Employer Billing Dashboard Quick Guide

NYSLRS
New York State and Local Retirement System

This quick guide shows you (as an employer with the billing security role) how to use the Employer Billing Dashboard within *Retirement Online*. From the Employer Billing Dashboard, you can access Billed Data, Statements, and Amortization information.

Step	Action
Employer Billing Dashboard	
1	From your *Retirement Online* Account Homepage, click the **Access Billing Dashboard** button.
2	The *Employer Billing Dashboard* will appear.
3	If you have the Billing security role for one location, the **Location** field will auto populate with that location. Proceed to Step 6 of this section. If you have the Billing security role for more than one location, the **Location** field will be blank and you will need to select the location code you want to view. Click the **Look Up** icon next to the **Location** field.
4	The 'Look Up Location' pop-up will appear.
5	Only the locations you have the Billing role for will populate. Click the **Location Code** link you want to view.
6	The *Employer Billing Dashboard* will re-appear.
7	If your location belongs to only one retirement system, the **System** drop-down will auto populate. Proceed to Step 8 of this section. If your location belongs to both retirement systems, you will have a choice between ERS (Employees' Retirement System) and PFRS (Police and Fire Retirement System). Select the **System** drop-down to choose the retirement system.
8	Click the **Go** button. Go
9	The *Employer Billing Dashboard* search results will appear.
10	To View Current Activity, **click here**. To View Billed Data, **click here**. To View an Invoice, **click here**. To View a GASB Report, **click here**. To Access the Amortization Panel, **click here**.

Step	Action
View Current Activity	
1	Click the **Pre-Billed Fiscal Year Earnings Review** link. Pre-Billed Fiscal Year Earnings Review
2	The *Pre-Billed Fiscal Year Earnings Review* page will appear. The **Location** and **System** fields will carry over from the *Employer Billing Dashboard*.
3	The **Transaction Fiscal Year** field will only be editable from April to June (shortly before your estimated invoice is provided) and default to the current fiscal year. To choose a fiscal year, click the **Look Up** icon next to the **Transaction Fiscal Year** field. **Note:** This field will default to the current fiscal year. This field will only be editable from April to June. This will allow you to view your location's pre-billed pensionable earnings and submit any adjustments prior to your Estimated Invoice being generated. Once the Estimated Invoice is generated, any adjustments made will be listed as a prior year's adjustment on your next bill.
4	The 'Look Up Transaction Fiscal Year' pop-up will appear.
5	Click the **Fiscal Year** link of the year you want to view. **Note:** The Fiscal Year links are fiscal year end dates. For example, 2020 is for State fiscal year April 1, 2019 — March 31, 2020. 2020
6	Select the **Transaction Type** drop-down to choose a transaction type.
7	Select the **Current Year Earnings** list item. Current Year Earnings Select the **Prior Years' Adjustments** list item. Prior Years' Adjustments
8	Click the **Search** button. Search
9	The "Current Year Earnings" search results will appear. Your "Prior Years' Adjustments" search results will appear.
10	Scroll until you locate the **Pensionable Earnings** link.

Step	Action
11	Click the **Pensionable Earnings** link. $23,000.00
12	The *Employee Source Data* page will appear. For the current year, review the employee's pensionable earnings for the given payroll end date. To review a Prior Year's Adjustment, the **Reported Fiscal Year** column will show you the State fiscal year in which the adjusted data was initially reported. The **Adjusted (Y/N)** column will be set to Y for any pensionable earnings adjusted. To determine if the adjustment will incur a cost or credit to your current bill, the date in the **Last Updated At** column would be after the date of the Estimated Invoice from the previous year.
13	To complete another search, click the Return to Search button. Return to Search If you are finished with your search, click the Close Tab (X) button.

Step	Action
View Billed Data	
1	To view fiscal year earnings, click the **Fiscal Year Earnings** link. [Fiscal Year Earnings] To view prior years' adjustments (PYAs), click the **Prior Years' Adjustments (PYAs)** link. [Prior Years' Adjustments (PYAs)]
2	The *Fiscal Year Earnings* or *Prior Years' Adjustments Review* page will appear depending on the link selected in Step 1 of this section.
3	Click the **Search** button. [Search]
4	Your search results will appear. Review the information.
5	Click the **Back** button. [Back]

Step	Action
View an Invoice	
1	Click the **Invoice** link for the type of invoice you want to view. If you selected Estimated Invoice, Projected Invoice, or Annual Invoice, proceed to Step 4 of this section. If you selected Previous Year's Annual Invoice, proceed to Step 2 of this section.
2	The 'File Name' pop-up will appear.
3	Click the **File Name** link for the invoice year you want to view.
4	The invoice will open in a new browser tab. Review the information.
5	When you are finished viewing the invoice, click the Close Tab (X) button.

Step	Action
View a GASB Report	
1	Click the **Governmental Accounting Standards Board (GASB)** link.
2	The 'Governmental Accounting Standards Board (GASB)' pop-up will appear.
3	Click the **Look Up** icon next to the **Transactional Fiscal Year** field.
4	The 'Look Up Transactional Fiscal Year' pop-up will appear.
5	Click the **Fiscal Year** link of the report you want to generate.
6	The 'Governmental Accounting Standards Board (GASB)' pop-up will appear.
7	Select a **Report Output File Type** option.
8	Click the **Generate Report** button.
9	The GASB 68 Report will open in a new browser tab. Review the information.
10	When you are finished viewing the report, click the **Close Tab (X)** button.
11	The 'Governmental Accounting Standards Board (GASB)' pop-up will appear.
12	When you are done generating the report, you can close the pop-up box by clicking the **Close Tab (X)** button in the upper-right-hand corner.

Step	Action
Accessing the Amortization Panel	
1	To view the amortization schedule, click the **Amortization Schedule Review** link. Amortization Schedule Review To access the payoff calculator, click the **Amortization Payoff Calculator** link. Amortization Payoff Calculator
2	The *Amortization Schedule Review* or the *Amortization Payoff Calculator* page will appear depending on the link selected.
3	Click the **Search** button. Search
4	Click the **Item** link you want to view. If you selected Amortization Schedule Review, proceed to Step 5 of this section. If you selected Amortization Payoff Calculator, proceed to Step 8 of this section.
5	The *Amortization Schedule Review* page will appear.
6	**Scroll down** to review the payment schedule.
7	When you are finished viewing the amortization schedule, click the **Close Tab (X)** button.
8	The *Amortization Payoff Calculator* page will appear.
9	Click in the **Payment Date** field and enter a projected payoff date.
10	Click the **Calculate Payoff** button. Calculate Payoff
11	The **Payoff Amount** will populate with the payment amount needed to retire amortized contributions on the desired date.
12	When you are finished, click the **Close Tab (X)** button.