

Thomas P. DiNapoli, State Comptroller



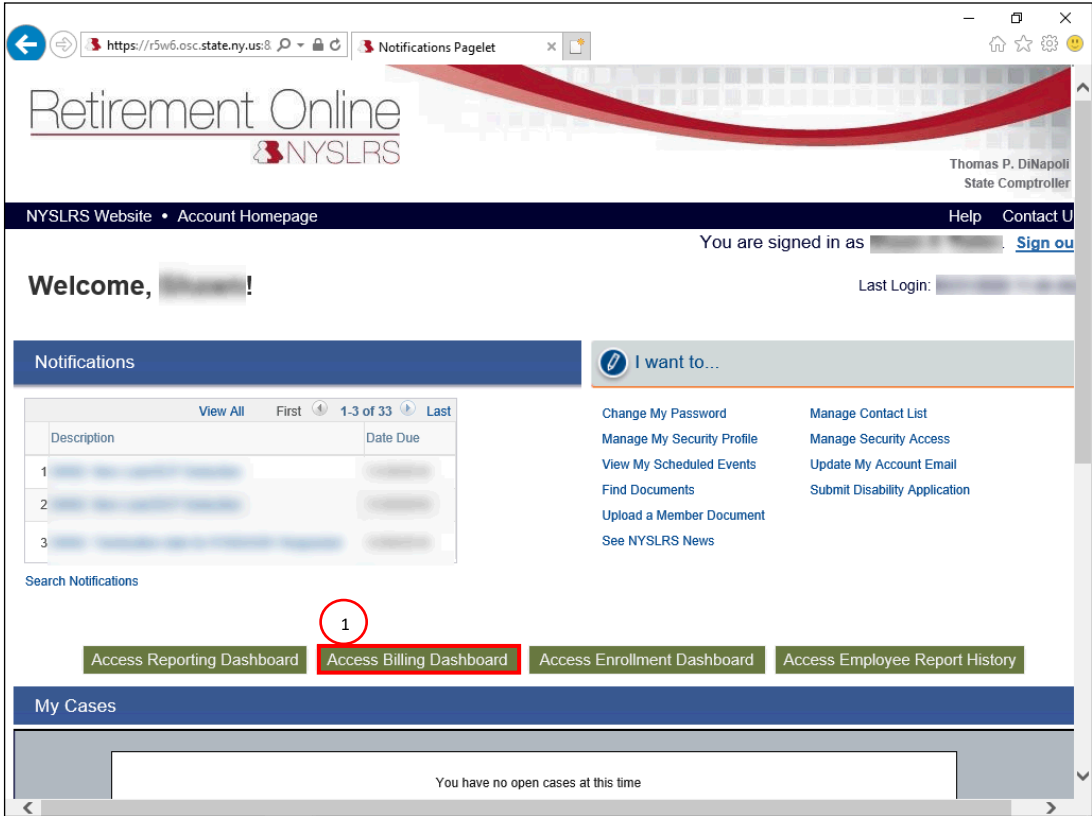
Amortizations: Review Payment Schedule or Calculate Payoff


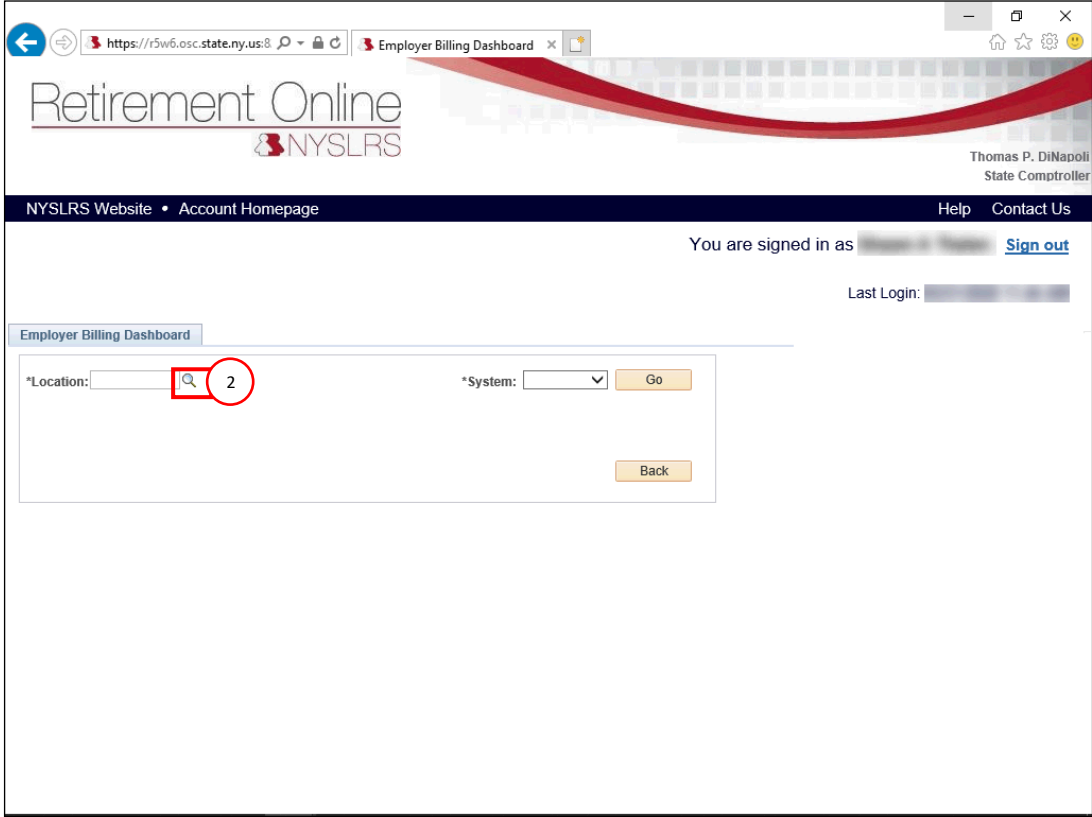
This guide demonstrates how you (as Billing) can review an amortization payment schedule or calculate a payoff amount based on a payment date.

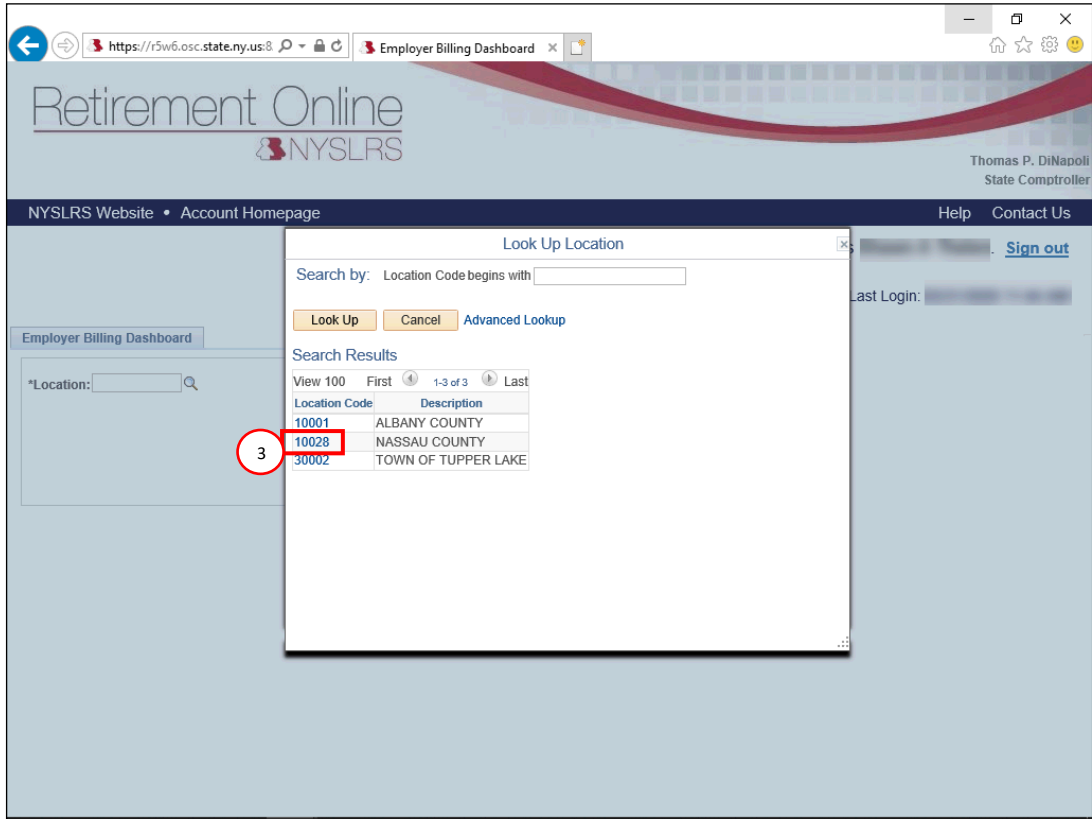
The Amortization Schedule Review link allows you to view the payment schedule of any outstanding contributions amortized under Chapter 57, Laws of 2010 or Chapter 57, Laws of 2013 if your location has elected to amortize.

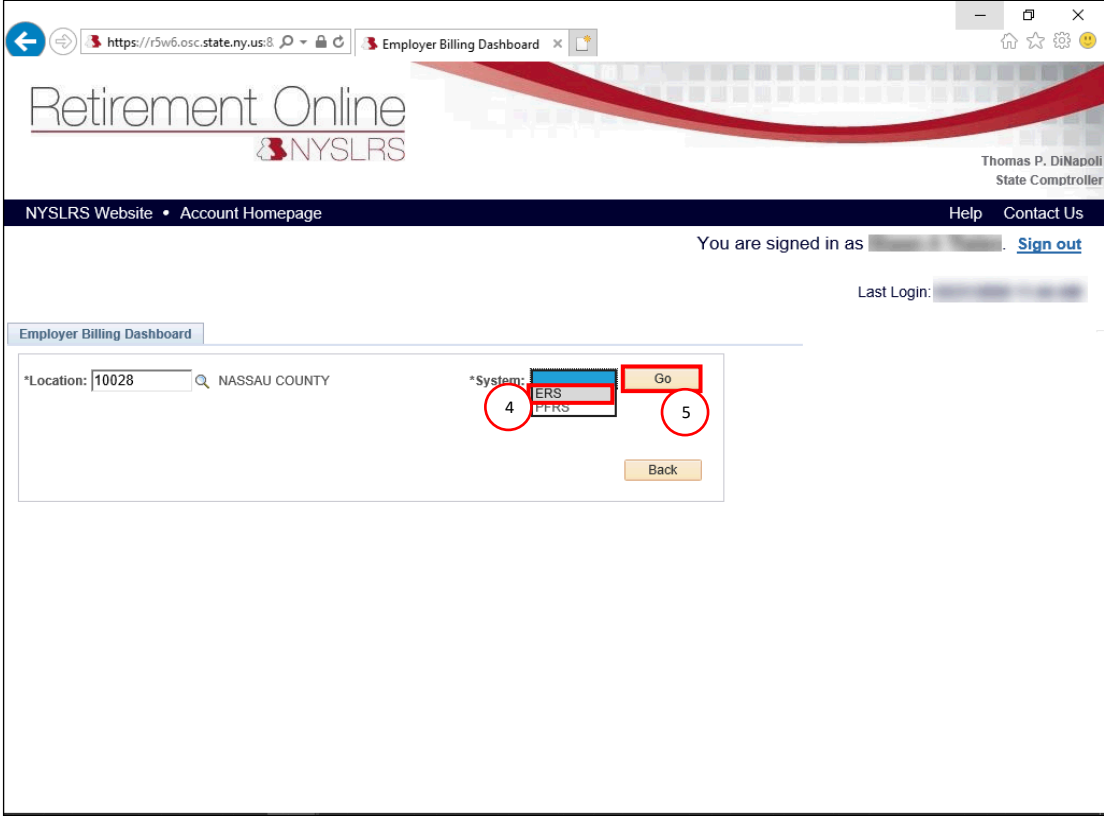
The Amortization Payoff Calculator link allows you to determine the payment amount needed to retire amortized contributions as of a desired payment date.

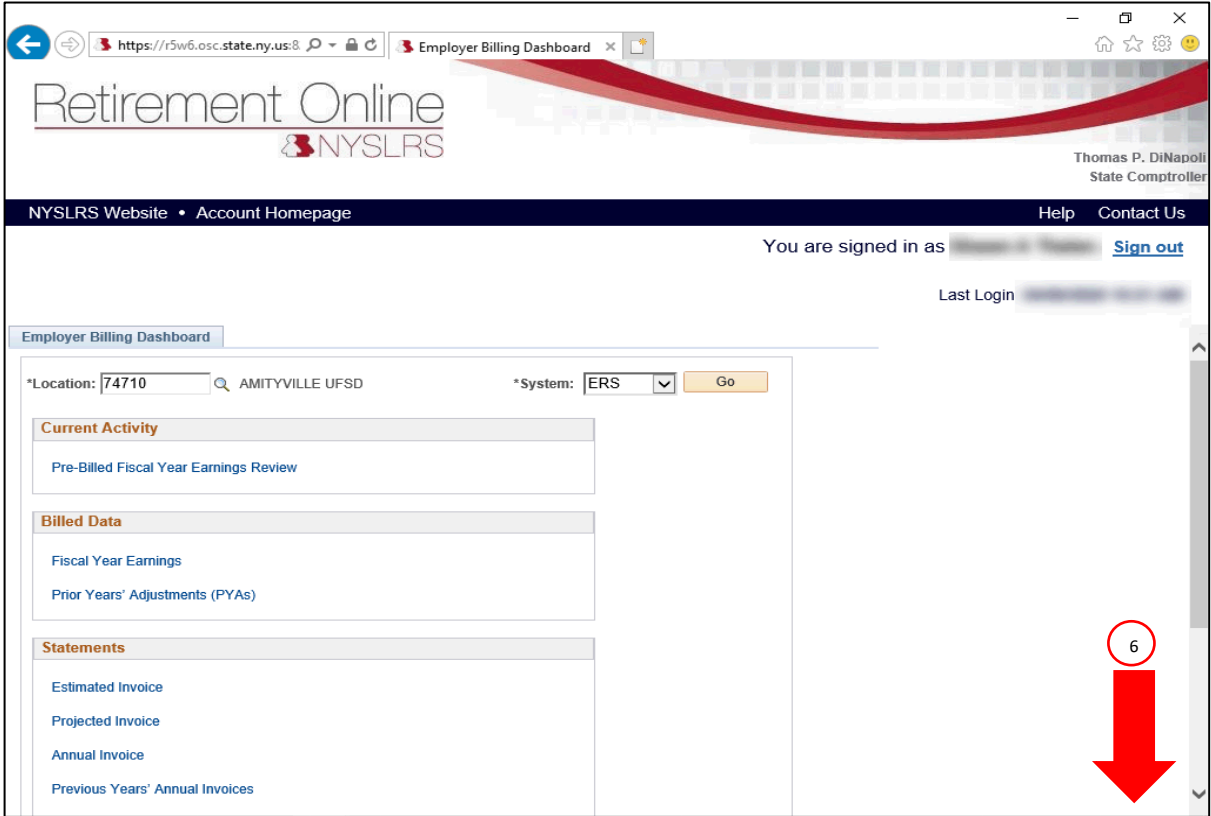
Note: If your location has any outstanding amortizations, these links will be available on your dashboard all year long. If your location has not chosen to amortize contributions, or if your location has retired all amortized contributions, an error message will appear.

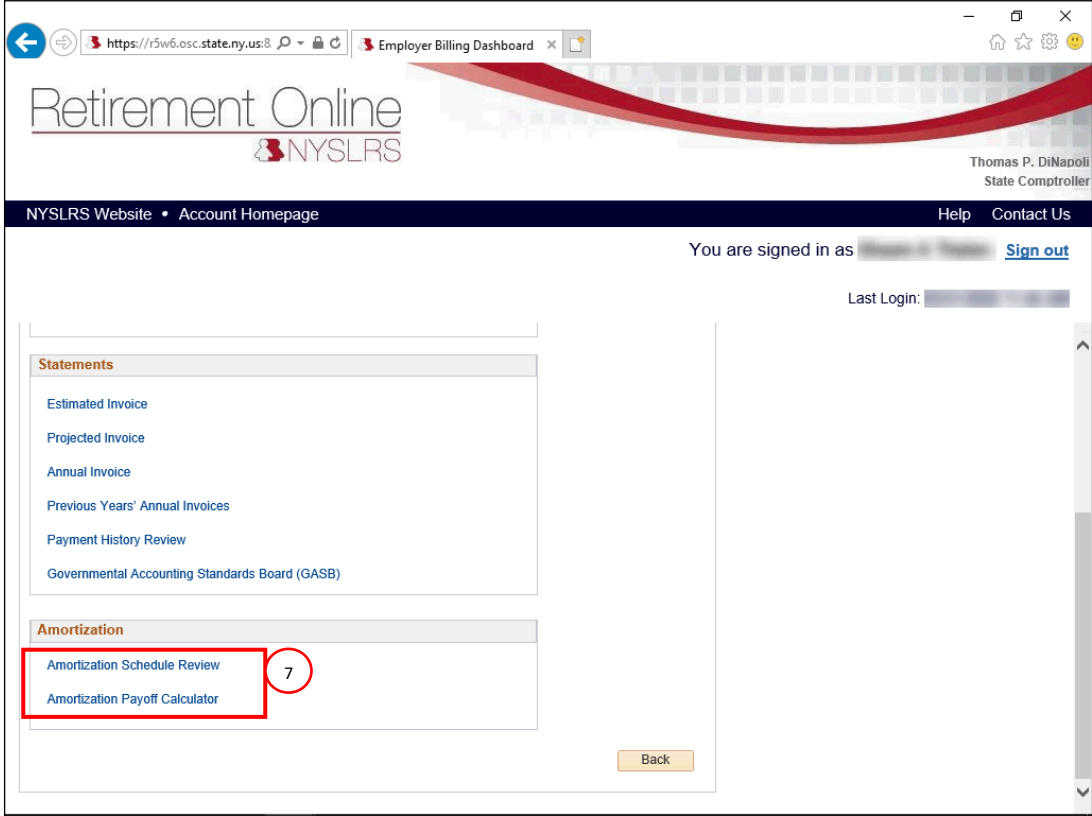
Step	Action	
<p>1.</p>	<p>From your <i>Retirement Online Account Homepage</i>, click the Access Billing Dashboard button.</p> <div data-bbox="212 444 594 505" style="border: 1px solid black; padding: 5px; background-color: #d9ead3; display: inline-block;">Access Billing Dashboard</div>	

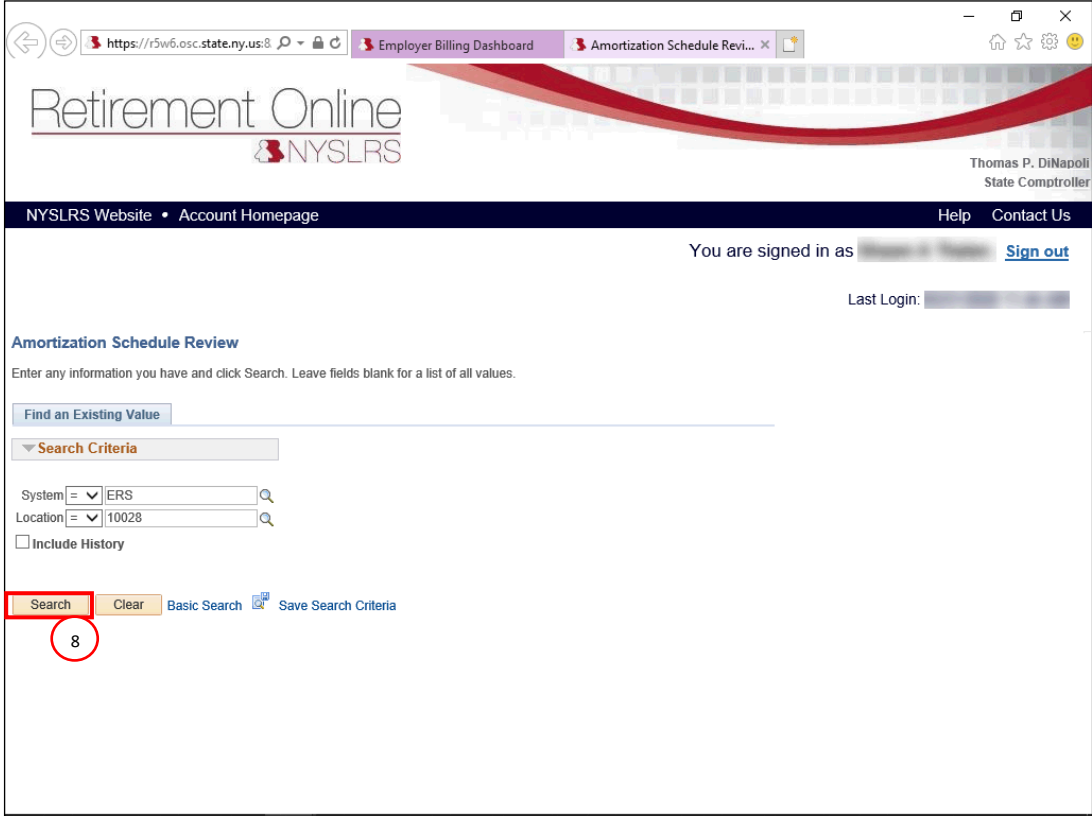
Step	Action	
<p>2.</p>	<p>The <i>Employer Billing Dashboard</i> will appear. If you have the Billing security role for one location, the Location field will auto populate with that location. Proceed to Step 4.</p> <p>If you have the Billing security role for more than one location, the Location field will be blank and you will need to select the location code you want to view. Click the Look Up icon next to the Location field.</p> 	

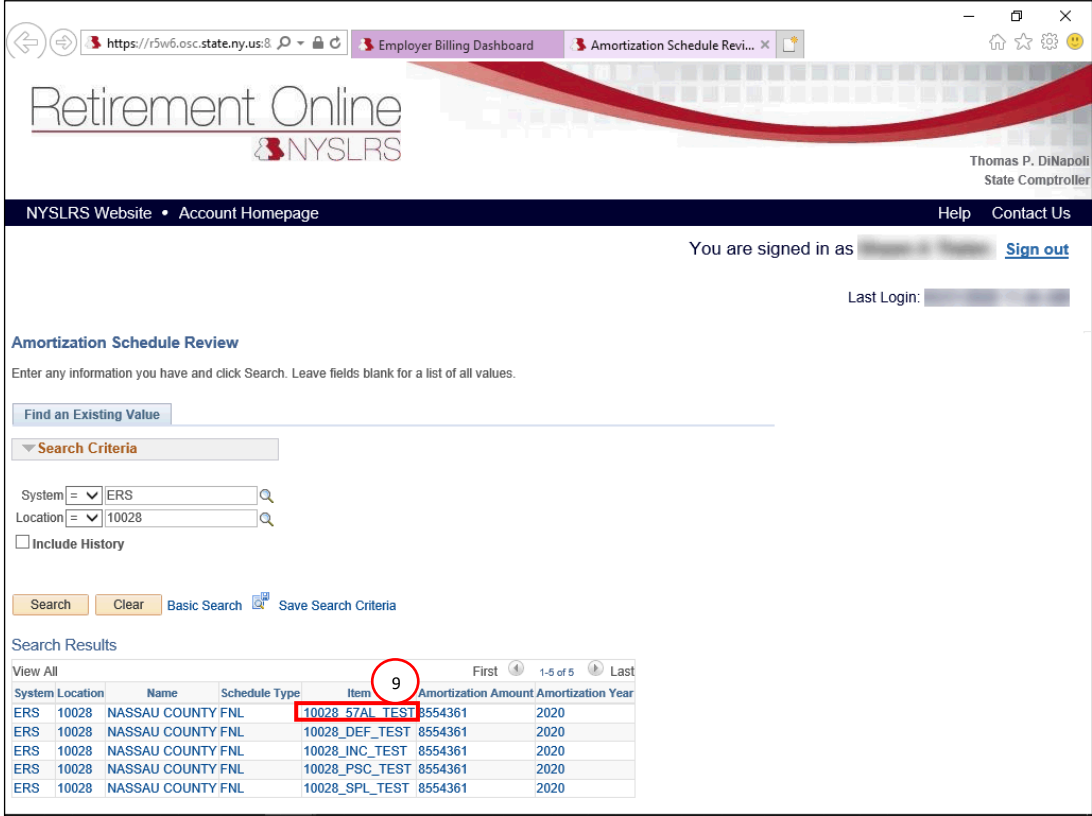
Step	Action									
3.	<p>The 'Look Up Location' pop-up will appear. Only the locations you have the Billing role for will populate. Click the appropriate Location Code link.</p> <p>10028</p>	 <p>The screenshot shows a web browser window titled "Employer Billing Dashboard" with the URL "https://r5w6.osc.state.ny.us:8". The page header includes "Retirement Online" and "NYSLRS" logo, along with the name "Thomas P. DiNapoli, State Comptroller". The main content area shows a "Look Up Location" pop-up window. The pop-up has a search field with the text "Search by: Location Code begins with" and buttons for "Look Up", "Cancel", and "Advanced Lookup". Below the search field, there is a "Search Results" section with a table of location codes. The table has two columns: "Location Code" and "Description". The results are as follows:</p> <table border="1"> <thead> <tr> <th>Location Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10001</td> <td>ALBANY COUNTY</td> </tr> <tr> <td>10028</td> <td>NASSAU COUNTY</td> </tr> <tr> <td>30002</td> <td>TOWN OF TUPPER LAKE</td> </tr> </tbody> </table> <p>The code "10028" is highlighted with a red box, and a red circle with the number "3" is placed next to it. The background of the dashboard shows a search bar with the text "*Location:" and a search icon.</p>	Location Code	Description	10001	ALBANY COUNTY	10028	NASSAU COUNTY	30002	TOWN OF TUPPER LAKE
Location Code	Description									
10001	ALBANY COUNTY									
10028	NASSAU COUNTY									
30002	TOWN OF TUPPER LAKE									

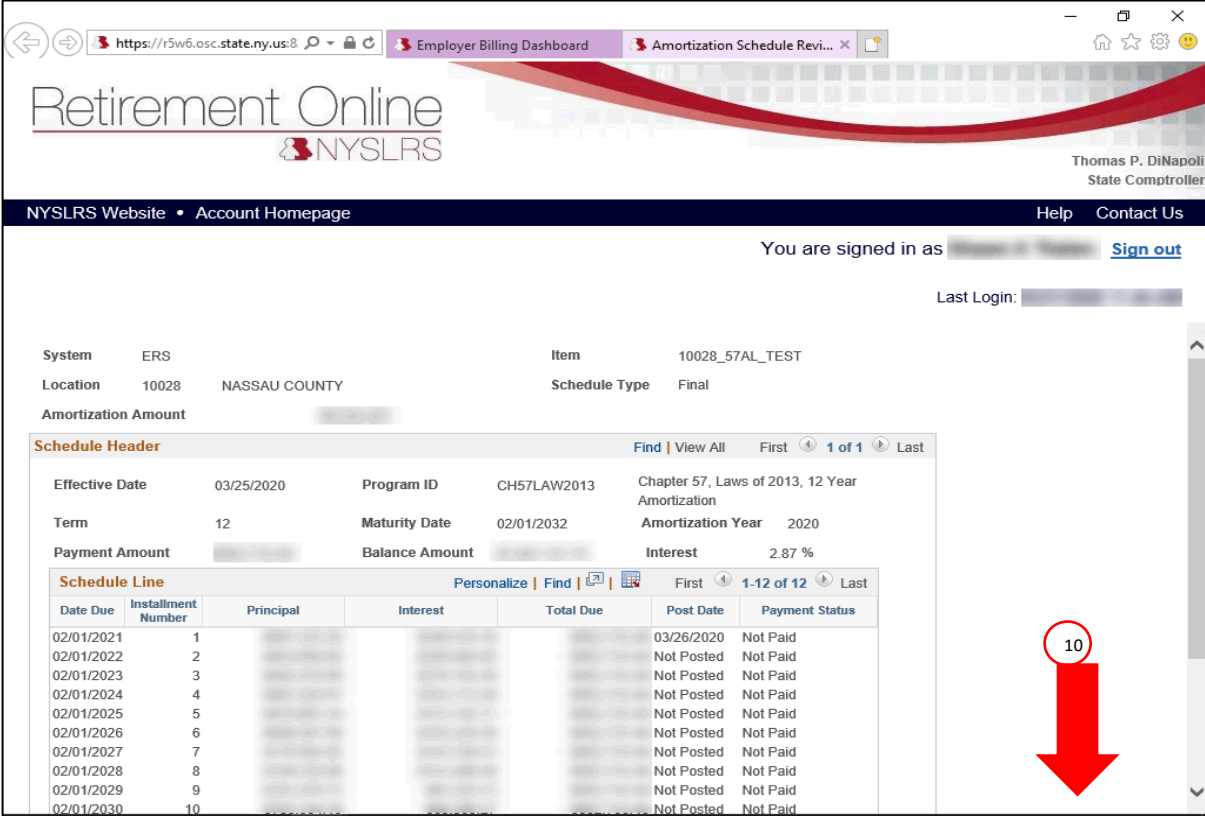
Step	Action	
<p>4.</p>	<p>The <i>Employer Billing Dashboard</i> will appear.</p> <p>If your location belongs to only one retirement system, the System drop-down will auto populate. Proceed to Step 5.</p> <p>If your location belongs to both retirement systems, you will have a choice between ERS (Employees' Retirement System) and PFRS (Police and Fire Retirement System). Select the System drop-down to choose the retirement system.</p> <div data-bbox="212 894 369 938" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text" value=""/> </div>	
<p>5.</p>	<p>Click the Go button.</p> <div data-bbox="212 997 363 1037" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="button" value="Go"/> </div>	


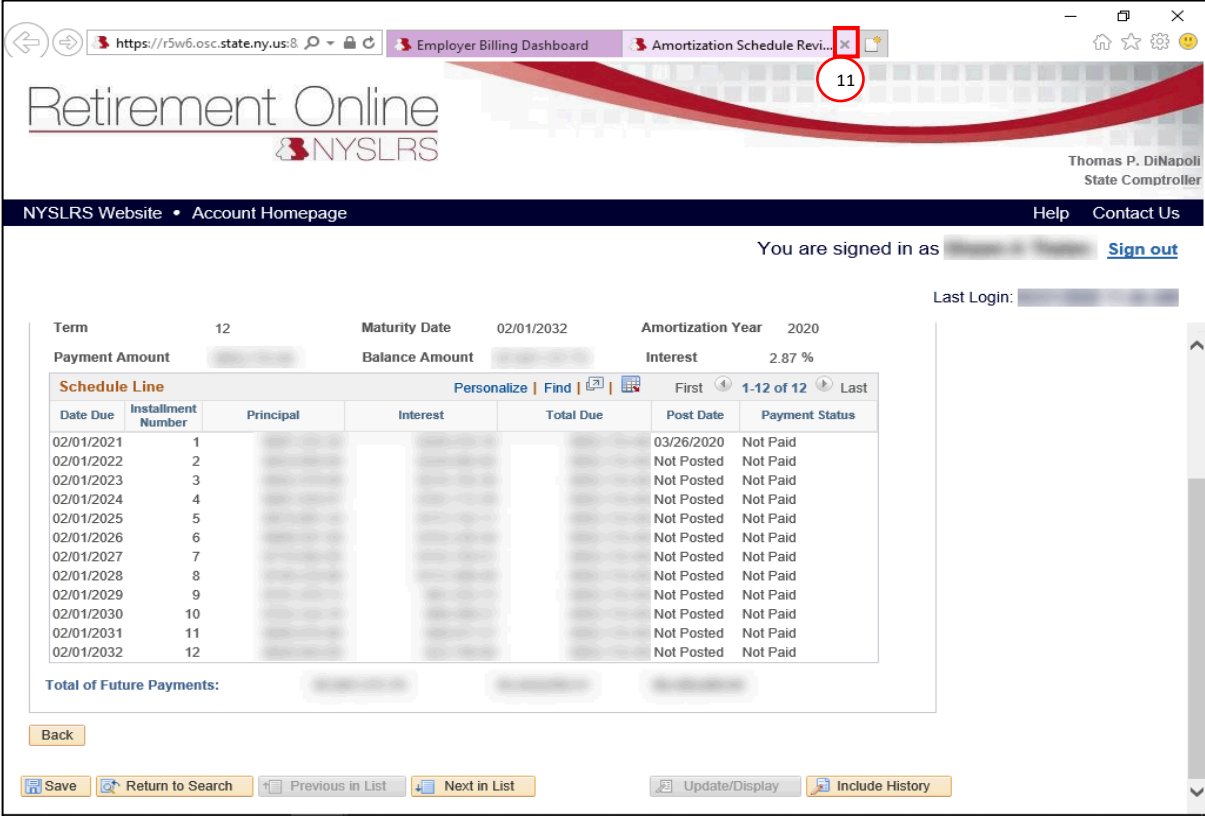
Step	Action	
6.	The <i>Employer Billing Dashboard</i> will appear. Scroll down until you see the 'Amortization' section.	

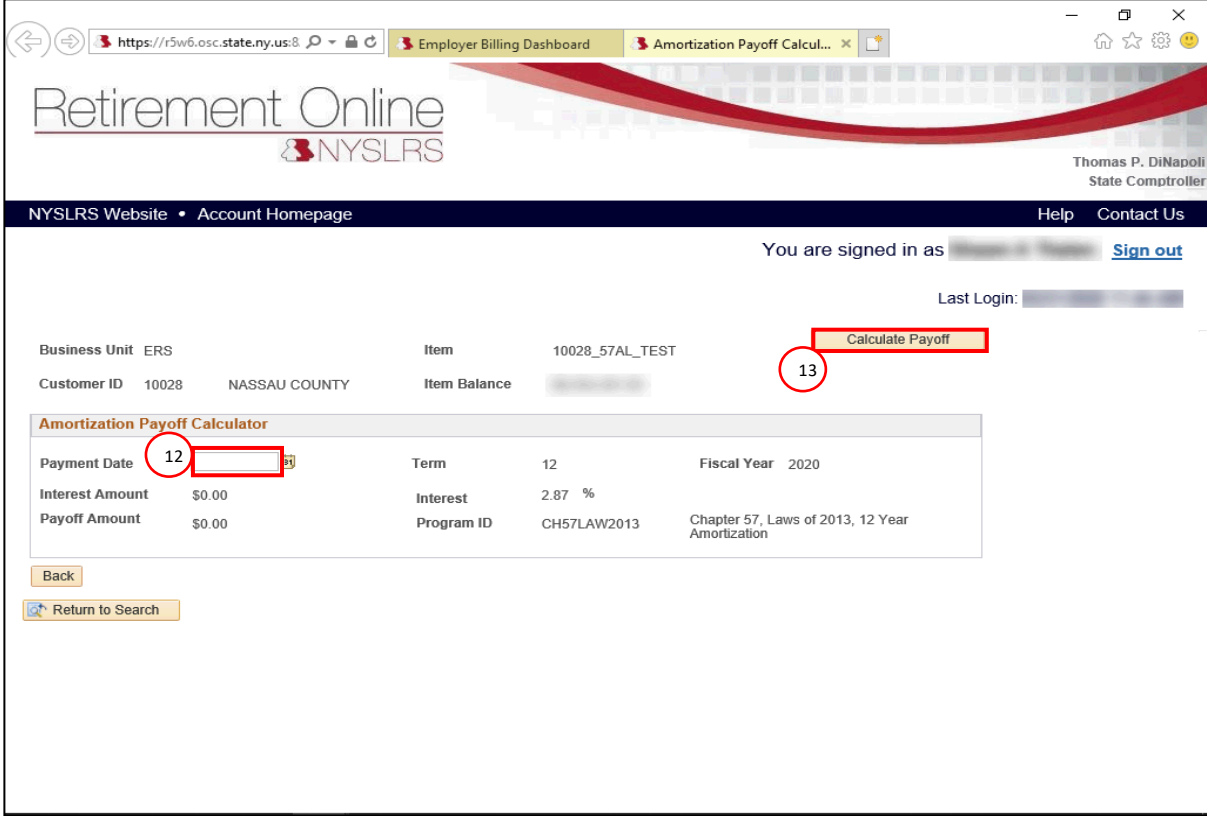
Step	Action	
7.	<p>To view an amortization schedule, click the Amortization Schedule Review link.</p> <p>Amortization Schedule Review</p> <p>To access the payoff calculator, click the Amortization Payoff Calculator link.</p> <p>Amortization Payoff Calculator</p>	 <p>The screenshot shows the Retirement Online Employer Billing Dashboard. The page header includes the NYSLRS logo and the name of the State Comptroller, Thomas P. DiNapoli. The main content area is divided into two sections: 'Statements' and 'Amortization'. The 'Amortization' section contains two links: 'Amortization Schedule Review' and 'Amortization Payoff Calculator'. A red box highlights these two links, and a red circle with the number '7' is placed over the 'Amortization Payoff Calculator' link. A 'Back' button is visible at the bottom right of the page.</p>

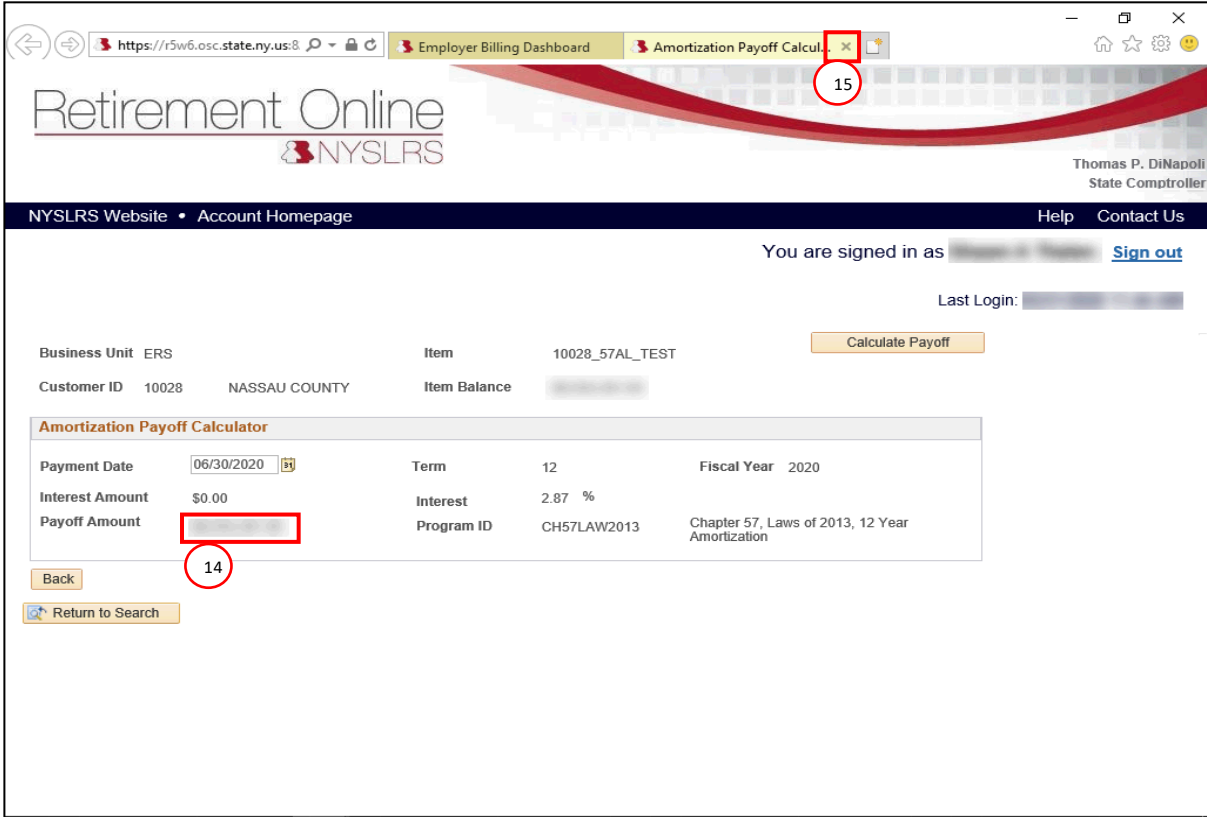

Step	Action	
8.	<p>The <i>Amortization Schedule Review</i> or the <i>Amortization Payoff Calculator</i> page will appear depending on the link selected in Step 7. These two pages look and function the same; the only difference is the title of the page.</p> <p>The System and Location fields will carry over from the <i>Employer Billing Dashboard</i>. Click the Search button.</p> <div data-bbox="212 743 354 789" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Search</div>	 <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:8. The page title is "Retirement Online NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page content includes a search section titled "Amortization Schedule Review" with the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a search criteria section with a "Search Criteria" dropdown menu. The "System" field is set to "ERS" and the "Location" field is set to "10028". There is an "Include History" checkbox which is unchecked. At the bottom of the search section, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Search" button is highlighted with a red box, and a red circle with the number "8" is placed below it.</p>

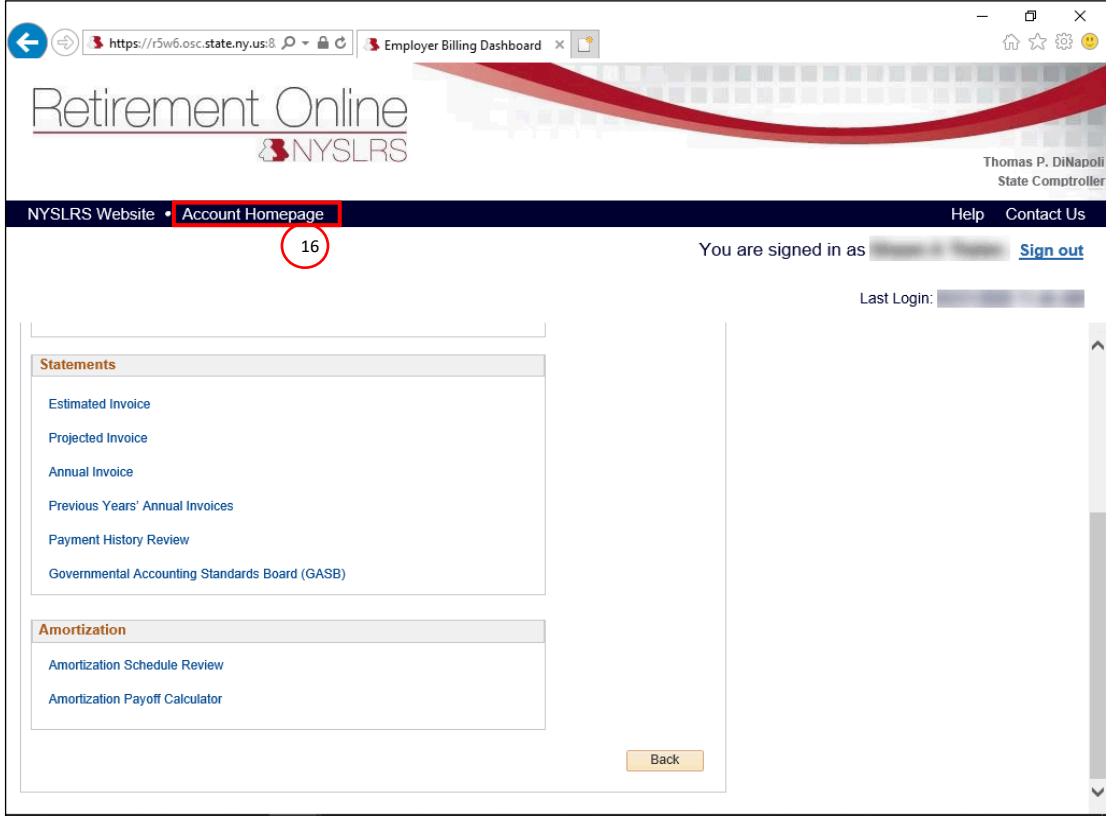
Step	Action																																											
<p>9.</p>	<p>Your search results will appear. Click the Item link you want to view.</p> <p>10028_57AL_TEST</p> <p>Note: An item will be created for each type of contribution payment you may have elected to amortize. Review each description to make the best selection.</p> <p>If you selected Amortization Schedule Review, proceed to Step 10.</p> <p>If you selected Amortization Payoff Calculator, proceed to Step 12.</p>	 <p>The screenshot shows the Retirement Online interface. At the top, there's a navigation bar with 'Retirement Online' and 'NYSLRS' logo. Below that, a search section titled 'Amortization Schedule Review' contains a search criteria form. The form has 'System' set to 'ERS' and 'Location' set to '10028'. Below the form, a 'Search Results' table is displayed with 5 rows. The first row is highlighted, and the 'Item' column value '10028_57AL_TEST' is circled in red. The table columns are System, Location, Name, Schedule Type, Item, Amortization Amount, and Amortization Year.</p> <table border="1" data-bbox="779 974 1409 1117"> <thead> <tr> <th>System</th> <th>Location</th> <th>Name</th> <th>Schedule Type</th> <th>Item</th> <th>Amortization Amount</th> <th>Amortization Year</th> </tr> </thead> <tbody> <tr> <td>ERS</td> <td>10028</td> <td>NASSAU COUNTY FNL</td> <td></td> <td>10028_57AL_TEST</td> <td>8554361</td> <td>2020</td> </tr> <tr> <td>ERS</td> <td>10028</td> <td>NASSAU COUNTY FNL</td> <td></td> <td>10028_DEF_TEST</td> <td>8554361</td> <td>2020</td> </tr> <tr> <td>ERS</td> <td>10028</td> <td>NASSAU COUNTY FNL</td> <td></td> <td>10028_INC_TEST</td> <td>8554361</td> <td>2020</td> </tr> <tr> <td>ERS</td> <td>10028</td> <td>NASSAU COUNTY FNL</td> <td></td> <td>10028_PSC_TEST</td> <td>8554361</td> <td>2020</td> </tr> <tr> <td>ERS</td> <td>10028</td> <td>NASSAU COUNTY FNL</td> <td></td> <td>10028_SPL_TEST</td> <td>8554361</td> <td>2020</td> </tr> </tbody> </table>	System	Location	Name	Schedule Type	Item	Amortization Amount	Amortization Year	ERS	10028	NASSAU COUNTY FNL		10028_57AL_TEST	8554361	2020	ERS	10028	NASSAU COUNTY FNL		10028_DEF_TEST	8554361	2020	ERS	10028	NASSAU COUNTY FNL		10028_INC_TEST	8554361	2020	ERS	10028	NASSAU COUNTY FNL		10028_PSC_TEST	8554361	2020	ERS	10028	NASSAU COUNTY FNL		10028_SPL_TEST	8554361	2020
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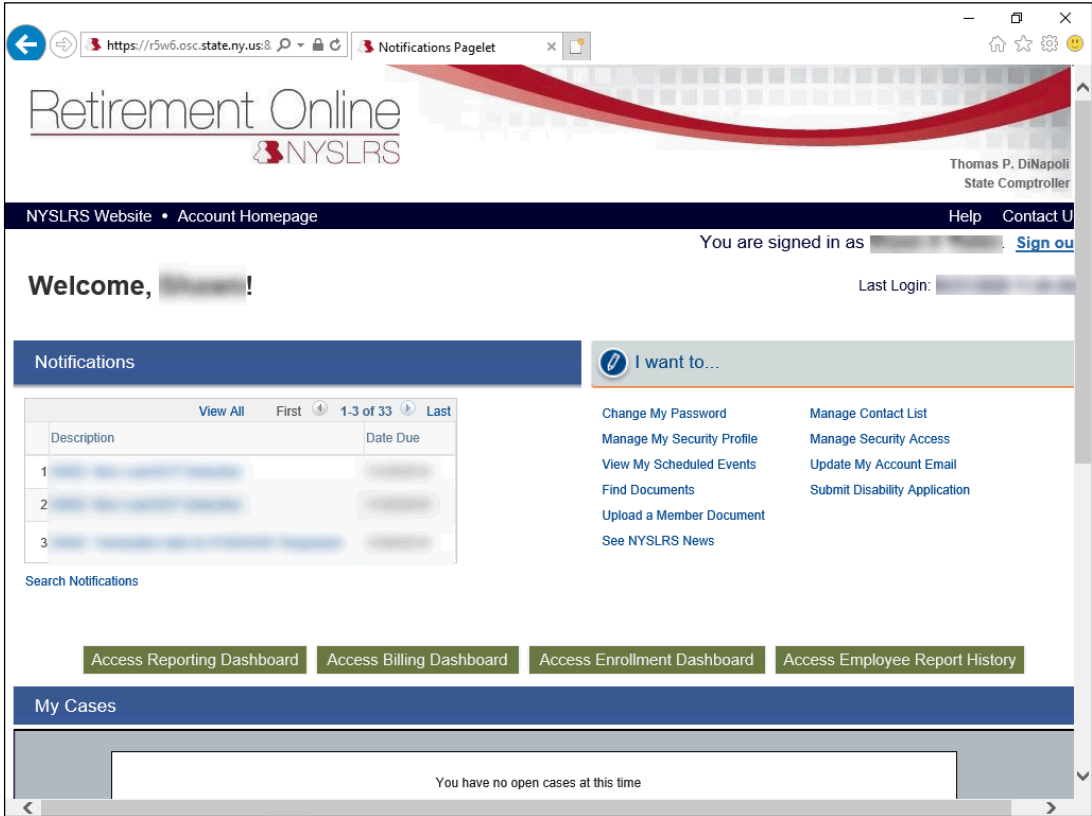
Step	Action	
<p>10</p>	<p>The <i>Amortization Schedule Review</i> page will appear. Scroll down to review the payment schedule.</p>	 <p>The screenshot shows the Retirement Online interface for NYSLRS. The user is signed in as Thomas P. DiNapoli, State Comptroller. The page displays account information for System ERS, Location 10028 (NASSAU COUNTY), and Item 10028_57AL_TEST. The schedule type is Final. The schedule header shows an effective date of 03/25/2020, a term of 12, and a maturity date of 02/01/2032. The amortization year is 2020, with a payment amount and balance amount shown as [REDACTED], and an interest rate of 2.87%. The schedule line table below shows 12 installments from 02/01/2021 to 02/01/2030, all with a status of 'Not Paid'. A red arrow with the number 10 points to the bottom of the page, indicating the scroll direction.</p>

Step	Action																																																																																												
<p data-bbox="113 272 163 311">11</p> <p data-bbox="210 279 665 386">When you are finished viewing the amortization schedule, click the Close Tab (X) button.</p>  <p data-bbox="210 500 466 529">Proceed to Step 15.</p>		 <p data-bbox="726 318 1923 373">Screenshot of Retirement Online Employer Billing Dashboard. The browser tab bar shows 'Amortization Schedule Revi...' with a red box around the 'Close Tab (X)' button. The page content includes the Retirement Online logo, NYSLRS branding, and a table of payment schedule lines.</p> <table border="1" data-bbox="772 636 1600 977"> <thead> <tr> <th>Date Due</th> <th>Installment Number</th> <th>Principal</th> <th>Interest</th> <th>Total Due</th> <th>Post Date</th> <th>Payment Status</th> </tr> </thead> <tbody> <tr><td>02/01/2021</td><td>1</td><td></td><td></td><td></td><td>03/26/2020</td><td>Not Paid</td></tr> <tr><td>02/01/2022</td><td>2</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2023</td><td>3</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2024</td><td>4</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2025</td><td>5</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2026</td><td>6</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2027</td><td>7</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2028</td><td>8</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2029</td><td>9</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2030</td><td>10</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2031</td><td>11</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> <tr><td>02/01/2032</td><td>12</td><td></td><td></td><td></td><td>Not Posted</td><td>Not Paid</td></tr> </tbody> </table>	Date Due	Installment Number	Principal	Interest	Total Due	Post Date	Payment Status	02/01/2021	1				03/26/2020	Not Paid	02/01/2022	2				Not Posted	Not Paid	02/01/2023	3				Not Posted	Not Paid	02/01/2024	4				Not Posted	Not Paid	02/01/2025	5				Not Posted	Not Paid	02/01/2026	6				Not Posted	Not Paid	02/01/2027	7				Not Posted	Not Paid	02/01/2028	8				Not Posted	Not Paid	02/01/2029	9				Not Posted	Not Paid	02/01/2030	10				Not Posted	Not Paid	02/01/2031	11				Not Posted	Not Paid	02/01/2032	12				Not Posted	Not Paid
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Step	Action	
12	<p>The <i>Amortization Payoff Calculator</i> page will appear. Click in the Payment Date field and enter a projected payoff date.</p> <input data-bbox="212 440 361 480" type="text"/>	
13	<p>Click the Calculate Payoff button.</p> <input data-bbox="212 781 501 821" type="button" value="Calculate Payoff"/>	

Step	Action	
14	The Payoff Amount will populate with the payment amount needed to retire amortized contributions on the desired date.	 <p>The screenshot shows the Retirement Online Amortization Payoff Calculator interface. The 'Payoff Amount' field is highlighted with a red box and labeled with a circled '14'. The browser tab is labeled with a circled '15'.</p>
15	When you are finished, click the Close Tab (X) button.	

Step	Action	
<p>16</p>	<p>The <i>Employer Billing Dashboard</i> will appear. To return to the <i>Retirement Online Account Homepage</i>, click the Account Homepage link.</p> <p>Account Homepage</p>	 <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:8 and the page title "Employer Billing Dashboard". The page header includes "Retirement Online" and "NYSLRS" with the name "Thomas P. DiNapoli, State Comptroller". The navigation bar contains "NYSLRS Website", "Account Homepage" (highlighted with a red box and a circled "16"), "Help", and "Contact Us". The user is signed in, and the page lists sections for "Statements" (Estimated Invoice, Projected Invoice, Annual Invoice, Previous Years' Annual Invoices, Payment History Review, Governmental Accounting Standards Board (GASB)) and "Amortization" (Amortization Schedule Review, Amortization Payoff Calculator). A "Back" button is visible at the bottom right.</p>

Step	Action	
<p>17</p>	<p>The <i>Retirement Online Account Homepage</i> will appear.</p> <p>You have successfully completed reviewing an amortization payment schedule or calculating an amortization payoff amount.</p>	 <p>The screenshot shows the Retirement Online Account Homepage. At the top, the browser address bar displays 'https://r5w6.osc.state.ny.us:8'. The page header includes the 'Retirement Online NYSLRS' logo and the name 'Thomas P. DiNapoli, State Comptroller'. A navigation bar shows 'NYSLRS Website • Account Homepage' and 'Help Contact U'. The user is signed in, with the text 'You are signed in as [redacted] Sign ou' and 'Last Login: [redacted]'. A 'Welcome, [redacted]!' message is displayed. Below this is a 'Notifications' section with a table containing 3 items. To the right of the notifications is a 'I want to...' section with links for 'Change My Password', 'Manage Contact List', 'Manage My Security Profile', 'Manage Security Access', 'View My Scheduled Events', 'Update My Account Email', 'Find Documents', 'Submit Disability Application', 'Upload a Member Document', and 'See NYSLRS News'. At the bottom of the page, there are four buttons: 'Access Reporting Dashboard', 'Access Billing Dashboard', 'Access Enrollment Dashboard', and 'Access Employee Report History'. The 'My Cases' section at the bottom shows 'You have no open cases at this time'.</p>