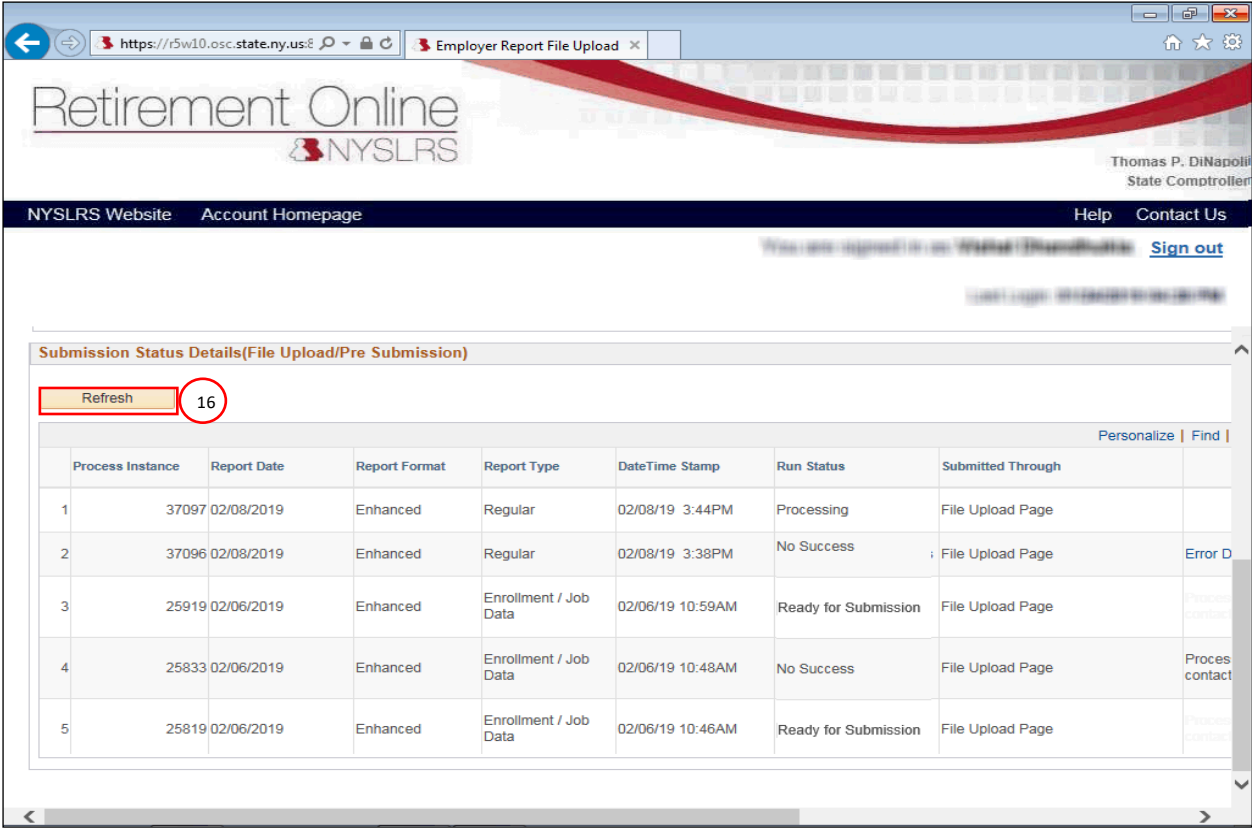| Step | Action |
|---|---|
| 10 | The Excel document will open. Here you can see the errors *Retirement Online* found.<br><br>To close the document, click the **Close Document (X)** button.<br><br>⊠ |  |

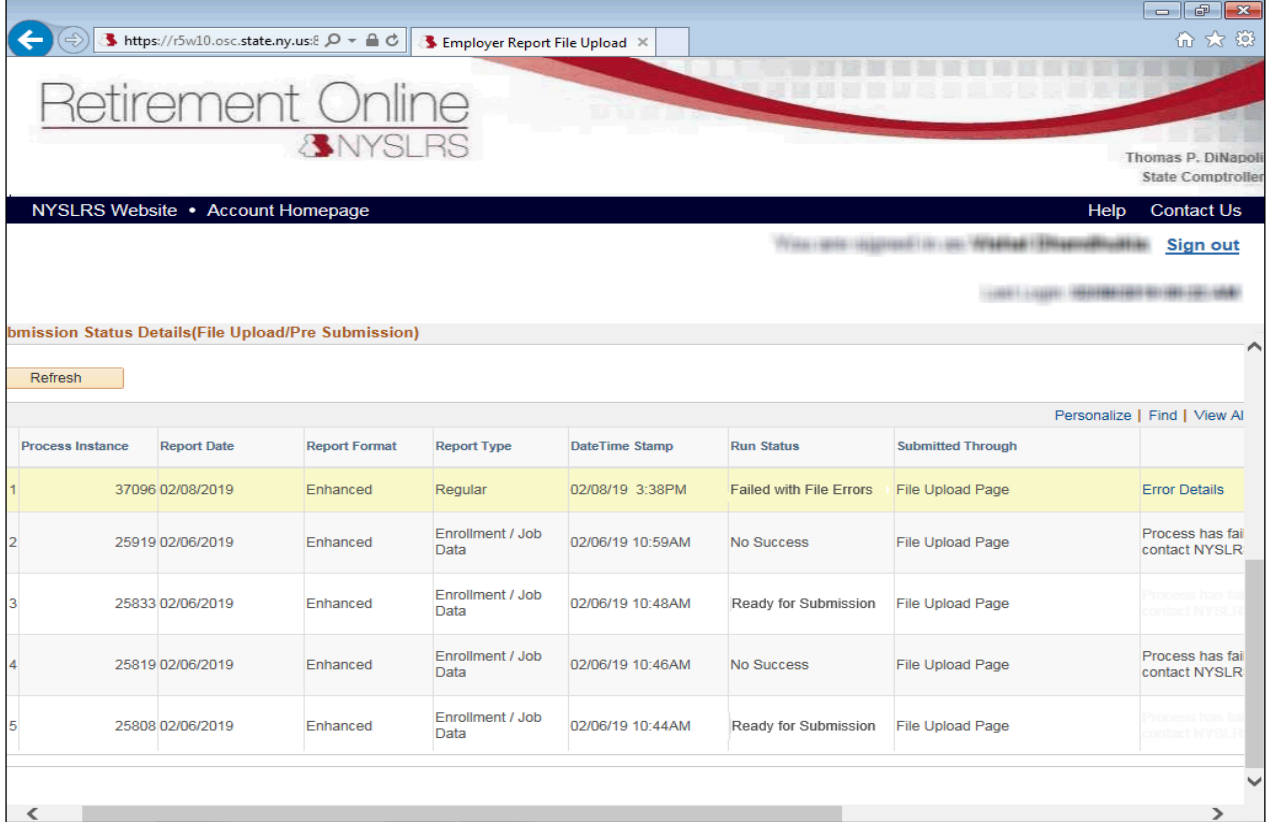| Step | Action |
|------|--------|
| (11) | In downloading the Excel document, a second browser window may also have opened. Click the **Close Tab (X)** button to close this second browser window and return to *Retirement Online*.<br><br>[ X ] |  |

| Step | Action |
|------|--------|
| 12 | The *File Upload Errors Details* page will appear.<br><br>Report errors listed on this page must be corrected in the .txt file, and the revised .txt file must be uploaded to *Retirement Online.*<br><br>Click the **Return to Dashboard** link to upload the revised file.<br>Return to Dashboard |  |

| Step | Action |
|------|--------|
| ⑬ | The *Employer Reporting Dashboard* page will appear.<br><br>Click the **File Upload** button.<br><br>![File Upload button]<br><br> |

| Step | Action | |
|------|--------|---|
| (14) | The *File Upload* page will appear.<br><br>Enter the totals from your revised .txt file into all of the required fields again.<br><br>Click the **Browse** button to locate the revised .txt file on your device.<br><br>Browse<br><br>**Note**: The *Upload a Regular Monthly Report File* job aid reviews how to upload a file. | **Retirement Online**<br>**NYSLRS**<br><br>NYSLRS Website • Account Homepage     Help   Contact Us<br><br>Sign out<br><br>Report Date: 02/08/2019<br>Total Days: 20.00<br>Total Earnings: $1,000.00<br>Total Pre Tax Contributions: $150.00<br>Total Post Tax Contributions: $40.00<br>Total Loan Payments: $30.00<br>Pre Tax Service Credit Payments: $20.00<br>Post Tax Service Credit Payments: $10.00<br>Total Payments: $250.00<br>Total Record Count: 2<br>File to Upload: RegularReport11302018.txt   Browse (14)<br>Initiate Report (15) |
| (15) | Once the revised file has been selected, click the **Initiate Report** button to upload it.<br><br>Initiate Report | |

| Step | Action | |
|---|---|---|
| ⑯ | The *Employer Reporting Dashboard* page will appear.<br><br>Click the **Refresh** button to see the **Run Status** of the new uploaded file.<br><br>Refresh |  |

| Step | Action |
|---|---|
| (17) | If the **Run Status** changes to 'Ready for Submission,' you have successfully corrected the report errors.<br><br>If the **Run Status** still says 'Failed with File Errors,' repeat steps 2 – 16 until the status shows 'Ready for Submission'.<br><br>You have successfully corrected Report Errors encountered while uploading an enhanced report to *Retirement Online*. |  |