

Retirement Online

Contact Types in Retirement Online for Local Employers

Employer contacts are individuals at your organization who communicate and work with NYSLRS. It's important to keep your employer contacts current so when NYSLRS sends out information, it goes to the right people. Your *Retirement Online* Contact Administrator is responsible for adding new employer contacts, removing old contacts, and modifying information for existing contacts.

Assigning a contact type does not grant access to *Retirement Online*. Your Security Administrator must assign a security role to a contact type in order allow your contacts access to perform necessary tasks in *Retirement Online*. For more information on the different *Retirement Online* security roles, please see our Employer Security Roles in *Retirement Online* for Local Employers at www.osc.state.ny.us/retire/retirement_online/word_and_pdf_documents/local-roles.pdf.

For any additional questions about these contact types and the communications they receive, please contact the Retirement Online Help Desk by email at RetirementHelpDesk@osc.state.ny.us or by phone at 844-619-9614.

Contact Type	Correspondence	Individuals who might fill this Contact Type
Reporting Technology¹	<ul style="list-style-type: none"> Information related to reporting in <i>Retirement Online</i>, such as file construction and technical details of monthly reports 	<ul style="list-style-type: none"> The individual or entity that creates the file used for your monthly reporting. Employers are asked to establish a contact that we can reach by mail, email or phone when NYSLRS needs to communicate technical information about a reporting file. This will also be the point of contact for file format discussions during Gold Certification transition activities
Billing*	<ul style="list-style-type: none"> Annual Employer Invoice (INV) Variable Contribution Rate (VCR) Governmental Accounting Standards Board (GASB) Employer Estimates (EST) Employer Projections & Rates (EPR) Salary Listing and Prior Years' Adjustments (PYA) 	<ul style="list-style-type: none"> Any person in your organization who is required to know payment information or is responsible for making payments on behalf of your organization
Chief Executive Officer (CEO)*	<ul style="list-style-type: none"> New legislative mandates Legal documentation (resolution affidavits) Annual Employer Invoice (INV) Employer Estimates (EST) Governmental Accounting Standards Board (GASB) Employer Projections & Rates (EPR) Salary Listing and Prior Years' Adjustments (PYA) Variable Contribution Rate (VCR) 	<ul style="list-style-type: none"> Mayor Supervisor Superintendent Administrator

Contact Type	Correspondence	Individuals who might fill this Contact Type
Chief Financial Officer (CFO)*	<ul style="list-style-type: none"> • Employer Estimates (EST) • Annual Employer Invoice (INV) • Governmental Accounting Standards Board (GASB) • Employer Projections & Rates (EPR) • Salary Listing and Prior Years' Adjustments (PYA) 	<ul style="list-style-type: none"> • Chief Executive Officer (CEO) • Controllers • Business Officials • Treasurers
Payroll*	<ul style="list-style-type: none"> • Requests for statement of accrued payment and leave credits • Registration information and changes • Monthly reporting inquiries for salary and service certifications • Arrears and loan start and stop notices • Salary Listing and Prior Years' Adjustments (PYA) • Variable Contribution Rate (VCR) • Member Annual Statement (MAS) 	<ul style="list-style-type: none"> • The individual in your organization who handles salary and service information
Personnel*	<ul style="list-style-type: none"> • Registration information and changes • Retirement acknowledgements • Requests for information related to an employee's retirement • Variable Contribution Rate (VCR) • Requests for Retiring Employees Acknowledgement Program (REAP) information 	<ul style="list-style-type: none"> • The individual in your organization who enrolls new members and processes employee retirements
Contact Administrator²	<ul style="list-style-type: none"> • Requests to keep contacts in <i>Retirement Online</i> up-to-date • Updates to the certification process • Requests for information related to an employee's retirement 	<ul style="list-style-type: none"> • Supervising individual who assigns people in your organization the correct contact types
Security Administrator²	<ul style="list-style-type: none"> • Requests to keep security roles in <i>Retirement Online</i> up-to-date • Updates to the certification process 	<ul style="list-style-type: none"> • Supervising individual who assigns people in your organization the correct security roles
Board Clerk or Secretary	<ul style="list-style-type: none"> • Forms related to reporting elected and appointed officials 	<ul style="list-style-type: none"> • Your organization's elected or appointed Board Clerk or Secretary
Civil Service Administrator	<ul style="list-style-type: none"> • Requests for roster cards • Certifications of classifications (competitive/non-competitive) 	<ul style="list-style-type: none"> • The individual in your organization who manages personnel or fulfills human resource responsibilities
Service Provider	<ul style="list-style-type: none"> • Inquiries about reports submitted to the Retirement System when they are prepared outside of your organization 	<ul style="list-style-type: none"> • Contact at your payroll provider who can respond to inquiries about your monthly reports

* These contact types must be kept up-to-date so they can receive important information and any necessary instruction from NYSLRS.

¹ Technology Reporting Contact will not be permitted to be assigned a security role to access *Retirement Online*.

² Security role and contact type are assigned as part of your submission of the contact and security administrator forms.