


# How to View Improper Withholdings

The Improper Withholdings page is a resource for you to reconcile contributions, loans and service credit payments that you tried to remit to NYSLRS with the payments actually accepted. This guide shows employer reporting submitters how to view improper withholdings using the employer reporting dashboard in *Retirement Online*. Improper Withholdings can only be viewed on reports that have a report status of Posted in the Reports section.

Step	Action
1	<p>On your <i>Retirement Online Account Homepage</i>, click the <b>Access Reporting Dashboard</b> button, select the location code for which you need information, and click go.</p> 
2	<p>Scroll to the right to find the <b>Improper Withholdings</b> link and click on it.</p>
3	<p>The <i>Improper Withholdings Search</i> page will appear.</p>
4	<p>Click in the <b>Payroll End Date From</b> field and enter the beginning of the search date range.</p> <p>Click in the <b>Payroll End Date To</b> field to enter the end of the search date range. You may cover as many months as you wish. You may also enter the report ID of the report you wish to review.</p> <p><b>Note:</b> You may also use the calendar icon next to the Payroll End Date fields to select a date. Then click search.</p>
5	<p>Results matching your search will display in the Improper Withholdings section. You should use this information to reconcile any warnings you received about over contributions, and overpayments of loans or service credit.</p>
6	<p>You may download this information to Excel to save and easily sort and filter by name and contribution type so you may return these funds to the members.</p>
7	<p>Click the <b>Return to Dashboard</b> link to return to the <i>Employer Reporting Dashboard</i> page.</p> 