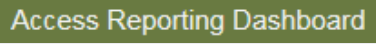





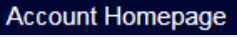


Submit a Legacy Manual Monthly Report

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	<p>On your <i>Retirement Online Account Homepage</i>, click the Access Reporting Dashboard button.</p> 
2	<p>The <i>Employer Reporting Dashboard</i> page will appear.</p>
3	<p>To view a list of all your available location codes, click the Look Up Location icon next to the location field.</p> <p>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. </p>
4	<p>The Look Up Location pop-up box will appear.</p>
5	<p>Click an option from the list for the location that you want to report.</p>
6	<p>Click the Go button. </p>
7	<p>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.</p>
8	<p>The <i>Report Summary</i> page will appear. Scroll down until you see the checkbox above the Submit and Delete buttons.</p>
9	<p>After reviewing the submission agreement, click the I agree to the submission of this Employer Report. checkbox.</p> <p>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. <input type="checkbox"/></p>
10	<p>Click the Submit button.</p> <p>You won’t be able to click this button until you check the “I agree to...” box. </p>

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