

# Retirement Online

## **Important Information about the New Enhanced File Format for Reporting File Creators: Payroll Service Providers and In-House IT Staff**

In May 2019, *Retirement Online* will replace our current reporting system. *Retirement Online* will support two file formats: our current legacy format and a new enhanced format. Initially, all NYSLRS participating employers will be trained to submit their retirement report through *Retirement Online* using the current legacy file format. Establishing this capability is the goal of our Employer Silver Certification program and will ensure that critical retirement reporting will not be interrupted.

The legacy format will continue to include key information for enrolled members such as:

- Registration Number
- Days
- Earnings
- Contributions
- Other deductions (loans or service credit purchase deductions)

Some employers will be targeted to begin the Gold Certification program, which involves transitioning to the new enhanced format. The enhanced format will contain more information and cover a broader population of employees, including current NYSLRS members, those who are potentially eligible for membership, as well as retirees. This includes information such as:

- New identifiers established by NYSLRS (NYSLRS ID and employment instance)
- Biographical data (name, address, date of birth, etc.)
- Job data (status changes such as hires, terminations, leaves, and job attributes such as full-time or part-time; job codes, pay rates)
- Detailed breakdown of earnings, hours worked, and pre- and post-tax payments

Employers can begin using the enhanced report as early as June 2019. An employer's transition to enhanced reporting will be based on several factors. NYSLRS will work with employers and their payroll file creators (outside payroll service providers and/or in-house IT staff) to ensure a smooth transition to the enhanced file format. In preparation for this, employers will be requested to add a Technology Contact to their list of employer contacts in *Retirement Online*. This will enable us to maintain accurate contact information for the in-house IT staff or payroll service provider that is responsible for the actual creation of the retirement reporting file for each employer.

Employers continuing to use the legacy format will not need significant changes to their file format, however, some minor changes may be needed. The table below summarizes how NYSLRS employers report today, minor changes to the legacy format that may be needed before the first legacy submission in *Retirement Online* in May 2019, and some tips on how the new enhanced format will eventually impact NYSLRS employers and their retirement reporting file creators.

Employer Reporting Today – Legacy Format	<i>Retirement Online</i> Reporting Effective May 2019 (April Report) – Legacy Format	Payroll Service Providers/In-House IT Staff, Effective June 2019 – Enhanced Format
Employers submit legacy reports through Retirement Internet Reporting (RIR) and Retirement Adjustment Reporting (RAR).	Employers will report through <i>Retirement Online</i> for regular and adjustment reporting in May 2019 using the legacy file format. Minor changes to the legacy files may be needed.	The enhanced file developed by payroll service providers/in-house IT staff will need to be altered to include an expanded population as well as additional data.
NYSLRS RIR/RAR reporting system accepts five different file types for legacy reporting: .txt, .prn, .csv, .rpt and .dat.	<i>Retirement Online</i> will continue to accept five different file types for legacy reporting: .txt, .prn, .csv, .rpt and .dat.	The enhanced file must be submitted as a .txt file type.
Employers who report both ERS and PFRS members currently must submit these on two separate legacy files.	ERS and PFRS members may be submitted in <i>Retirement Online</i> in a single file, or separately, using the legacy file format.	ERS and PFRS members can be reported on a single file using the enhanced file format.
<p>Employers may submit Adjustment reports containing information that was not previously reported to NYSLRS.</p> <ul style="list-style-type: none"> <li>• Adjustment information is presented as “should-be” amounts.</li> <li>• Adjustments can be made to days (+/-), earnings (+/-) and contributions (increases only).</li> </ul>	<p>Employers may ONLY submit Adjustment reports adjusting previously submitted information. A second monthly report can be created instead to report members who were omitted from the original report.</p> <ul style="list-style-type: none"> <li>• Adjustment information is presented as “should-be” amounts.</li> <li>• Adjustments can be made to days (+/-) and earnings (+/-) only.</li> <li>• No adjustments to contributions are permitted.</li> <li>• Deficiency service credit purchase accounts will be created where applicable.</li> </ul>	<p>Adjustments to previously submitted information can be sent separately or embedded within the Enhanced report file.</p> <ul style="list-style-type: none"> <li>• Adjustments must be <u>true</u> adjustments (no longer accepting “should-be” amounts).</li> <li>• Adjustments can be made to days (+/-) and earnings (+/-) only.</li> <li>• No adjustments to contributions are permitted.</li> <li>• Deficiency service credit purchase accounts will be created where applicable.</li> </ul>
Employers include their five-digit location code (e.g. 01234) in each row of employee data.	Employers will continue to include their five-digit location code in each row of employee data.	Employers will only include their five-digit location code once in the first row of the enhanced file. Actual report data will begin in the second row.
Today’s legacy format can be submitted with full Social Security number masked (xxx-xx-6789) or unmasked (123-45-6789).	The legacy file format can be submitted in <i>Retirement Online</i> with either full Social Security number masked (xxx-xx-6789) or unmasked (123-45-6789).	<i>Retirement Online</i> will require enhanced files containing the full, unmasked Social Security number for “new hire” transactions, but only the last four of Social Security number for all other transactions.

Employer Reporting Today – Legacy Format	Retirement Online Reporting Effective May 2019 (April Report) – Legacy Format	Payroll Service Providers/In-House IT Staff, Effective June 2019 – Enhanced Format
<p>Today’s legacy format can be submitted with headers and/or footers included.</p>	<p><i>Retirement Online</i> will only accept file formats that do not include headers/footers. Legacy files will need to be modified to remove headers/footers prior to submission to NYSLRS.</p>	<p>No headers/footers should be included on enhanced files when submitted. The first row will contain the employer’s location code.</p>
<p>Today’s legacy format includes records for only enrolled members, those with a NYSLRS-issued registration number.</p>	<p><i>Retirement Online</i> will continue to accept only records for enrolled members, those with a NYSLRS-issued registration number.</p> <p>NYSLRS will begin to also issue a NYSLRS ID and employment instance, unique identifiers for reported members and their jobs.</p> <p>These new identifiers will eventually replace the registration number when reporting with the enhanced format.</p>	<p>The enhanced format will use the NYSLRS ID and employment instance as key identifiers for reporting data to NYSLRS.</p> <p>These identifiers will be shared with employers in preparation for the transition to enhanced reporting, and will need to be stored in the employer’s payroll records.</p>
<p>Today’s legacy format includes a single consolidated earnings amount. This includes only pensionable earnings types. Employers must provide a more detailed earnings breakdown for employees at time of retirement.</p>	<p>The legacy file format submitted to <i>Retirement Online</i> will continue to contain the single consolidated earnings amount. Employers must continue to provide a more detailed earnings breakdown for employees at time of retirement.</p>	<p>In the enhanced file format, employers will report earnings amounts with an associated earnings code.</p> <p>NYSLRS is requiring ALL earnings to be reported (pensionable and non-pensionable) and mapped to a standard list of earnings codes.</p> <p>NYSLRS will provide a list of earnings codes for reporting purposes. These earnings codes need not be stored in the source system, but must be mapped to for reporting purposes.</p> <p>Eventually this fuller collection of earnings data will enable NYSLRS to forego requesting additional breakdowns at time of retirement.</p>
<p>Employers report data (i.e., days, earnings, contributions, loan and arrears payments) for only enrolled members, those with a NYSLRS-issued registration number.</p>	<p>Employers will continue to report data for only enrolled members, those with a NYSLRS-issued registration number.</p>	<p>The enhanced file format will include expanded data for those employees who are eligible for participation in NYSLRS, including optional members and retirees that have returned to work.</p>

Employer Reporting Today – Legacy Format	<i>Retirement Online</i> Reporting Effective May 2019 (April Report) – Legacy Format	Payroll Service Providers/In-House IT Staff, Effective June 2019 – Enhanced Format
<p>Employers cannot include job status changes, such as leave of absence or termination, on the current legacy employer report.</p>	<p>Employers cannot include job status changes, such as leave of absence or termination, on the legacy format submitted to <i>Retirement Online</i>.</p>	<p>Payroll service providers/in-house IT will need to update the retirement reporting file format to include effective dated job status changes such as hire, leave of absence, military leave, return from leave, and terminations, as well as job codes and other job attributes.</p> <p>NYSLRS will provide each employer with a list of standard job codes for reporting purposes.</p> <p>These job codes need not be stored in the source system, but must be used to ensure that proper benefit plans are assigned.</p>
<p>Employers are required to submit paper/fax applications for all enrollments prior to obtaining a registration number and reporting a member on today's legacy format.</p>	<p>In <i>Retirement Online</i>, employers are still required to enroll members before reporting them on the legacy file. Employers can complete the enrollment process using the <i>Retirement Online</i> Enroll a Member page and will receive the relevant retirement benefit plan data in real time.</p> <p>Enrollment forms for optional members must be sent or uploaded to NYSLRS, but they no longer need to be submitted for mandatory members when enrolling through <i>Retirement Online</i>. Alternatively, employers can still submit paper enrollment forms as they do today.</p>	<p>Enhanced reporting will use the job and biographical data included on the expanded file format to automate the creation of individuals in <i>Retirement Online</i> and to automate enrollment where mandatory.</p> <p>Payroll service provider/in-house IT systems will need to store new NYSLRS identifiers (NYSLRS ID and employment instance), which will be provided as part of the transition to enhanced reporting.</p> <p>NYSLRS ID is 9-character field, beginning with an 'R', e.g. R12345678; employment instance is a 2-digit numeric field, 00-49 for ERS jobs, 50-99 for PFRS jobs.</p> <p>Once an employer transitions to enhanced, these identifiers will be used in lieu of NYSLRS registration number.</p>