Retirement Online

Enhanced Reporting File Format Supplement

LIMITATIONS ON REPORTED DAYS

Pay frequency refers to how often employers pay their employees. This is determined by the number of days reported for each pay cycle. Pay frequency is a required field that is established in **Transaction 2 — Job Data**, while the pay cycle and number of reported days are reported on **Transaction 3 — Days and Contributions**. Employers supply the number of reported days to NYSLRS on their monthly reports. It is used to determine service credit for employees.

The number of days you report will depend on the *pay frequency* and *pay cycle* that you use for your employees. There are limitations on whether you report weekly, biweekly, semi-monthly, monthly, quarterly, semi-annually or annually. Employers should calculate the number of days to report for an employee by dividing the number of hours worked during the reporting period by the number of hours in the standard work day and rounding the result to two decimal places. In an adjustment transaction, these can be adjusted positively or negatively.

Complete Example
2|NEW|NEW|0011|Jan|12/13/2016|HIR|03600E|A|120000.00|8|160000.00|R|F|12P|Y|NYSTRS
3|NEW|NEW|0011|Jan|R|12/31/2016|2|15|500.00|450.00|0.00|200.20|150.00

Pay Frequency	Frequency Code	Maximum Number of Pay Cycles	Maximum Number of Reported Days
Weekly	W	4 5	20 25
Biweekly	B	2 3	20 30
Semi-monthly	S	2	For months with 31 calendar days: 22 For all other months: 21
Monthly	M	1	For months with 31 calendar days: 22 For all other months: 21
Quarterly	Q	1	65
Semi-annually	T	1	130
Annually	A	1	260

If you have questions, use our help desk form (**www.osc.ny.gov/retirement/employers/help-desk-form**) or call 866-805-0990 (press 1 to access the employer menu, then follow the prompts).