

# Retirement Online

## Enhanced Reporting File Format

### OVERVIEW

The following specifications for the enhanced file format are for those who generate reports for local employers. These technical updates will allow employers to report new, more detailed information. The enhanced report must be generated as a pipe-delimited .txt file. Additionally, when reporting with the enhanced format, employers will provide information for a broader population of employees. This population will include all employees who are potentially eligible for NYSLRS membership, such as optional members, as well as retirees.

For more information on the benefits of enhanced reporting, see our Enhanced Reporting Fact Sheet at [web.osc.state.ny.us/retire/retirement\\_online/word\\_and\\_pdf\\_documents/enhanced-reporting-fact-sheet.pdf](http://web.osc.state.ny.us/retire/retirement_online/word_and_pdf_documents/enhanced-reporting-fact-sheet.pdf).

### Reporting Formats and Transaction Types

**The first row of the enhanced reporting file must contain your five-digit employer location code.** The second row is where you will begin listing the different transactions for your employees.

The enhanced file format has four transaction types that determine what information must be provided for employees in your report. Each transaction type has its own use cases. The first five fields are repeated on each transaction type for consistency. The following tables provide details about when to use each transaction type and what information each requires. The columns found in each table detail the fields needed for each transaction:

- **Field Name:** Denotes what information must be provided.
- **“Is This Field Required?”:** Indicates when a field must have a valid entry in it.
  - **Required:** Field must contain an allowable value or else the file cannot be successfully submitted.
  - **Optional:** Field does not need a value to successfully submit the file.
  - **Conditional:** Field becomes required if another field contains a certain entry.
- **Expected Input:** Describes the format of the value to be entered.
- **Max Field Length:** The maximum number of characters that can be entered into a field. Note, there are some fields where you may not enter all values, and some values may require numbers with decimals.
- **Example:** Provides an example of an allowable value that would be entered into the field.
- **Additional Functional Details:** Provides additional information for the corresponding field.

Please note that the enhanced file format accommodates the reporting of regular and adjustment transactions in a single combined file:

- **Regular Transactions:** Used to report any associated days, earnings and payroll deductions that have not previously been reported to NYSLRS. This could be money paid to/deducted from an employee in the current reporting period or an employee who has been omitted from prior reports to NYSLRS.
- **Adjustment Transaction:** Used to report days or earnings that are being corrected due an incorrect entry in a previously submitted report. Due to internal processing changes, NYSLRS will no longer accept adjustments to cash amounts such as contributions, loans or service credit payments.

# 1. BIOGRAPHICAL DATA

Biographical Data (Transaction Type 1) is only required when reporting a new employee for the first time. This transaction will generate an employee's NYSLRS ID as enhanced reporting will automatically enroll new mandatory members.

## Biographical Data Transaction Requirements

*Complete Example:*

1 | NEW | NEW | 0011 | Jan | 012010011 | Mrs | Jane | Elizabeth | Smith | Esq | 01/20/1950 | F | USA | 2424 State Street | Apartment 3 | ALBANY | NY | 01234-5678

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Transaction Type	REQUIRED	This should always be populated as "1" for a Biographical Data transaction.	1	1	Transaction type allows for the system to differentiate between the four transaction types.
NYSLRS ID	REQUIRED	A transaction type "1" signifies this employee is being newly reported to NYSLRS, therefore enter a value of "NEW".	9	NEW	NYSLRS ID is the new unique identifier for people in the NYSLRS system. It will replace the registration number as employers transition to the enhanced format.  This value is provided by NYSLRS after submitting the Biographical and Job Data transactions for a new employee and is to be stored in your system for future reports.
Employment Instance	REQUIRED	A transaction type "1" signifies this employee is being newly reported to NYSLRS, therefore enter a value of "NEW".	3	NEW	The employment instance is used to determine which job is being reported on in the enhanced format. While the NYSLRS ID identifies the person, the employment instance identifies the job.  This value is provided by NYSLRS after submitting the Biographical and Job Data transactions for a new employee and is to be stored in your system for future reports.
Social Security Number (Last Four Digits)	REQUIRED	The last four digits of the employee's Social Security number (SSN).	4	0011	
First Three Characters of First Name	REQUIRED	The first three letters of the employee's first name.	3	Jan	
Social Security Number (Complete)	REQUIRED	The employee's complete nine-digit Social Security number. Do not include hyphens or spaces.	9	012010011	The full SSN is required only when a new employee is initially reported to NYSLRS.

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Name Prefix	OPTIONAL	The employee's name prefix without a "." following the prefix. Allowable values: Ald = Alderman Bisp = Bishop Bro = Brother Comd = Commander Comr = Commissioner Dr = Doctor Fr = Father/Friar Gov = Governor Hon = Honorable Lt = Lieutenant Miss = Miss Mr = Mister Mrs = Mrs Ms = Ms Prof = Professor Rev = Reverend Sen = Senator Sr = Sister	4	Mrs	
First Name	REQUIRED	The employee's complete legal first name. This field can include any hyphens, apostrophes or other special characters the name may use.	30	Jane	
Middle Name	OPTIONAL	The employee's complete middle name. This field can include any hyphens, apostrophes or other special characters the name may use.	30	Elizabeth	
Last Name	REQUIRED	The employee's complete legal last name. This field can include any hyphens, apostrophes or other special characters the name may use.	30	Smith	
Name Suffix	OPTIONAL	The employee's name suffix without a "." following the suffix. Allowable values: Exec = Executor I = First II = Second III = Third IV = Fourth V = Fifth VI = Sixth VII = Seventh VIII = Eighth IX = Ninth X = Tenth Eng = Engineer Esq = Esquire Jr = Junior LPN = Licensed Practical Nurse MD = Medical Doctor PhD = Doctor of Philosophy Sr = Senior DVM = Doctor of Veterinary Medicine DDS = Doctor of Dental Surgery RN = Registered Nurse	15	Esq	

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Date of Birth	REQUIRED	The employee's date of birth using the standard date format: MM/DD/YYYY	10	01/20/1950	
Gender	REQUIRED	The employee's gender. Allowable values: M = Male F = Female U = Unknown	1	F	
Country	REQUIRED	The standard three-character country abbreviation of the employee's country of their mailing address.	3	USA	For Canadian mailing addresses, "CAN" should be used.
Address	REQUIRED	Alphanumeric first line of the employee's mailing address. Spaces are allowed between each part of the address.	55	2424 State Street	
Address 2	OPTIONAL	Alphanumeric second line of the employee's mailing address. Spaces are allowed between each part of the address.	55	Apartment 3	
Address 3	OPTIONAL	Alphanumeric third line of the employee's mailing address. Spaces are allowed between each part of the address.	55		
City	REQUIRED	The name of the city of the employee's mailing address.	30	Albany	
State	REQUIRED	Abbreviation of the state of the employee's mailing address.	6	NY	Six letters are permitted to include states in other countries.
ZIP Code	REQUIRED	The ZIP Code of the employee's mailing address.	10	01234-5678	This field will accept the five-digit ZIP Code for US residences and the US ZIP Code with the additional four-digit detail. This field can also accept the six-digit ZIP Code for Canadian residences.

## 2. JOB DATA

Job Data (Transaction Type 2) is required for new employees or if a person has a change in their job status. Once submitted, this transaction will create a new employment instance for the employee. NYSLRS will use the information provided in this transaction to evaluate whether the employee meets NYSLRS mandatory membership criteria.

New employees and employees with changes in job status can be noted with the following HR transaction types:

- For new employees: **Hire**.
- For job status changes: **Leave of Absence, Return from Leave, Military Leave, or Termination**.
- For changes in job information (e.g. promotion to a new position): **Data Change**.

### Job Data Transaction Requirements

*Complete Example:*

2 | NEW | NEW | 0011 | Jan | 12/13/2016 | HIR | 03600E | A | 120000.00 | 8 | 160000.00 | R | F | 12P | Y | NYSTRS

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Transaction Type	REQUIRED	This should always be populated as "2" for a Job Data transaction.	1	2	Transaction type allows for system to differentiate between the four transaction types.
NYSLRS ID	REQUIRED	An alphanumeric character string that begins with an R and is followed by eight numbers (e.g. R11223344) OR if this is a new employee, enter a value of "NEW".	9	NEW	NYSLRS ID is the new unique identifier for people in the NYSLRS system. It will replace the registration number when employers transition to the enhanced format.  This value is provided by NYSLRS after submitting the Biographical and Job Data transactions for a new employee and is to be stored in your system for future reports.
Employment Instance	REQUIRED	A maximum three-digit number OR if this is a new employee, enter a value of "NEW".	3	NEW	The employment instance is used to determine which job is being reported on the enhanced format. While the NYSLRS ID identifies the person, the employment instance identifies the job.  This value is provided by NYSLRS after submitting the Biographical and Job Data transactions for a new employee and is to be stored in your system for future reports.
Social Security Number (Last Four Digits)	REQUIRED	The last four digits of the employee's Social Security number.	4	0011	
First Three Characters of First Name	REQUIRED	The first three letters of the employee's first name.	3	Jan	

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Transaction Date	REQUIRED	The transaction date is entered using the standard date format: MM/DD/YYYY	10	12/13/2016	This is the date the HR transaction (defined in the HR Transaction Type field) becomes effective.
HR Transaction Type	REQUIRED	Enter the HR transaction type. Allowable values: HIR = Hire REH = Rehire DTA = Data Change LOA = Leave of Absence MED = Leave of Absence (Medical) MIL = Military Leave RFL = Return from Leave (Any) TER = Termination	3	HIR	Changes to an employee's job status can impact service crediting and benefit calculations for employees as well as required loan payment deductions. When an employee has a job status change, employers can include this information on the enhanced report and it can be stored for the employee.
Job Code	REQUIRED	An alphanumeric string of six characters; valid values defined by NYSLRS.	6	03600E	Job codes determine what benefit plan an employee qualifies for. NYSLRS will post the list of acceptable job codes to the Retirement Online for Employers home page. Employers must map their job codes to one of the valid codes as provided by NYSLRS.
Pay Frequency	REQUIRED	Allowable values: A = Annual B = Biweekly M = Monthly Q = Quarterly S = Semimonthly T = Semi-Annual W = Weekly	5	A	Indicates how often the employee is paid.
Annual Compensation Rate	REQUIRED	The actual compensation rate the employee is expected to make annually, using two decimal places. This field will be used to determine overtime limitations.	12.2	120000.00	For a full-time employee, this value would be equal to the Annualized Rate of Pay. For a part-time employee, this field is calculated based on the number of hours the employee is expected to work in a calendar year multiplied by the employee's hourly rate.
Standard Work Day	REQUIRED	The hours per day a full-time employee in the position would be expected to work, followed by a decimal (if needed) and a maximum of two decimal places.	4.2	7.5	Must be between six-to-eight hours for all jobs.
Annualized Rate of Pay	REQUIRED	The compensation rate the employee would be expected to make if the employee were full-time, using two decimal places.	15.2	120000.00	Previous NYSLRS references have called this field "Annualized Wage." For details regarding calculation of the Annualized Rate of Pay, please determine the appropriate system of membership and see the corresponding "Annual Wage" calculation section in the Employees' Retirement System Membership Application or the Police and Fire Membership Application.

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Regular/ Temporary Employee	REQUIRED	Allowable values: R = Regular T = Temporary	1	R	Regular employees have no end date regardless of their probationary status. Temporary employees are any other type of employees including seasonal, provisional, substitute, on call or per diem.  Used along with the Job Code field to determine if a person is a mandatory member of NYSLRS. If they are mandatory, that employee is automatically enrolled using the reported data.
Full-Time/ Part-Time Employee	REQUIRED	Allowable values: F = Full-Time P = Part-Time	1	F	Used, along with job code, to determine if a person is a mandatory member of NYSLRS. If they are mandatory, that employee is automatically enrolled using reported data.
Employee Class	REQUIRED	Allowable values: 12 = 12 Month 12P = 12 Month Provisional 10 = 10 Month S = Seasonal OC = On Call SB = Substitute PD = Per Diem	3	12P	
Retirement Indicator	REQUIRED	Indicates whether the employee is retired from any of the public retirement systems in New York State or New York City. Allowable values:  Y = Yes N = No	1	Y	NYSLRS is obligated to monitor post-retirement earnings.
Retired in Retirement System	CONDITIONAL: Required if the Retirement Indicator is marked "Y"	The public retirement system from which the employee is retired. Allowable values:  NYSTRS NYSERS NYSPFRS NYCPPF NYCFPF NYCBDED NYCTRS NYCERS	7	NYSTRS	If the employee is retired from a reciprocal system, enter the retirement system from which they retired.



### 3. DAYS AND CONTRIBUTIONS

Days and Contributions (Transaction Type 3) is required for all employees where:

- Days were worked for the payroll period being reported, or
- Contributions were deducted for the payroll period being reported, or
- A loan payment was deducted for the payroll period being reported, or
- Service credit purchase payments were deducted for the payroll period being reported.

#### Days and Contributions Transaction Requirements

*Complete Example:*

3 | NEW | NEW | 0011 | Jan | R | 12/31/2016 | 2 | 15 | 500.00 | 450.00 | 0.00 | 200.20 | 150.50

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Transaction Type	REQUIRED	This should always be populated as "3" for a Days and Contributions transaction.	1	3	Transaction type allows for system to differentiate between the four transaction types.
NYSLRS ID	REQUIRED	An alphanumeric character string that begins with an R and is followed by eight numbers (e.g. R11223344) OR if this is a new employee, enter a value of "NEW".	9	NEW	NYSLRS ID is the new unique identifier for people in the NYSLRS system. It will replace the registration number as employers transition to the enhanced format.  This value is provided by NYSLRS after submitting the Biographical and Job Data transactions for a new employee and is to be stored in your system for future reports.
Employment Instance	REQUIRED	A maximum three-digit number OR if this is a new employee, enter a value of "NEW".	3	NEW	The employment instance is used to determine which job is being reported on the enhanced format. While the NYSLRS ID identifies the person, the employment instance identifies the job.  This value is provided by NYSLRS after submitting the Biographical and Job Data transactions for a new employee and is to be stored in your system for future reports.
Social Security Number (Last Four Digits)	REQUIRED	The last four digits of the employee's Social Security number.	4	0011	
First Three Characters of First Name	REQUIRED	The first three letters of the employee's first name.	3	Jan	
Regular/ Adjustment Indicator	REQUIRED	Indicate if this transaction is a regular report or an adjustment report for system processing. Allowable values: R = Regular A = Adjustment	1	R	

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Payroll End Date	REQUIRED	Date of the last day of the period being reported (the last day of the month). The payroll end date is entered using the standard date format: MM/DD/YYYY	10	12/31/2016	This specifies the month for which the days and/or contributions reported in this transaction are applicable. Note: A reporting file can contain transactions with more than one payroll end date.
Number of Pay Cycles in Period	REQUIRED	Number between one and five based on the Pay Frequency.	1	2	Number of pay cycles included in this reported transaction (e.g. an employee paid weekly might have been paid up to four or five times in a reported month).
Reported Days	OPTIONAL	The number of days worked in the period of time covered by the report. A maximum of three numbers followed by a decimal (if needed) and rounded to two decimal places.	3.2	15	The number of days worked to be reported should be calculated as the number of hours worked during the reporting period divided by the number of hours in the standard work day, rounded to two decimal places.  If this is an Adjustment transaction, days can be adjusted positively or negatively.  This field value may be 0 or null if there are no days associated with the corresponding earnings (e.g. for a lump sum payment or a grievance/arbitration award).
Reported Pre-Tax Contributions	OPTIONAL	The pre-tax contributions that were deducted for the employee. A maximum of sixteen numbers followed by a decimal (if needed) and two decimal places.	16.2	500.00	Note: Contributions cannot be adjusted once reported.  This field value may be 0 or null if there are no contributions associated with the corresponding earnings.
Reported Post-Tax Contributions	OPTIONAL	The post-tax contributions that were deducted for the employee. A maximum of sixteen numbers followed by a decimal (if needed) and two decimal places.	16.2	450.00	Note: Contributions cannot be adjusted once reported.  This field value may be 0 or null if there are no contributions associated with the corresponding earnings.
Reported Loan Payments	OPTIONAL	The employee's reported loan payment amount. A maximum of sixteen numbers followed by a decimal (if needed) and two decimal places.	16.2	0.00	Note: Loan payments cannot be adjusted once reported.  This field value may be 0 or null if there are no loan payments associated with the report.
Pre-Tax Service Credit Payments	OPTIONAL	The employee's pre-tax service credit purchase deduction for the purpose of completing a service credit purchase. A maximum of sixteen numbers followed by a decimal (if needed) and a maximum of two decimal places.	16.2	200.20	Note: Service credit payments cannot be adjusted once reported.  This field value may be 0 or null if there are no pre-tax service credit payments associated with the report.
Post-Tax Service Credit Payments	OPTIONAL	The employee's post-tax service credit purchase deduction for the purpose of completing a service credit purchase. A maximum of sixteen numbers followed by a decimal (if needed) and a maximum of two decimal places.	16.2	150.50	Note: Service credit payments cannot be adjusted once reported.  This field value may be 0 or null if there are no post-tax service credit payments associated with the report.

## 4. EARNINGS

Earnings (Transaction Type 4) is required for all employees who had earnings for the payroll period. **All earnings** (pensionable and non-pensionable) should be mapped to a corresponding earnings code and reported to NYSLRS. NYSLRS will provide the list of valid earnings codes.

### Earnings Transaction Requirements

Complete Example:

4 | NEW | NEW | 0011 | Jan | R | 12/31/2016 | DEF | 2433.75 | 80.00

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Transaction Type	REQUIRED	This should always be populated as "4" for an Earnings transaction.	1	4	Transaction type allows for system to differentiate between the four transaction types.
NYSLRS ID	REQUIRED	An alphanumeric character string that begins with an R and is followed by eight numbers (e.g. R11223344) OR if this is a new employee, enter a value of "NEW".	9	NEW	NYSLRS ID is the new unique identifier for people in the NYSLRS system. It will replace the registration number as employers transition to the enhanced format.  This value is provided by NYSLRS after submitting the Biographical and Job Data transactions for a new employee and is to be stored in your system for future reports.
Employment Instance	REQUIRED	A maximum three-digit number OR if this is a new employee, enter a value of "NEW".	3	NEW	The employment instance is used to determine which job is being reported on the enhanced format. While the NYSLRS ID identifies the person, the employment instance identifies the job.  This value is provided by NYSLRS after submitting the Biographical and Job Data transactions for a new employee and is to be stored in your system for future reports.
Social Security Number (Last Four Digits)	REQUIRED	The last four digits of the employee's Social Security number.	4	0011	
First Three Characters of First Name	REQUIRED	The first three letters of the employee's first name.	3	Jan	
Regular/ Adjustment Indicator	REQUIRED	Indicate if this transaction is a regular report or an adjustment report for system processing. Allowable values: R = Regular A = Adjustment	1	R	The initial report of earnings would be regular.  Any positive or negative changes to earnings previously reported to NYSLRS would be an adjustment.
Payroll End Date	REQUIRED	Date of the last day of earnings of the period being reported.  The payroll end date is entered in the format of MM/DD/YYYY.	10	12/31/2016	This specifies the end date of the month in which the earnings were accrued.

Field Name	Is This Field Required?	Expected Input	Max Field Length	Example	Additional Functional Details
Reported Earnings Code	REQUIRED	The earnings type for the reported earnings amount and reported earnings hours. The allowable earnings codes are: DEF = Deferred Payment EAR = Elected and Appointed Reporting GRA = Grievance/Arbitration Award HOL = Holiday Payment LON = Longevity LSV = Lump Sum Vacation MNP = Miscellaneous Non-Pensionable MPE = Miscellaneous Pensionable NOT = Non-Pensionable Overtime OVT = Regular Overtime PEO = Private Entity Overtime RBC = Retroactive Pay/Balance of Contract RBS = Recurring Bonus Payments REG = Regular Earnings ROT = Retroactive Overtime Pay SLV = Unpaid Sick Leave WCS = Workers Comp. – State	3	DEF	NYSLRS will provide a more detailed breakdown of what should be reported for each earnings code.
Reported Earnings Amount	OPTIONAL	The amount that was earned for the reported earnings code. A numeric string with a maximum of 16 numbers followed by a decimal and a maximum of two decimal places.	16.2	2433.75	This field value may be 0 or null if there are no earnings associated with the transaction, such as if reporting unpaid sick leave.
Reported Earnings Hours	OPTIONAL	The hours that are associated to the reported earnings amount and reported earnings code. A numeric string with a maximum of four numbers followed by a decimal and a maximum of two decimal places.	4.2	80.00	This field value may be 0 or null if there are no hours associated with the earnings, such as if reporting a lump sum or grievance/arbitration award.

If you have questions about *Retirement Online* or the enhanced reporting format, please call the Retirement Online Help Desk at 844-619-9614 during normal business hours, or send an inquiry using the Help Desk form at [www.osc.state.ny.us/retirement/employers/help-desk-form](http://www.osc.state.ny.us/retirement/employers/help-desk-form).