NYSLRS
New York State and Local Retirement System

Enter and Validate Employee Data for a Manual Legacy Report

This quick guide shows you (as an employer reporting submitter) how to enter employee data in a manual legacy report using *Retirement Online* and address business validation 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 appropriate **Report Date** link to begin entering employee earnings and contribution details. 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. You will see a list of all active employees. To enter data for a specific employee, **scroll to the right** until you see the View/Edit link.
7	Click the **View/Edit** link. View/Edit
8	The *View/Edit* page will appear.
9	Click in the **Total Days** field. $0.00
10	Enter the total days for the employee in the **Total Days** field. You cannot leave this field blank as this is a required field.
11	This employee has no contributions, service credit or loan payments reported, so these fields will remain empty. After all the information has been entered, it must be validated. **Scroll to the right** until you see the Validate button.
12	Click the **Validate** button. Validate

Step	Action
13	Any errors or warnings will appear in the errors and warnings box. **Scroll to the left** to view the validation results.
14	You can address errors or warnings by editing the data in the 'Employee Summary' section. Errors require correction prior to submission, while warnings do not as they normally pertain to corrections in your payroll. The 'Errors and Warnings' section shows an error to be corrected here. In this example, we need to add a value for Total Earnings. To correct this error, click in the Total Earnings field, and enter the total earnings amount.
15	Click in the **Total Earnings** field.
16	Enter the total earnings for the employee in the **Total Earnings** field. You cannot leave this field blank as this is a required field.
17	After all the missing information is entered to address the errors, it must be validated. **Scroll to the right** until you see the Validate button.
18	Click the **Validate** button. Validate
19	In the 'Errors and Warnings' section, the validation removed the error for this employee. You must now save the validated data.
20	Click the **Save** button to save the employee's data. 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. Save
21	The *Report Details* page will appear. The highlighted row now shows that the employee's data is validated. Continue entering and validating data until all employees have a status of Validated. You may now proceed with the final step of the reporting process, Submission, which can be found in the Submit a Manual Report guide.
22	You have successfully entered employee data and corrected a business validation error for a legacy report. You may now proceed with the final step of the reporting process, Submission, which can be found in the Submit a Manual Report guide. *End of Procedure.*