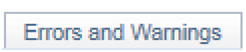
Correct Business Validation Errors for a Legacy File Upload Report

NYSLRS
New York State and Local Retirement System

This quick guide shows you (as an employer reporting submitter) how to correct business validation errors and warnings using the legacy reporting format within *Retirement Online*. Business validation errors appear after you have corrected all file formatting errors.

“Legacy” refers to the current format used when submitting reports through Retirement Internet Reporting (RIR).

Step	Action
1	On your *Retirement Online Account Homepage,* click the **Access Reporting Dashboard** button. Access Reporting Dashboard
2	The *Employer Reporting Dashboard* page will appear.
3	In the ‘Reports’ section, click the **Report Date** link of the report you wish to edit. **Note:** You can only edit reports with an initiated status. Initiated reports have been created, but not yet submitted.
4	The *Report Summary* page will appear.
5	Click the **Report Details** tab. Report Details
6	The *Report Details* page will appear. The ‘Status’ column shows which employees have a validation error or warning.
7	To correct an error or warning, **scroll to the right** until you see the View/Edit link. Click the **View/Edit** link to modify an employee’s reported records. You may also modify report information on the *Errors and Warnings* page. We will show that procedure in the next step. **Note:** A report can be submitted with validation warnings, but it cannot be submitted until you correct all validation errors.
8	From the *Report Details* page, click the **Errors and Warnings** tab. Errors and Warnings
9	The *Errors and Warnings* page will appear. In the ‘Report Errors and Warnings’ section, you can view all errors and warnings associated with all employees.
10	To resolve an error or warning, click the employee’s **NYSLRS ID**.

Step	Action
11	A summary page containing all the errors and warnings on the report for this employee will appear. Click an error or warning, and address it by editing the data in the ‘Employee Summary’ section. **Note:** In this example, the employer mistakenly reported withholdings for a service credit purchase payment (50.00), which we will now modify.
12	Click in the **Pre Tax Service Credit Payments** field. 
13	Enter the new Pre Tax Service Credit Payments amount in the **Pre Tax Service Credit Payments** field.
14	Click the **Validate** button. 
15	In the ‘Errors and Warnings’ section, the validation removed the warning for this employee. You must now save the validated data.
16	Click the **Save** button. **Note:** The Save button will not activate until the data has been validated. You may also click the Cancel button to cancel any edits made to the data. 
17	The *Report Details* page will appear.
18	Click the **Errors and Warnings** tab to see any remaining errors and warnings in the report. **Note:** Some warnings may require corrections through your payroll system and will not impact the submission of this report. These will be indicated on the next page. 
19	The *Errors and Warnings* page will appear. Continue reviewing warnings and editing to correct errors until those employees that had errors now have a status of Validated.
20	You have successfully corrected business validation errors for a legacy report. You may now proceed with the final step of the reporting process, Submission, which can be found in the Legacy Regular File Upload Submit Report guide. *End of Procedure.*