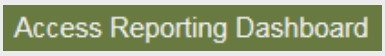
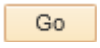
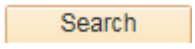
Loan/Service Credit Purchase Deduction Notifications

NYSLRS
New York State and Local Retirement System

The Loan/Service Credit Purchase (SCP) Deduction link displays a record of notifications regarding stops and starts for loan and service credit purchase deductions.

Step	Action
1	On your *Retirement Online Account Homepage,* click the **Access Reporting Dashboard** button. 
2	The *Employer Reporting Dashboard* page will appear.
3	To view a list of all your available location codes, click the **Look Up Location** icon next to the location field. **Note:** If you have access to more than one location code, one will display by default, but you may select a different code to report for a different location. If you only have access to one location code, it will be entered automatically. This is a required field.
4	The Look Up Location pop-up box will appear.
5	Click the **Location Code** link for the location that you want to view.
6	Click the **Go** button. 
7	Click the **Loan/SCP Deduction Notification** link.
8	The *Loan/SCP Deduction Notification Search* page will appear. The location code will carry over from the *Employer Reporting Dashboard* page.
9	Enter the date that you want to search in the **As of Date** field. By entering the As of Date only, all start/stop deduction notifications will appear. You may also search by NYSLRS ID, First Name or Last Name.
10	Click the **Search** button. 
11	All notifications for the time period selected will appear.

Step	Action
12	Information that may be viewed on this table includes: Location, NYSLRS ID, Name, Registration Number, Retirement System, Last Four Digits of SSN, Deduction Type, Deduction Status, Previous Deduction, New Deduction, Pre-Tax Deduction Amount, Post Tax Deduction Amount, Payroll Frequency and Last Updated Date.
13	When you are finished viewing your notifications, click the **Close Tab** button.
14	The *Employer Reporting Dashboard* page will appear.
15	You have successfully viewed loan/SCP deduction notifications for your employees.