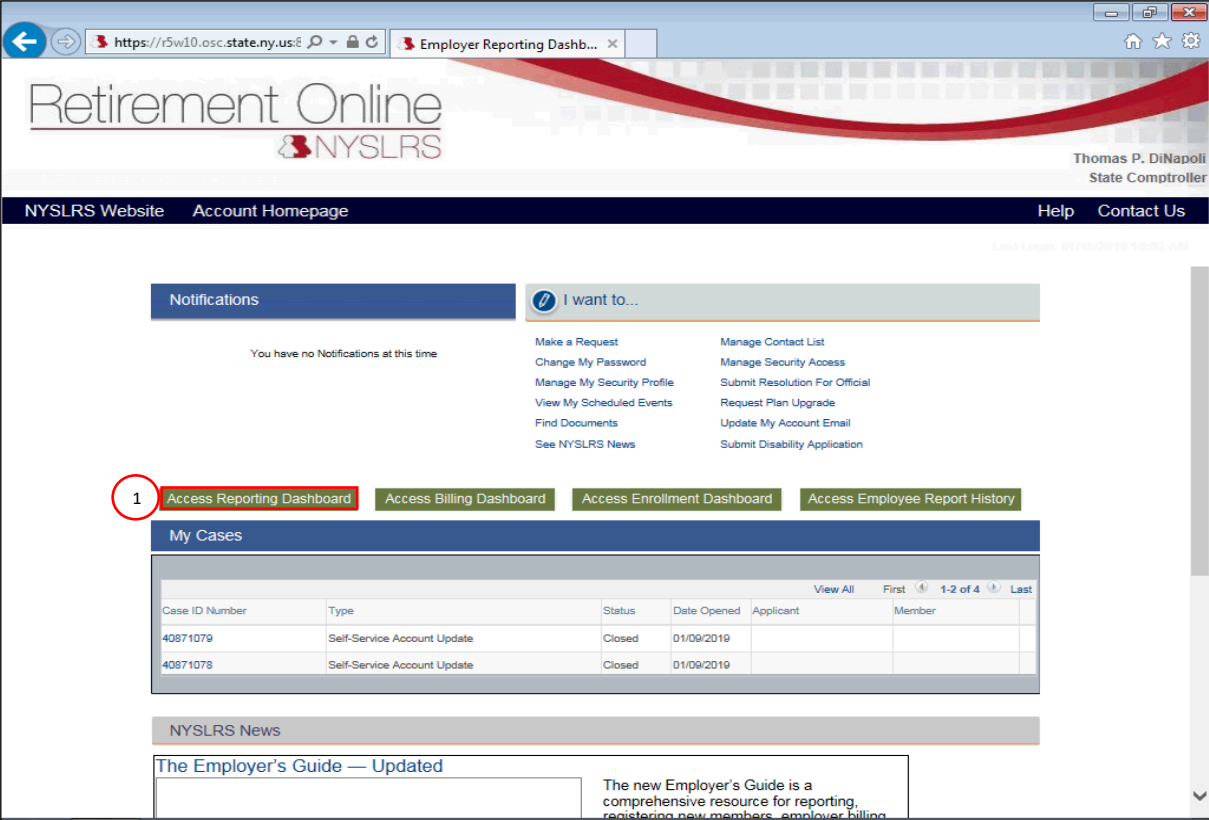


Thomas P. DiNapoli, State Comptroller

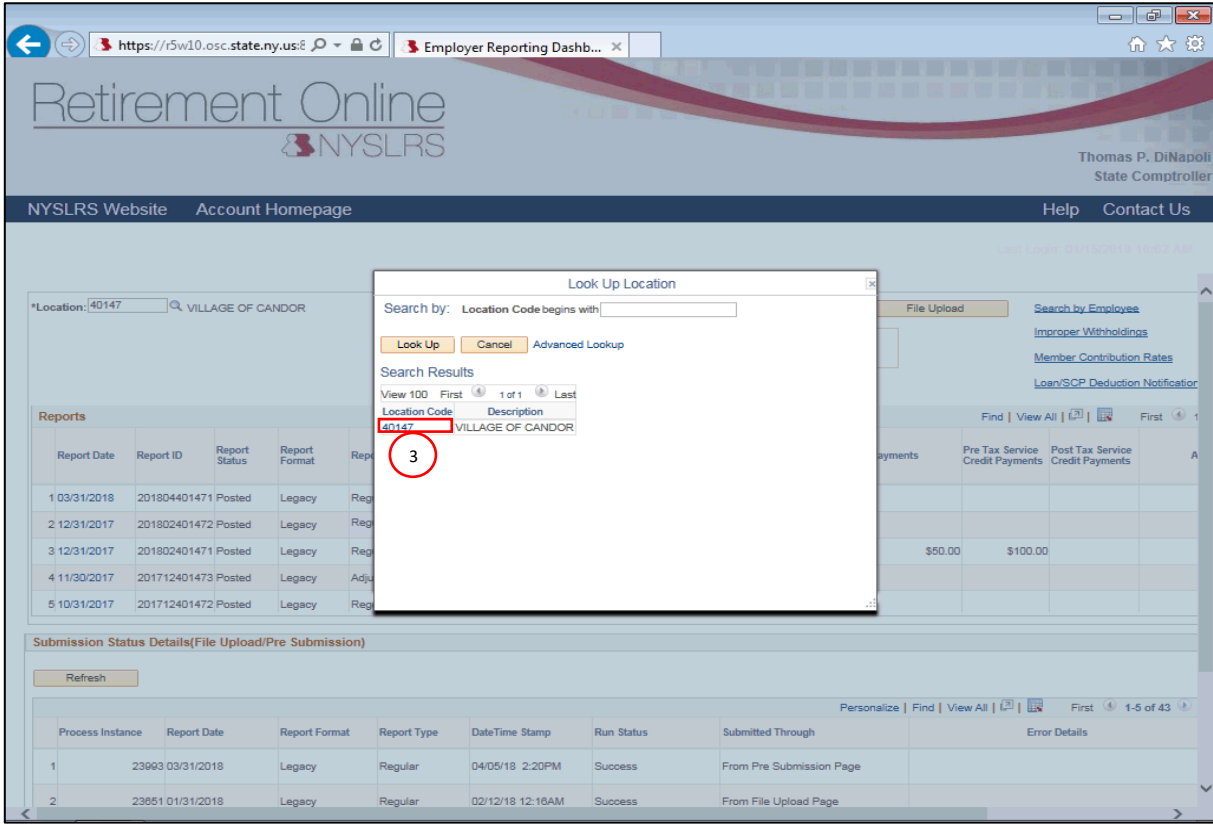


Create a Manual Enhanced Report

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

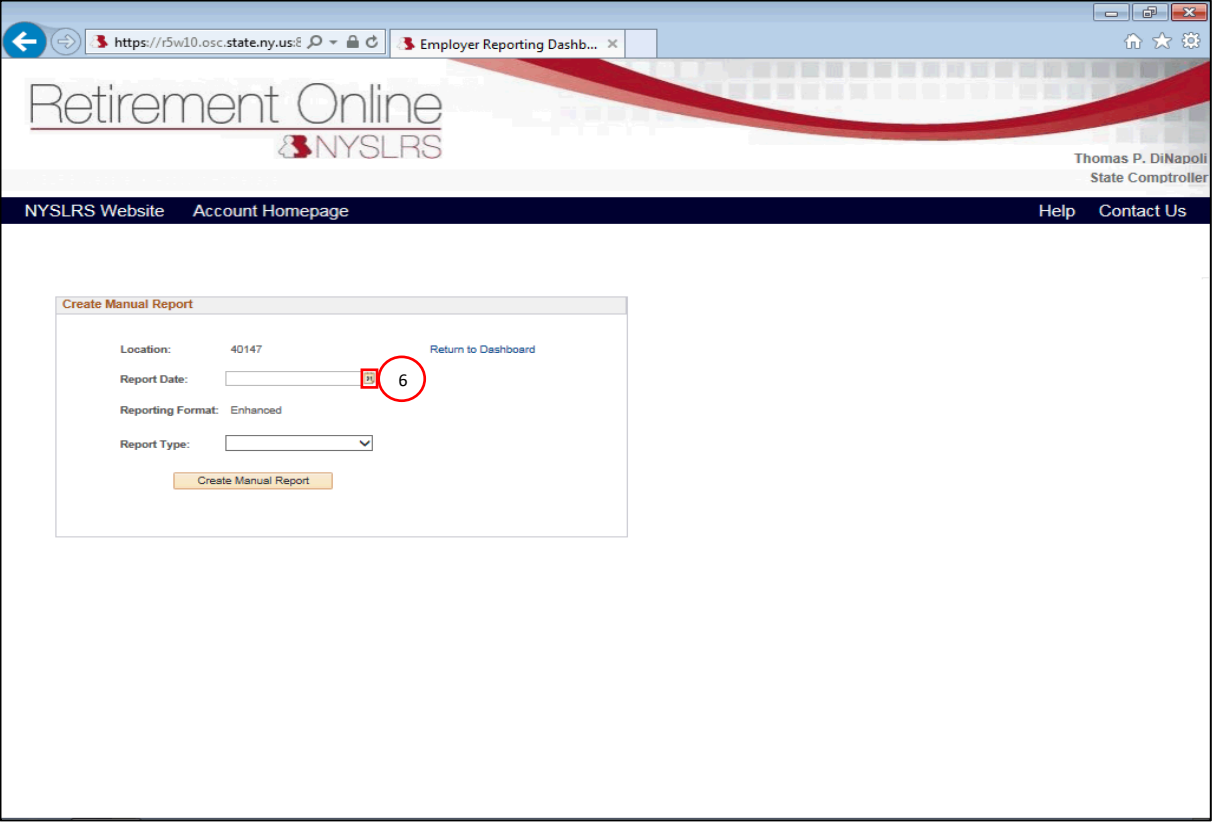
Step	Action																			
<p>1.</p>	<p>From the <i>Retirement Online Account Homepage</i>, click the Access Reporting Dashboard button.</p> <p>Access Reporting Dashboard</p>	 <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. At the top, there is a navigation bar with links for 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. Below the navigation bar, there is a 'Notifications' section indicating no notifications at this time. To the right, there is a 'I want to...' section with various service links. A red circle highlights the 'Access Reporting Dashboard' button in a row of four buttons. Below this is a 'My Cases' section with a table of cases.</p> <table border="1" data-bbox="831 792 1713 894"> <thead> <tr> <th>Case ID Number</th> <th>Type</th> <th>Status</th> <th>Date Opened</th> <th>Applicant</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>40871079</td> <td>Self-Service Account Update</td> <td>Closed</td> <td>01/09/2019</td> <td></td> <td></td> </tr> <tr> <td>40871078</td> <td>Self-Service Account Update</td> <td>Closed</td> <td>01/09/2019</td> <td></td> <td></td> </tr> </tbody> </table>	Case ID Number	Type	Status	Date Opened	Applicant	Member	40871079	Self-Service Account Update	Closed	01/09/2019			40871078	Self-Service Account Update	Closed	01/09/2019		
Case ID Number	Type	Status	Date Opened	Applicant	Member															
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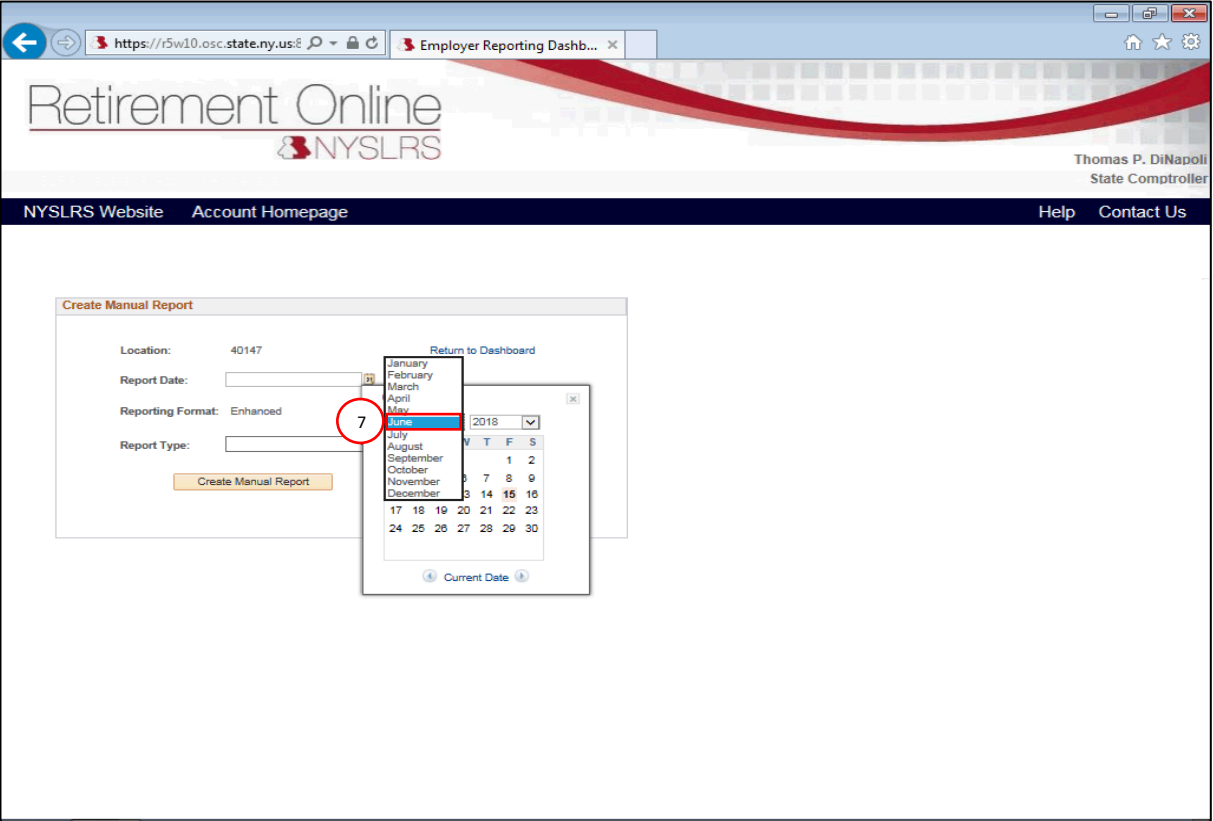
Step	Action	
<p>2.</p>	<p>The <i>Employer Reporting Dashboard</i> page will appear.</p> <p>If you only have access to one location code, it will appear automatically. Skip to step 5.</p> <p>If you have access to more than one location code, one will display by default. To select a different location, click the Look Up icon next to the Location field.</p>	

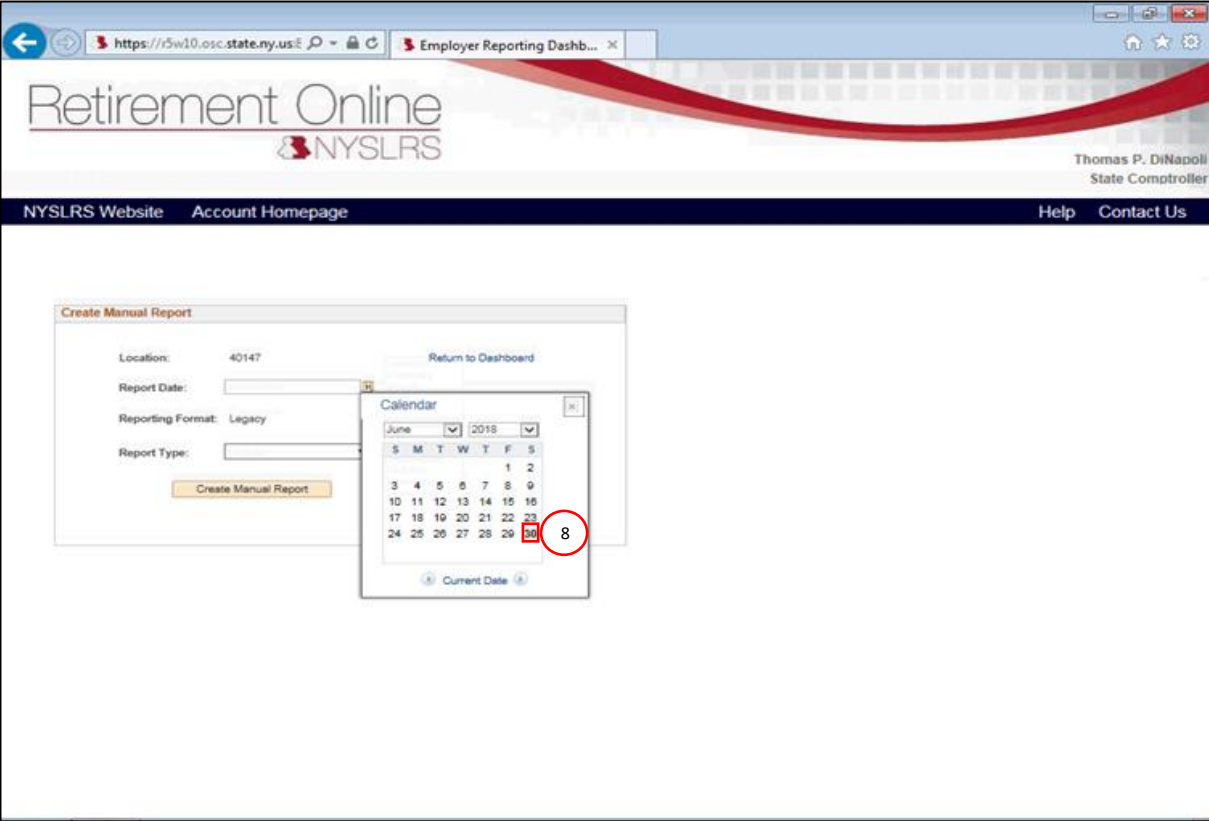
Step	Action	
<p>3.</p>	<p>The 'Look Up Location' pop-up box will appear. Click the Location Code link for the location you want to report.</p> <p>40147</p>	 <p>The screenshot shows the Retirement Online Employer Reporting Dashboard. A 'Look Up Location' pop-up window is open, displaying search results for the location code 40147. The pop-up window has a search bar with 'Location Code begins with' and a search button. Below the search bar, there are 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The search results table shows one result: Location Code 40147 and Description VILLAGE OF CANDOR. The number 3 is circled next to the location code in the pop-up. In the background, the main dashboard shows a 'Reports' table with columns for Report Date, Report ID, Report Status, Report Format, and Report Type. Below the reports table, there is a 'Submission Status Details' section with a 'Refresh' button and a table with columns for Process Instance, Report Date, Report Format, Report Type, DateTime Stamp, Run Status, Submitted Through, and Error Details.</p>

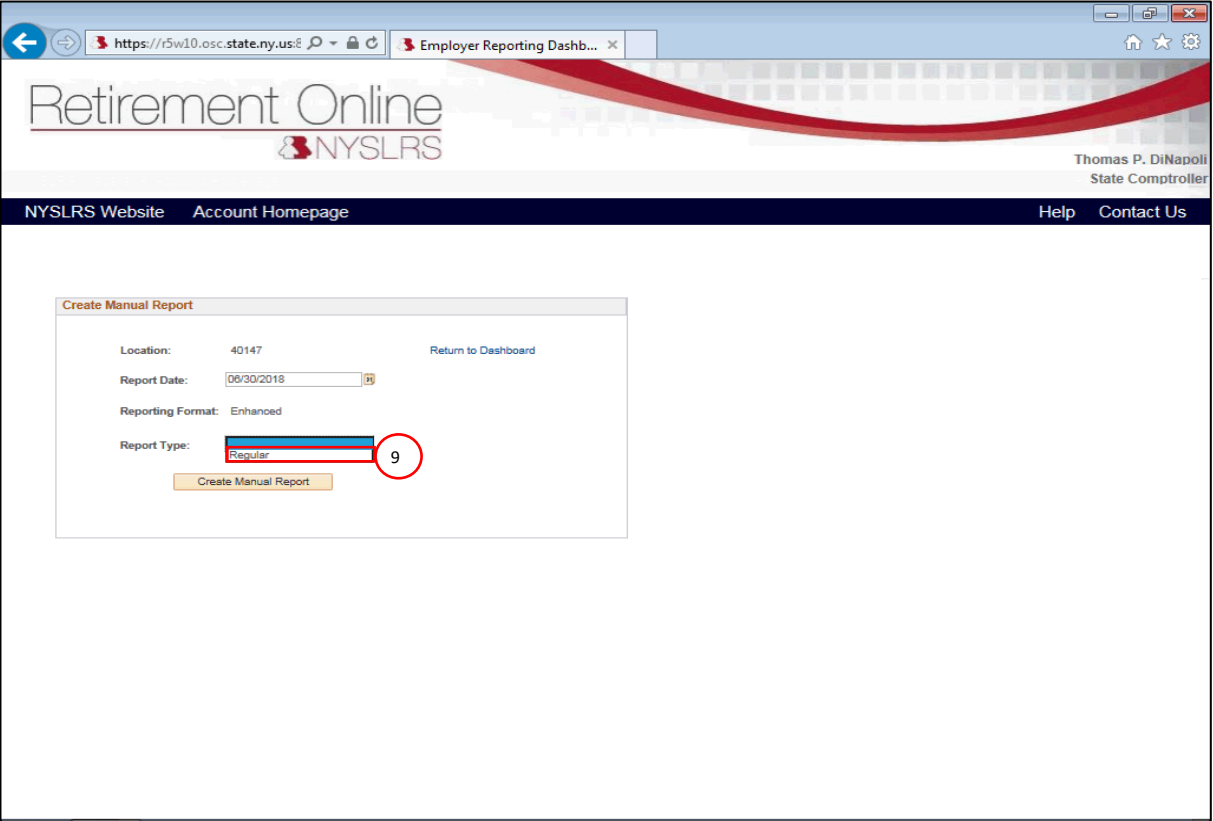
Step	Action	
<p>4.</p>	<p>Click the Go button.</p> <p>Go</p>	


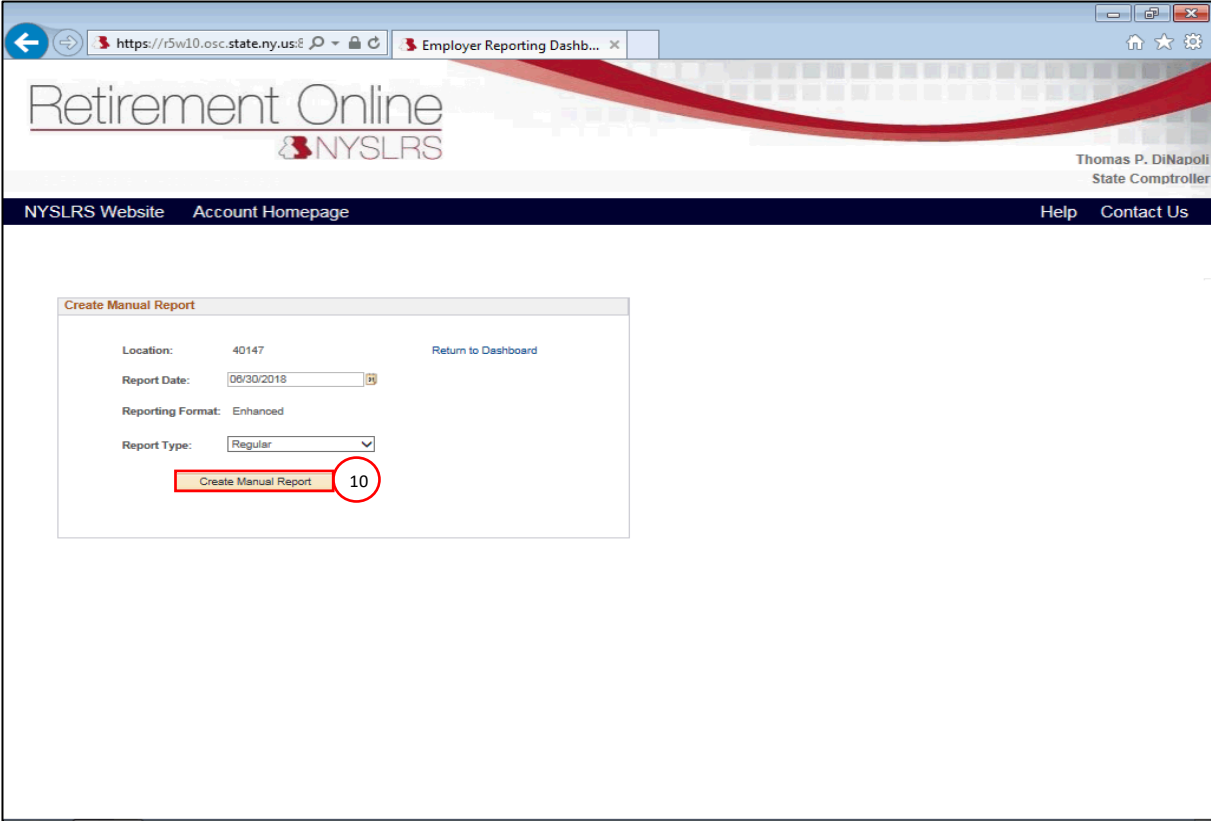
Step	Action	
5.	<p>A list of previous reports for this location will appear. Click the Create Manual Report button.</p> <p>Create Manual Report</p>	

Step	Action	
6.	<p>The <i>Create Manual Report</i> 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.</p> <p>Note: You can also manually enter a date in the Report Date field using the MM/DD/YYYY format.</p>	

Step	Action
<p>7.</p>	<p>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.</p> <p>June</p> 

Step	Action
<p>8.</p>	<p>Select the last day of the month for your report. After you select the day, the 'Calendar' pop-up will disappear.</p> <p>30</p> 

Step	Action
<p>9</p>	<p>The reporting format will be 'Enhanced' by default.</p> <p>In enhanced reporting, adjustments are made on a regular report. Select "Regular" in the Report Type drop-down.</p> <p>Regular</p> 

Step	Action	
<p>10.</p>	<p>Click the Create Manual Report button.</p> <p></p>	

Step	Action
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11.

The *Report Details* page will appear. All active employees for your organization, as of the previous 13 months, will be listed here.

You have successfully created a manual enhanced report.

The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with "NYSLRS Website", "Account Homepage", "Help", and "Contact Us". Below this, there are tabs for "Report Summary", "Report Details", and "Errors and Warnings". The "Report Details" tab is active, displaying the following information:

- Location: 40147 VILLAGE OF CANDOR
- Report Date: 09/30/2018
- Report Format: Enhanced
- Report ID: 201901401471
- Report Status: Initiated
- Report Type: Regular

Below the report information, there is a search bar with fields for NYSLRS ID, SSN, First Name, Last Name, and Status, along with "Search" and "Clear" buttons. The main content area displays a table of employee details:

	NYSLRS ID	Empl Rod	Social Security Number	First Name	Last Name	Status	Days	Hours	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre Tax Service Credit Payments
<input type="checkbox"/>	R1000580	0	[REDACTED]	Bob	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10015345	0	[REDACTED]	Sam	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10015632	1	[REDACTED]	Calvin	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10190443	0	[REDACTED]	Aubrey	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10552401	50	[REDACTED]	Nme_person	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10667920	1	[REDACTED]	Nme_person	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10807687	4	[REDACTED]	Nme_person	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R11150631	1	[REDACTED]	Nme_person	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R11459073	6	[REDACTED]	Nme_person	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R12782562	0	[REDACTED]	Steve	[REDACTED]			0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

At the bottom of the table, there are buttons for "Select All", "Deselect All", and "Delete Selected".