Thomas P. DiNapoli, State Comptroller



Create a Manual Enhanced Report

This job aid shows you (as an Employer Reporting Submitter) how to create a manual report using the enhanced reporting format in *Retirement Online*.

Step	Action		
1.	From the <i>Retirement</i> <i>Online Account Homepage</i> , click the Access Reporting Dashboard button. Access Reporting Dashboard	Image: Second Homepage	Thomas P. DiNapoli State Comptroller
		Notifications Image Security Profile Manage Contact List You have no Notifications at this time Make a Request Manage Security Access Manage My Security Profile Submit Resolution For Official View My Scheduled Events Request Profile See NYSLRS News Submit Disability Application	1715220-19 10.521 A.M
		My Cases View All First @ 1-2 of 4 @ Last Case ID Number Type Status Date Opened Applicant Member 40971079 Self-Service Account Update Closed 01/09/2019 Image: Closed 01/09/2019 40971073 Self-Service Account Update Closed 01/09/2019 Image: Closed 01/09/2019 NYSLRS News The Employer's Guide — Updated The new Employer's Guide is a comprehensive resource for reporting, registering new members, employer billing	~

Step	Action											
2	The Employer Reporting Dashboard page will appear. If you only have access to one location code, it will	Image: Second Homepage										
	appear automatically. Skip to step 5.	Location: 40147 VILLAGE OF CANDOR Create Manual Report File Upload Search by Employee Improver Withholdings Member Contribution Rates Loan/SCP Deduction Notification Reports Find View All [2]] R First @ 1										
	one will display by default.	Report Date Report ID Report Status Report Type Days Earnings Pre Tax Contributions Post Tax Contributions Loan Payments Pres Tax Service Credit Payments Post Tax Service Credit Payments Post Tax Service Post Tax Service<										
	To select a different location, click the Look Up icon next to the Location field.	1 03312018 201804401471 Posted Legacy Regular 20.0 \$10,000.00 Image: Construction of the constr										

Step	Action	
3	The 'Look Up Location' pop-up box will appear. Click the Location Code link for the location you want to report.	A https://fw10.osc.state.ny.us@ P * A C S Employer Reporting Dashb * Retirement Online & NYSLRS Thomas P. DiNapoli State Comptrotler
	40147	NYSLRS Website Account Homepage Help Contact Us
		Look Up Location
		*Location: 40147 Q VILLAGE OF CANDOR Search by: Location Code begins with File Upload Search by Employee Intercoper Withholdings Lock Up Cancel Advanced Lockup Member Contribution Rates Search Results View 100 First 1 of 1 Lest
		Reports Location Code Description Find View All 🗇 🔣 First ① 1
		Report Date Report ID Report Report Format Rep 3
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		Submission Status Dataild/Sila Unload/Des Submission)
		Refress
		Process Instance Report Date Report Format Report Type DateTime Stamp Run Status Submitted Through Error Details
		1 23993 03/31/2018 Legacy Regular 04/05/18 2:20PM Success From Pre Submission Page
		2 23851 01/31/2018 Legacy Regular 02/12/18 12:18AM Success From File Upload Page

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Step	Action													
(4.)	Click the Go button.	n. Constraints and the second and t										ĥ		
		Thomas P. DiNapoli												
		NYSLRS V *Location: 401-	7 Q VILI	AGE OF CAN	omepage			4	Go Cre	ate Manual Report	File Uplos	ad Sa Im Lo Find View	Help Conta	act Us
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		5 10/31/2017	20171240147	2 Posted	Legacy Reg	gular	40.00	\$9,000.00	\$1,370.00					
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		Refresh												
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		Process In:	tance Report D	ate F	Report Format	Report Type	DateTime Stamp	Run Status	Sub	omitted Through		Erro	r Details	
		1	23993 03/31/2	J18 I	Legacy	Regular	04/05/18 2:20PM	Success	Fro	m Pre Submission Pa	ige			
		< 2	23651 01/31/2	018 L	Legacy	Regular	02/12/18 12:16AM	Success	Fro	m File Upload Page				>

Step	Action										
5.	A list of previous reports for this location will appear. Click the Create Manual Report button. Create Manual Report	Image: State Comparison Image: Stat									
		*Location: 40147 Q VILLAGE OF CANDOR *Location: 40147 Q VILLAGE OF CANDOR Go Create Manual Report File Upload Search by Employee Improper Withholdings Member Contributions Member Contributions Lean/SC/D Beduction Notification Reports Report Bate Report ID Report Report Type Days Earnings Pre Tax Contributions Loan Payments Credit Payments A									
		Image: Status Pointa: Pointa:<									
		2 23851 01/31/2018 Legacy Regular 02/12/18 12:16AM Success From File Upload Page									

Step	Action	
6.	The Create Manual Report page will appear. The report date will be the current date. To change the default date, click the Choose a date icon next to the Report Date field.	Image: Second Second Point Contact Us Image: Second Point Contact Us Image: Second Point Contact Us
	Note: You can also manually enter a date in the Report Date field using the MM/DD/YYYY format.	Create Manual Report Location: 40147 Report Date: Report Type: Create Manual Report

Step	Action	
7.	The 'Calendar' pop-up will appear. By default, the current month and year will be selected. First, click the Month drop-down menu and select an option from the list.	Inter//sublace.state.ny.ust Impleyer Reporting Dashu × Rectinement Online Torms P. Dihapoting Dashu × Torms P. Dihapoting Dashu × Torms P. Dihapoting Dashu × NYLRS Website Acount Homepage Help Contact Us Cette Menual Report Reporting Tormat: Exporting Tormat: Exportin

Step	Action		
8.	Select the last day of the month for your report. After you select the day, the 'Calendar' pop-up will disappear.	<image/>	Thomas P. DiNapoli State Comptroller Help Contact Us

Step	Action		
<u></u>	The reporting format will be 'Enhanced' by default. In enhanced reporting, adjustments are made on a regular report. Select	Image: State and State an	
	"Regular" in the Report Type drop-down. Regular	Create Manual Report Location: 40147 Report Date: @ @ @ Reporting Format: Enhanced Report Type:	

Step	Action		
10	Click the Create Manual Report button. Create Manual Report	Image: State and State an	Thomas P. DiNapoli State Comptroller Help Contact Us
		Create Manual Report Location: Aport Date: 00302013 Reporting Format: Enhanced Create Manual Report 10	

Step	Action													
(11)	The <i>Report Details</i> page will appear. All active employees for your organization, as of the previous 13 months, will	★ ★ https:///5w10.osc.state.ny.us: P ← ▲ C ★ Employer Report Pre Subm ★ Retirement Online & NYSLRS NYSLRS Website Account Homepage												omas P. DiNapoli State Comptroller
	You have successfully created a manual enhanced report.	Report Summary Report Details Errors and Warnings Location 40147 VILLAGE OF CANDOR Report Date 06/30/2018 Report ID 201901401471 Report Status Initiated NYSLRS ID SSN First Name Last Name Report Details Initiated							118 Report Format Enhanced Add Transaction Return to Di Report Type Regular Status V Search Clear Personalize					Return to Dashboard Personalize Find Vi Per Tax Service Credit Parmets
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