Submit a Legacy Manual Monthly Report

NYSLRS
New York State and Local Retirement System

This quick guide shows you (as an employer reporting submitter) how to submit a manual regular monthly report using the legacy reporting format within *Retirement Online*.

"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	To view a list of all your available location codes, click the **Look Up Location** icon next to the location field. 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 an option from the list for the location that you want to report.
6	Click the **Go** button. Go
7	In the 'Reports' section, click the **Report Date** link of the report you wish to submit. You can only submit reports with an initiated status. Initiated reports have been created, but not yet submitted.
8	The *Report Summary* page will appear. **Scroll down** until you see the checkbox above the Submit and Delete buttons.
9	After reviewing the submission agreement, click the **I agree to the submission of this Employer Report.** checkbox. You may submit a report with warnings, but not errors. Warnings are flags of potentially incorrect information in the report and likely involve corrections to your payroll, such as contribution payments exceeding a member's contribution rate, or a service purchase payment when the member does not have an active service purchase account. ☐
10	Click the **Submit** button. You won't be able to click this button until you check the "I agree to…" box. Submit

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11	A Message pop-up will appear.
12	Click the **OK** button. OK
13	The *Employer Reporting Dashboard* page will appear. The report will show up as a new row at the top of the 'Reports' section. If the Report Status is not listed as Posted, **scroll down** until you see the Refresh button.
14	To update the Report Status, click **Refresh.** Scroll back up to the 'Reports' section to view the updated status of the report. Refresh
15	The Report Status is now Posted. A notification will appear on the *Retirement Online Account Homepage* to let you know that the report has been posted to NYSLRS. Click the **Account Homepage** link to return to your *Retirement Online Account Homepage*. Account Homepage
16	The *Retirement Online Account Homepage* will appear.
17	You have successfully completed the submission of a Manual report using the legacy reporting format within *Retirement Online*. *End of Procedure.*