

# Retirement Online

## Enhanced Employer Reporting via Self-Service

In May 2019, NYSLRS employers will begin using *Retirement Online* for employee enrollment and reporting. At that time, we will introduce “enhanced reporting,” a new file format that will include more payroll and personnel information about employees. This will save you from having to dig through older records when employees ask to purchase previous service or at the time they file for retirement.

We have been holding information sessions and workshops over the past year to let all employers know what improvements are coming. Many of you have expressed that you would like to jump to enhanced file reporting, and self-service reporting may help you achieve these benefits sooner and with fewer obstacles.

Currently, most NYSLRS employers use the file upload method, which involves creating a file that includes their monthly Retirement reporting data and uploading it into NYSLRS’ Retirement Internet Reporting (RIR) online system. In *Retirement Online*, we will offer a simpler way for small employers to send in their monthly Retirement report. If you have less than 50 employees, you may want to consider using our Enhanced Employer Reporting self-service method to report your employees’ data.

### What is the self-service employer reporting method?

The self-service method allows employers to enter their monthly reporting data directly into *Retirement Online*. This means that employers will directly input employee data in *Retirement Online*, instead of creating a special Retirement reporting file each month. NYSLRS will build the reporting file for you within the system and store unique identifiers and additional information (i.e. previous month’s data) for existing active employees. Each month, the previous month’s data will be automatically copied forward. This way, you can easily submit for the next month when it doesn’t change, or simply review and update information as needed.

### What are the benefits of using the self-service method for enhanced reporting?

- 1. Convenience:** The self-service method in *Retirement Online* eliminates the need for a separate file and carries over the previous month’s data. This way, if an employee has worked consistently across months, submitting your next month’s report will be quicker.
- 2. Training:** The self-service method is user friendly and will provide employers a simpler method to submit their reporting data. Training and support prior to switching to self-service enhanced reporting will be provided. Our staff will walk you through how to prepare for your reporting session and allow you to practice until you are comfortable with the new format and method of submitting.
- 3. Financial:** There may be costs associated with having a Retirement reporting file created for you, whether you use a payroll service provider or your own IT resources. With the self-service method, employers can input their information directly into *Retirement Online* pages. This saves the time and expense of having a file created, and you can start experiencing the benefits of enhanced reporting immediately.

If you have questions about enhanced reporting or want to explore using our self-service employer reporting method, please reach out by email to [RetirementHelpDesk@osc.state.ny.us](mailto:RetirementHelpDesk@osc.state.ny.us) or by phone at (844) 619-9614.