





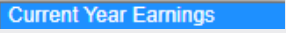
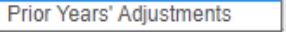
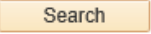




# Employer Billing Dashboard Quick Guide


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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Employer Billing Dashboard</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1                                 | From your <i>Retirement Online</i> Account Homepage, click the <b>Access Billing Dashboard</b> button.                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2                                 | The <i>Employer Billing Dashboard</i> will appear.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3                                 | <p>If you have the Billing security role for one location, the <b>Location</b> field will auto populate with that location. Proceed to Step 6 of this section.</p> <p>If you have the Billing security role for more than one location, the <b>Location</b> field will be blank and you will need to select the location code you want to view. Click the <b>Look Up</b> icon next to the <b>Location</b> field. </p> |
| 4                                 | The 'Look Up Location' pop-up will appear.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5                                 | Only the locations you have the Billing role for will populate. Click the <b>Location Code</b> link you want to view.                                                                                                                                                                                                                                                                                                                                                                                  |
| 6                                 | The <i>Employer Billing Dashboard</i> will re-appear.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7                                 | <p>If your location belongs to only one retirement system, the <b>System</b> drop-down will auto populate. Proceed to Step 8 of this section.</p> <p>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 <b>System</b> drop-down to choose the retirement system. <input type="text" value=""/></p>                                                                        |
| 8                                 | Click the <b>Go</b> button.                                                                                                                                                                                                                                                                                                                                                                                         |
| 9                                 | The <i>Employer Billing Dashboard</i> search results will appear.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10                                | <p>To View Current Activity, <a href="#">click here</a>.</p> <p>To View Billed Data, <a href="#">click here</a>.</p> <p>To View an Invoice, <a href="#">click here</a>.</p> <p>To View a GASB Report, <a href="#">click here</a>.</p> <p>To Access the Amortization Panel, <a href="#">click here</a>.</p>                                                                                                                                                                                             |

| Step                         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>View Current Activity</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1                            | Click the <b>Pre-Billed Fiscal Year Earnings Review</b> link.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2                            | The <i>Pre-Billed Fiscal Year Earnings Review</i> page will appear. The <b>Location</b> and <b>System</b> fields will carry over from the <i>Employer Billing Dashboard</i> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3                            | The <b>Transaction Fiscal Year</b> 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 <b>Look Up</b> icon next to the <b>Transaction Fiscal Year</b> field.<br><b>Note:</b> 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 <b>Fiscal Year</b> link of the year you want to view.<br><b>Note:</b> The Fiscal Year links are fiscal year end dates. For example, 2020 is for State fiscal year April 1, 2019 — March 31, 2020.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6                            | Select the <b>Transaction Type</b> drop-down to choose a transaction type.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7                            | Select the <b>Current Year Earnings</b> list item.<br><br>Select the <b>Prior Years' Adjustments</b> list item.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8                            | Click the <b>Search</b> button.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9                            | The "Current Year Earnings" search results will appear.<br>Your "Prior Years' Adjustments" search results will appear.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10                           | Scroll until you locate the <b>Pensionable Earnings</b> link.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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

| Step                    | Action                                                                                                                                                                                                                                                                       |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>View Billed Data</i> |                                                                                                                                                                                                                                                                              |
| 1                       | <p>To view fiscal year earnings, click the <b>Fiscal Year Earnings</b> link. <a href="#">Fiscal Year Earnings</a></p> <p>To view prior years' adjustments (PYAs), click the <b>Prior Years' Adjustments (PYAs)</b> link. <a href="#">Prior Years' Adjustments (PYAs)</a></p> |
| 2                       | <p>The <i>Fiscal Year Earnings</i> or <i>Prior Years' Adjustments Review</i> page will appear depending on the link selected in Step 1 of this section.</p>                                                                                                                  |
| 3                       | <p>Click the <b>Search</b> button. <a href="#">Search</a></p>                                                                                                                                                                                                                |
| 4                       | <p>Your search results will appear. Review the information.</p>                                                                                                                                                                                                              |
| 5                       | <p>Click the <b>Back</b> button. <a href="#">Back</a></p>                                                                                                                                                                                                                    |

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

| Step                      | Action                                                                                                                                                                 |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>View a GASB Report</i> |                                                                                                                                                                        |
| 1                         | Click the <b>Governmental Accounting Standards Board (GASB)</b> link.               |
| 2                         | The 'Governmental Accounting Standards Board (GASB)' pop-up will appear.                                                                                               |
| 3                         | Click the <b>Look Up</b> icon next to the <b>Transactional Fiscal Year</b> field.   |
| 4                         | The 'Look Up Transactional Fiscal Year' pop-up will appear.                                                                                                            |
| 5                         | Click the <b>Fiscal Year</b> link of the report you want to generate.                                                                                                  |
| 6                         | The 'Governmental Accounting Standards Board (GASB)' pop-up will appear.                                                                                               |
| 7                         | Select a <b>Report Output File Type</b> option.                                       |
| 8                         | Click the <b>Generate Report</b> 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 <b>Close Tab (X)</b> 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 <b>Close Tab (X)</b> button in the upper-right-hand corner.                      |

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