Retirement Online

NYSLRS
New York State and Local Retirement System

Retirement Online Security Roles for Local Employers

Security roles determine a user's access to functions inside *Retirement Online*. Users also receive notifications from NYSLRS based on their security roles. These notifications appear on the *Retirement Online Account Homepage* and include important information about your reports or employees. Some notifications may also have a link to perform an action. Therefore, it is critical to designate a user for each security role to ensure receipt of all notifications sent by NYSLRS. For more detailed descriptions of the notifications, see our Notifications Tool. If you have questions about security roles and the notifications they receive, please email the Retirement Online Help Desk at RetirementHelpDesk@osc.ny.gov or call 844-619-9614.

Role Title	Role Description	Notifications
Employer Reporting Uploader	• Accesses the File Upload Page and clicks the "Initiate Report" button to initiate the employer report (regular or adjustment); or can create a manual report • Views error and warnings messages related to the uploaded report – some will require action to be completed by the Employer Reporting Submitter • Views data in the initiated report and historical reporting data • Cannot edit data or certify the report **Note:** *One person can have both this role and the Employer Reporting Submitter role (see below). If your staff completes all transactions for the Employer Reporting process, they should be granted both of these roles.*	Not applicable[1]
Employer Reporting Submitter	• Edits employer reporting data prior to clicking the "Submit" (i.e. Approve) button to resolve error and warning messages • Ability to delete employer reports prior to submission • Submits (i.e. Approves) the employer report • Views and downloads the "Improper Withholdings" page for their employees **Note:** *One person can have both this role and the Employer Reporting Uploader role (see above). If your staff completes all transactions for the Employer Reporting process, they should be granted both of these roles.*	• Report has posted • Request for Salary and Service Certification forms on behalf of a member • Member has terminated employment • Changes to loan or service credit purchase deductions for a member • Member enrollment and contribution rate information • Member is deceased

Role Title	Role Description	Notifications
Payroll	• Receives requests to change/maintain payroll deductions owed to NYSLRS • Accesses the listing of all contribution rates for employees for a Location Code and the effective date of any contribution rate changes • Views reported earnings and service for current and prior fiscal years	• Member has completed their tier reinstatement • Member has reached the mandatory retirement age for their retirement plan • Request for Salary and Service Certification forms on behalf of a member • Member has applied for retirement • Member has terminated employment • Member enrollment and contribution rate information • Member is deceased • Member has elected coverage under Chapter 751, PFRS Tier 2
Personnel	• Accesses the Enroll a Member functionality and completes enrollment for employees under their Location Code • Receives confirmation of the member's NYSLRS ID, Registration Number, Employment Instance, Tier, and Contribution Rate upon successful submission • Uploads Optional Enrollment forms	• Member has completed their tier reinstatement • Member has reached the mandatory retirement age for their retirement plan • Member has applied for retirement • Member enrollment and contribution rate information • Member is deceased • Member has elected coverage under Chapter 751, PFRS Tier 2
Board Clerk	• Adds and updates Elected and Appointed Official Resolution information electronically • Receives final confirmation that the information was submitted successfully and information on how to report the official • Receives final confirmation that the form was submitted successfully or if there was an error.	Not applicable[1]
Contact Administrator	• Maintains employer contact information for individuals with whom NYSLRS communicates about topics including payroll, billing, personnel, security, etc. • Completes periodic reviews and updates to employer contacts. This includes adding new contacts, removing old contacts, and modifying the demographic information of existing contacts.	• Member is deceased

Role Title	Role Description	Notifications
Security Administrator	• Requests *Retirement Online* system access for their location code for users who need it to do business with NYSLRS. • Monitors for fraud or suspicious activity. • Reports unusual activity to NYSLRS for follow up. • Removes access when necessary. • Works with Contact Administrator to confirm that roles are properly assigned and fully staffed.	Not applicable[1]
Employer Billing	• Uses the Billing Dashboard to access GASB information, fiscal year earnings and prior years' adjustments (PYAs), and projected, estimated and annual invoices.	Not applicable[1]

[1] These roles do not receive any notifications in *Retirement Online*, but they may receive print letters or email correspondence.