

## Employer Security Roles in *Retirement Online* for State Agencies

This table highlights the portal notifications that individuals in *Retirement Online* security roles can receive. A portal notification is a message that appears on the portal home page for those individuals that are designated with the security role. These notifications may include a textual message as well as a link to perform an action. Therefore, it is crucial to have an individual designated for each security role to receive the various portal notifications pushed out by NYSLRS. **Notifications that are sent as letters have been indicated with (Letter) in the table** (if there is also a plus sign, a letter is sent in addition to a notification). For any additional questions surrounding these security roles and notifications, please contact the Retirement Online Help Desk by email at [RetirementHelpDesk@osc.state.ny.us](mailto:RetirementHelpDesk@osc.state.ny.us) or by phone at (844) 619-9614.

The actions associated to these red highlighted notifications below will be completed by the Payroll Services reporting process. No action is required of the agency.

### *For agencies that are not supported by OGS' Business Service Center (BSC):*

Role Title	Required?	Role Description	Informational Notifications	Action-Based Notifications
<b>Payroll</b>	Yes	<ul style="list-style-type: none"> <li>Receives requests to change/maintain payroll deductions owed to NYSLRS</li> <li>Accesses the listing of all contribution rates for employees for a Location Code and the effective date of any contribution rate changes</li> <li>Views reported earnings and service for current and prior fiscal years</li> </ul>	<ul style="list-style-type: none"> <li>Employee that has reached their cessation date</li> <li>Final loan deduction for a member <b>(Letter)</b></li> <li>New contribution rates for a Tier 6 member</li> <li>Member has completed their tier reinstatement</li> <li>Transfer-in confirmation for a member <b>(+Letter)</b></li> <li>Mandatory retirement notice for a member <b>(+Letter)</b></li> <li>Service Retirement or Disability Retirement notice for a member <b>(+Letter)</b></li> </ul>	<ul style="list-style-type: none"> <li>Notification to stop taking service credit purchase deductions for a member</li> <li>Notification to change service credit purchase deductions for a member</li> <li>Notification to stop loan deductions for a member <b>(+Letter)</b></li> <li>Notification to change loan deductions for a member <b>(+Letter)</b></li> <li>Request for Salary and Service Certification forms on behalf of a member</li> </ul>

Role Title	Required?	Role Description	Informational Notifications	Action-Based Notifications
<b>Personnel</b>	Yes	<ul style="list-style-type: none"> <li>• Accesses the Enroll a Member functionality and completes enrollment for employees under their Location Code</li> <li>• Receives confirmation of the member's NYSLRS ID, Registration Number, Employment Instance, Tier, and Contribution Rate upon successful submission</li> <li>• Uploads Optional Enrollment forms</li> </ul>	<ul style="list-style-type: none"> <li>• Service Retirement or Disability Retirement notice for a member (+<b>Letter</b>)</li> <li>• New contribution rates for a Tier 6 member</li> <li>• Member has completed their tier reinstatement</li> <li>• Transfer-in confirmation for a member (+<b>Letter</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership form for a member is required</li> </ul>
<b>Contact Administrator</b>	Yes	<ul style="list-style-type: none"> <li>• Maintains employer contact information for individuals with whom NYSLRS communicates about topics including payroll, billing, personnel, security, etc.</li> <li>• Completes periodic reviews and updates to employer contacts. This includes adding new contacts, removing old contacts, and modifying the demographic information of existing contacts.</li> <li>• <b>Note:</b> <i>Member invoices, billing dashboard, plan cost notifications will not be sent until 2020.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Service Retirement or Disability Retirement notice for a member (+<b>Letter</b>)</li> <li>• New contribution rates for a Tier 6 member</li> <li>• Notification that member invoices have been generated</li> <li>• Pensionable earnings details are available on the Billing Dashboard</li> <li>• Requested plan cost estimate is available for viewing</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>Security Administrator</b>	Yes	<ul style="list-style-type: none"> <li>• Requests <i>Retirement Online</i> system access for their location code for users who need it to do business with NYSLRS.</li> <li>• Monitors for fraud or suspicious activity.</li> <li>• Reports unusual activity to NYSLRS for follow up.</li> <li>• Removes access when necessary.</li> <li>• Works with Contact Administrator to confirm that roles are properly assigned and fully staffed</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

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**Please note:** The following security roles will be visible on *Retirement Online* but they will not be applicable to state agencies, as the functionality is accounted for by Payroll Services processing:

- Board Clerk
- Employer Billing
- Employer Reporting Submitter
- Employer Reporting Uploader