Thomas P. DiNapoli, State Comptroller



Submit the Manual Enhanced Report

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

Step	Action														
1.	From the <i>Report Details</i> page, click on the Report Summary Tab. Report Summary	< B	The second se	/r5w10.osc. s	tate.ny.us:8 A	Dnline		e Subm ×						Thomas	P. DiNapoli Comptroller
		Report S Location Report	SLRS Websit	e Acco t Details Er 401478 SSN	unt Homep rors and Warning VILLAGE OF CA	age IS NDOR	Report Da Report Sta Last Nam	te 08/30/2 atus Initiatec e	1018 Reg d Reg Statu	port Format port Type	Enhanc Regular	ed Add	He Transaction Clear	Ip Con	tact Us
		Report Details								F	Personalize Fi				
			NYSLRS ID	Empl Rod	Social Security Number	First Name	Last Name	Status	Days	Hours I	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre Tax Service Credit Payment
			R10000580	0	SHEEKING	Bob	1948	Validated	20.00	160.00	\$2,400.00	\$0.0	.0 \$0.01	J \$0.00) s
			R10015345	0	100000-0000	Sam	1000	Validated	20.00	160.00	\$5,061.85	\$0.0	0 \$0.00	\$0.00) \$
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			Select A	I	D	eselect All	Delete Se	elected							
		<													>
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Step	Action		
2.	The <i>Report Summary</i> page will appear. Scroll down to the submission agreement.	Image: State and State an	Thomas P. DiNapoli State Comptroller elp Contact Us
		Report Summary Report Details Errors and Warnings Location 40147 VILLAGE OF CANDOR Report Date 00/00/2018 Report Format Enhanced Return to Datableard Report ID 201601401473 Report Status initiated Report Type Regular Provide 10 2016014078 Report Summary Total Payments \$127.03 "Ores not include error transactions" Total Per Tax Contributions Reported \$127.03 "Ores not include error transactions" \$10.00 Total Per Tax Contributions Reported \$127.03 "Cross not include error transactions" \$10.00 Pro Tax Service Credit Payments \$0.00 Record Count 10 10 Pro Tax Service Credit Payments \$0.00 Record Count 10 10 Pro Tax Service Credit Payments \$0.00 Find View All (2) 1 of 1 1 Mesage Type Count 1 1 1 1 Integrite Employment Instance. Error 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <t< th=""><th></th></t<>	

Step	Action		
3	Review the submission agreement, check the box next to 'I agree to the submission of this Employer Report' checkbox.	Account Homepage	Contact Us
	Note: You must check the "I agree" box before you can click the Submit button.	Report Summary Total Days Reported 100.00 Total Payments \$127.03 Total Earnings Reported \$18,048.25 "Does not include error transactions Total Pre Tax Contributions Reported \$127.03 Total Post Tax Contributions Reported \$0.00 Total Loan Payments Reported \$0.00 Pre Tax Service Credit Payments \$0.00 Post Tax Service Credit Payments \$0.00	î
		Find View All 2 1 of 1 Message Type Count Ineligible Employment Instance. Error 1 Isgree to the submission of this Employer Report and certify that the information contained in the electronically transmitted data is the true and correct statement pertaining to all employees who are lawfully members of the Reimennt System. If writer certify that each person actually worked the number of days reported, which number was computed as is prescribed by port 316 of Title 2 of the New York State Codes, Rules and Regulations. 3 I agree to the submission of this Employer Report. Submit Delete	×

Step	Action					
4.	Click the Submit button.	Account Homepage	Employer Report	Pre Subm ×		Thomas P. DiNapoli State Comptroller Help Contact Us
		Report Summary Total Days Reported Total Earnings Reported Total Pre Tax Contributions Reported Total Loan Payments Reported Total Loan Payments Reported Pre Tax Service Credit Payments Post Tax Service Credit Payments	100.00 \$18,048.25 \$127.63 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Payments "Does not include error transactions Error Transactions Total Record Count Comments	\$127.63 \$0.00 12	
		Errors and Warnings Count Message Ineligible Employment Instance. I agree to the submission of this Employer Report and cer transmitted data is the true and correct statement pertain System. I further certify that each person actually worked presoribed by part 315 of Title 2 of the New York State Co I agree to the submission of this Employer 4 Submit	tify that the information contained in ng to all employees who are lawfull the number of days reported, which des, Rules and Regulations. Noyer Report. Delete	Find View All (3) Type Error the electronically members of the Retirement number was computed as is	1 of 1 Count 1	~

Step	Action	
5.	A 'Message' pop-up will appear to let you know that your report has been submitted for posting. Click the OK button.	Attps://f5w10.osc.state.ny.us& P * @ C
	OK	NYSERS Website Account Homepage Help ContactUs *Leastion: 40147 RullLAGE OF CANDOR Ge Oracle Manual Report File Upload Sacrib by Employee Message Message Message Message Message Message Vour file has been aubmitted for posting (2001, 139) Find View All D Pind View

Step	Action								
6.	The Employer Reporting Dashboard page appears. You will see the report listed with a status of "Submitted."	Inttps://f5w10.osc.state.ny.us8 P · C Employer Reporting Dashb × Retirement Online NYSLRS Thomas P. DiNapoli State Comptroller NYSLRS Website Account Homepage							
	Click the Refresh button to view the most recent status of your report. Refresh	PLocation: #0147 × Q VILLAGE OF CANDOR Go Create Manual Report File Upload Search by Employee Improper Withholdings Member Contribution Rates Loan/SCP Deduction Notification Report S Find View All (2) Report Status Report Type Days Earnings Pre Tax Contributions Loan Payments Pre Tax Service Credit Payments 1 06/30/2018 201901401477 Initiated Legacy Regular 0.00 \$0.00 5127.03 Image: Contribution Service Image: Contribution Service 3 06/30/2018 201901401476 Initiated Legacy Regular 0.00 \$0.00 Image: Contribution Service Image: Contribution Service 4 06/30/2018 201901401476 Initiated Legacy Regular 0.00 \$0.00 Image: Contribution Service Image: Contribution Service 5 06/30/2018 201901401476 Initiated Legacy Regular 0.00 \$0.00 Image: Contribution Service Image: Contribution Service 1 06/30/2018 201901401475 Initiated Legacy Regular 0.00 \$0.00 Image: Contribution Service Image: Contribution Service 1 06/							
		Submission Status Details(File Upload/Pre Submission) Personalize Find View Al 2 R First () 1-5 of 44 () Process Instance Report Date Report Type DateTime Stamp Run Status Submission Page 1 25718 09/30/2018 Enhanced Regular 01/20/10 2:57PM Processing Pre Submission Page 2 230903 03/31/2018 Legacy Regular 04/05/18 2:20PM Success From Pre Submission Page							

Step	Action							
7.	The Report Status will change to "Posted" once it has been posted to <i>Retirement Online</i> .	Image: Second						
	You have successfully submitted a manual enhanced report.	NYSLRS Website Account Homepage *Location: 40147 Q. VILLAGE OF CANDOR	Go Create Manual Report File Upload Search by Employee Improver Withholdings Member Contribution Rates Loan/SCP Deduction Notificator					
		Reports	Find View All (2) 🔜 First 🤅					
		Report Date Report ID Report Status Report Format Report Type Days Ea	arnings Pre Tax Contributions Post Tax Contributions Loan Payments Pre Tax Service Post Tax Service Credit Payments Credit Payments					
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