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Retirement Online

NYSLRS Earnings Codes for Local Employers — Enhanced Reporting

Each type of earnings you report is assigned a NYSLRS earnings code that is matched to the payroll codes you use internally. For example, there are different NYSLRS earnings codes for regular earnings, overtime, holiday pay and longevity pay. Employers should include this information on **Transaction 4 — Earnings Details Data**. You can find types of earnings on employees' paychecks. Earnings codes are used in both manual and file upload reports.

It's critical that you use the correct codes. The codes define which earnings are pensionable and will be used in the calculation of a member's retirement benefit, ensuring your employees receive the retirement benefits they've earned. The codes also determine which earnings are billable on the annual employer invoice. And, NYSLRS uses these codes to calculate Tier 6 member contribution rates each year and to notify you if a member has reached their overtime limit.

Using the correct earnings codes helps avoid payroll record requests from NYSLRS and the need to make adjustments later.

Pensionable Earnings Codes

Pensionable earnings are the types of pay that can be included in the calculation of a NYSLRS pension.

Earnings Category	Code	Definition	Examples
Regular Earnings	REG	Used when there is payment for working regular hours paid at a straight rate of pay, including the usage of leave and accruals. Also used when hours are worked beyond the regular schedule but paid at a straight rate of pay. Both the hours and earnings should be reported.	Payments made on a regular payroll cycle such as acting pay, blood bank leave, call-back pay, court appearance leave, duty pay, examination leave, extra time, extraordinary weather condition leave, FICA, hazard pay, interview leave, jury duty leave, location pay, merit pay, on-call pay, organization leave, out-of-title, parental leave pay, pass days, payments for 207, police/corrections dog care, quarantine leave, regular wages including paid federal holidays at a straight rate of pay, longevity, sabbatical pay, Social Security reimbursement, sponsored function leave, subpoenaed appearance leave, sub-teaching, third-party sick leave pay, Workers' Compensation,* pre-shift briefing, shift differential & night differential paid at a higher rate of pay, overtime categories that are paid at a straight time rate of pay, etc.
Elected and Appointed Reporting	EAR	Used for reporting earnings for Elected Officials (Job Code 02900E) and non-time keeping Appointed Executives (Job Code 00900E). Earnings must be reported. If the employee is a member, days worked should also be reported.	Payments made for salary associated with an elected or appointed position that does not participate in a time-keeping system. For more information about reporting requirements, see our Reporting Elected and Appointed Officials presentation: www.osc.ny.gov/retirement/employers/reporting-ea-officials/overview
Miscellaneous Pensionable	MPE	Used when there are miscellaneous payments that will be included in FAE. Both the hours, if any, and earnings should be reported.	Only to be used with prior approval from NYSLRS.

*Report any Workers' Compensation reimbursement paid by the employer for Tiers 2-6. For Tier 1, report all Workers' Compensation reimbursements even if not paid by the employer.

Lump Sum Pensionable Earnings Codes

These codes are used for any pensionable payment made in the current reporting period, where the work performed to earn the payment was performed in a previous period.

Earnings Category	Code	Definition	Examples
Holiday Payment	HOL	Used for lump sum payments of recognized holidays in excess of regular salary. Both the hours and earnings should be reported in the months when earned, not paid. Contributions withheld must be at the rate applicable when earned.	Holiday examples include: New Year's, MLK Day, Lincoln's B-Day, Presidents' Day, Easter, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving, Christmas, etc.
Deferred Payment	DEF	Used for any payment made in a pay period not associated with the work performed in that same pay period. Both the hours and earnings should be reported in the months when earned, not paid. Contributions withheld must be at the rate applicable when earned.	Earnings that may be reported under this code will include comp-time that is not considered overtime, lag pay, deferred salary, etc. If these are paid when earned, they should be reported as REG.
Grievance/ Arbitration Award	GRA	Used when there is an agreement between the employer and employee in which salary or monetary allocations are specified and will require a NYSLRS legal determination prior to reporting . If deemed pensionable, both the hours, if any, and earnings should be reported in the months when earned, not paid. Contributions withheld must be at the rate applicable when earned.	Examples include: Administrative leave, suspension pay, legal estimates, judgements and awards. Only to be used with prior approval from the NYSLRS Legal Bureau.
Longevity	LON	Used when there is a lump sum payment in addition to salary based on years of service. Both the hours, if any, and earnings should be reported in the months when earned, not paid. Contributions withheld must be at the rate applicable when earned.	If this payment is made over a regular payroll cadence, then use REG to report this.
Retroactive Pay/ Balance of Contract	RBC	Retro Pay: Used when there is payment for regular earnings owed to the employee based on a contract agreement. Balance of Contract: For a 10-month employee this payment is typically paid in June. Both the hours, if any, and earnings should be reported in the months when earned, not paid. Contributions withheld must be at the rate applicable when earned.	A delayed wage payment, for work already performed at a lower straight time rate, per a new contract agreement. Lump Sum Payment of owed salary that is paid out at the end of an academic year (i.e., balloon payment, balance of contract or a 10-month payment).
Recurring Bonus Payment	RBS	Used when there is payment of additional monies, made on a consistent basis, offered to all employees that qualify for recognized achievements. Both the hours, if any, and the earnings should be reported in the months when earned, not paid. Contributions withheld must be at the rate applicable when earned.	Education (payment for obtaining a higher level of education. For example, an associate's, bachelor's or master's degree), MC, performance, physical fitness, shooting, sick incentive, stipend, training, check-in pay, code, debriefing, EMT, paramedic, parity pay, pre-shift, shift differential, night differential, chart days, contract days, Kelly days, etc.

Overtime Earnings Codes

These codes are used for reporting overtime payments. Choose the proper code depending on the type of overtime being paid. These earnings should be reported in the month they were earned.

For Tier 5 and 6 members, overtime pay above their annual limit is not pensionable. *Retirement Online* now tracks overtime for employers who use the enhanced reporting format and notifies you when a Tier 5 or 6 member reaches their limit. Visit the Overtime Limits page (www.osc.ny.gov/retirement/employers/enhanced-reporting/overtime-limits) for the limits and more information.

Earnings Category	Code	Definition	Usage
Regular Overtime	OVT	<p>To be used whenever additional hours are worked beyond one's regular schedule and payment is at a greater rate than one's regular rate of pay. For example:</p> <ul style="list-style-type: none"> • Overtime paid at time and a half, double time or greater; • Recall overtime; and • Holiday premium pay for holidays worked.* <p>*Not all holiday premium pay is considered overtime. It is only considered overtime if it is paid for additional hours worked beyond one's regular schedule and at a greater rate than one's regular rate of pay.</p>	<p>For Tier 1, 2, 3 and 4 Members Use this code to report regular overtime.</p> <p>For Tier 5 & 6 Members If <i>Retirement Online</i> is not automatically tracking and capping overtime, use this code to report regular overtime up to a member's overtime limit. Then, use the Non-Pensionable Overtime (NOT) code to report regular overtime above the member's limit.</p> <p>If <i>Retirement Online</i> is automatically tracking and capping overtime, use this code to report regular overtime both below and above a member's overtime limit.</p>
Retroactive Overtime Pay	ROT	<p>Used when there is payment for overtime earnings (additional hours above regular schedule and paid at a greater rate) owed to the employee based on a contractual agreement. Both the hours, if any, and the earnings should be reported in the months when earned, not paid. Contributions withheld must be at the rate applicable when earned.</p> <p>Earnings that can be reported under this code include retroactive payments for regular overtime or public safety overtime.</p>	<p>For Tier 1, 2, 3 and 4 Members Use this code to report retroactive overtime pay.</p> <p>For Tier 5 & 6 Members If <i>Retirement Online</i> is not automatically tracking and capping overtime, use this code to report Retroactive Overtime Pay up to a member's overtime limit. Then, use the Non-Pensionable Overtime (NOT) code to report retroactive overtime above the member's limit.</p> <p>If <i>Retirement Online</i> is automatically tracking and capping overtime, use this code to report Retroactive Overtime Pay both below and above a member's overtime limit.</p>

Earnings Category	Code	Definition	Usage
Public Safety Overtime	PEP	<p>Used for public safety overtime that is paid by a public entity and meets other requirements. This includes special duty assignments that involve public safety work that is directed, controlled and paid for by a public employer and reimbursed by a private entity. Duties must be mandated, not voluntary, directed and supervised by the head of the department.</p> <p>Payment must be made directly by the participating employer to the member. Both the hours and earnings should be reported.</p> <p>For more information about this type of overtime, visit our Public Safety Overtime page (www.osc.ny.gov/retirement/employers/public-safety-overtime).</p>	<p>For Tier 1, 2, 3 and 4 Members Use this code to report public safety overtime.</p> <p>For Tier 5 & 6 Members If <i>Retirement Online</i> is not automatically tracking and capping overtime, use this code to report Public Safety Overtime up to a member's overtime limit. Then, use the Non-Pensionable Overtime (NOT) code to report public safety overtime above the member's limit.</p> <p>If <i>Retirement Online</i> is automatically tracking and capping overtime, use this code to report Public Safety Overtime both below and above a member's overtime limit.</p>
Non-Pensionable Overtime	NOT	<p>ONLY for Tier 5 & 6 Members Used for reporting overtime above a Tier 5 and 6 member's limit, only if <i>Retirement Online</i> is not automatically tracking and capping overtime.</p> <p>Earnings under this code are not pensionable.</p>	<p>ONLY for Tier 5 & 6 Members If <i>Retirement Online</i> is not automatically tracking and capping overtime, use this code to report overtime above the member's limit.</p> <p>If <i>Retirement Online</i> is automatically tracking and capping overtime, do not use this code. Report overtime both below and above a member's overtime limit using the applicable earnings code: regular overtime (OVT), retroactive overtime (ROT), or public safety overtime (PEP).</p>
Private Entity Overtime	PEO	<p>Used when there is payment for work performed for the benefit of a private entity, paid directly or reimbursed by the private entity, and supervised and directed by the private entity. Both the hours and earnings should be reported.</p> <p>Earnings under this code are not pensionable.</p>	<p>For All Tiers Use this code to report all work performed that meets the definition of Private Entity Overtime, regardless of a member's overtime limit and whether <i>Retirement Online</i> is automatically tracking and capping overtime.</p>

Non-Pensionable Earnings Code

This code is used to report miscellaneous earnings that are not pensionable.

Earnings Category	Code	Definition	Examples
Miscellaneous Non-Pensionable	MNP	Used when there is payment that will not be included in FAE, which should be reported and will not be billed. Both the hours, if any, and earnings should be reported.	Health Insurance Buyout, Uniform, Meal, Working Vacation Pay, Vacation, Buy Back, Personal Time, Sick-buy back, Anticipation of Retirement, One-Time Bonus Payments, Grievance/Arbitration Awards deemed by NYSLRS as Non-Pensionable, Auto, Tuition Reimbursement, Reimbursement for Fitness, Shooting Time Pay, Life Insurance, Group Term Life Insurance Stipend, Vision, Non Cash Buyout, Military Stipend, Award Days, Blood Days, Civil Service Merit, Flag Day, Free Day, Good Guys Days, Honorarium, Mileage, Senior Status, Turnout Pay, Volunteer Firefighter Duty Leave, Volunteer Firefighter Duty Pay, etc.

Earnings Codes Used Only at Separation from Service or Retirement

LSV and SLV are considered non-pensionable codes. Contributions should not be withheld. NYSLRS will review earnings reported using these codes to determine whether they should be included in the member's pension calculation.

Earnings Category	Code	Definition	Examples
Lump Sum Vacation	LSV	Used when there is a payment for lump sum vacation at the time of separation from employment. Both the hours and earnings should be reported.	
Unused, Unpaid Sick Leave	SLV	Reported at retirement only when there is a number of unused, unpaid sick leave days for members covered under Section 41J/341J. Only the hours are required to be reported.	

If you have any questions, please call 866-805-0990, press 1 to access the employer menu then follow the prompts. You can also send your question using the Help Desk form at www.osc.ny.gov/retirement/employers/help-desk-form.