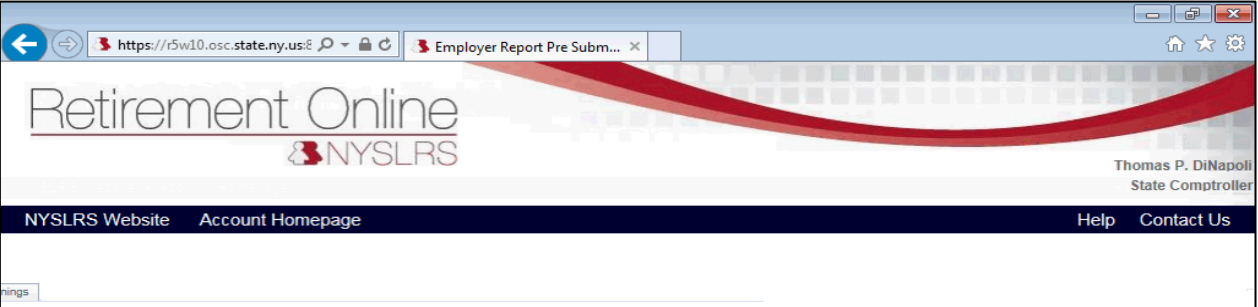
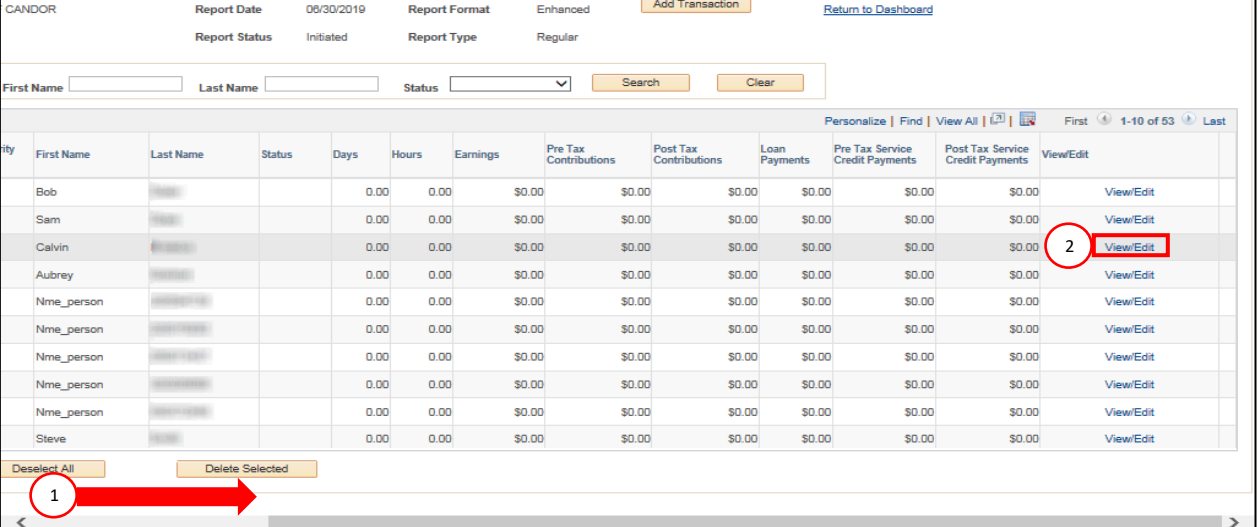


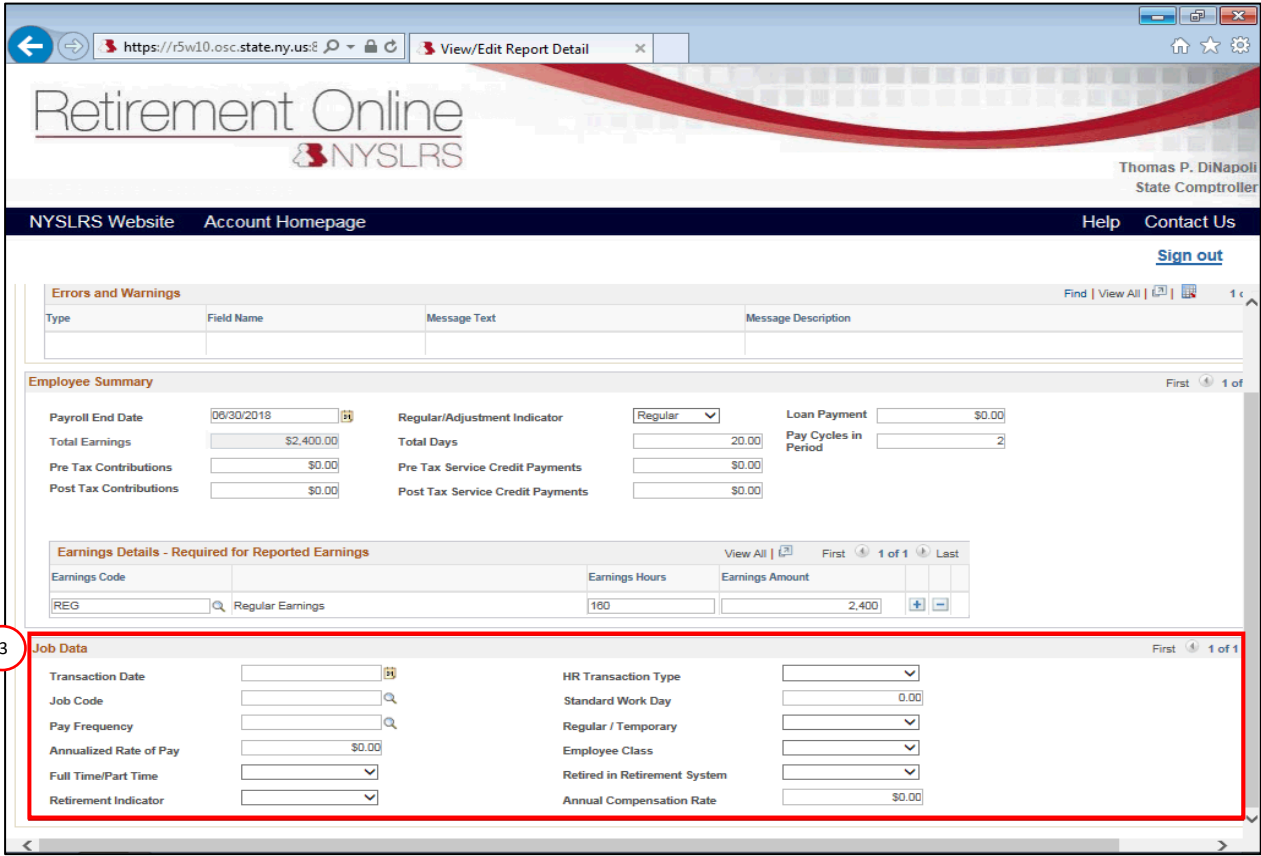
Thomas P. DiNapoli, State Comptroller

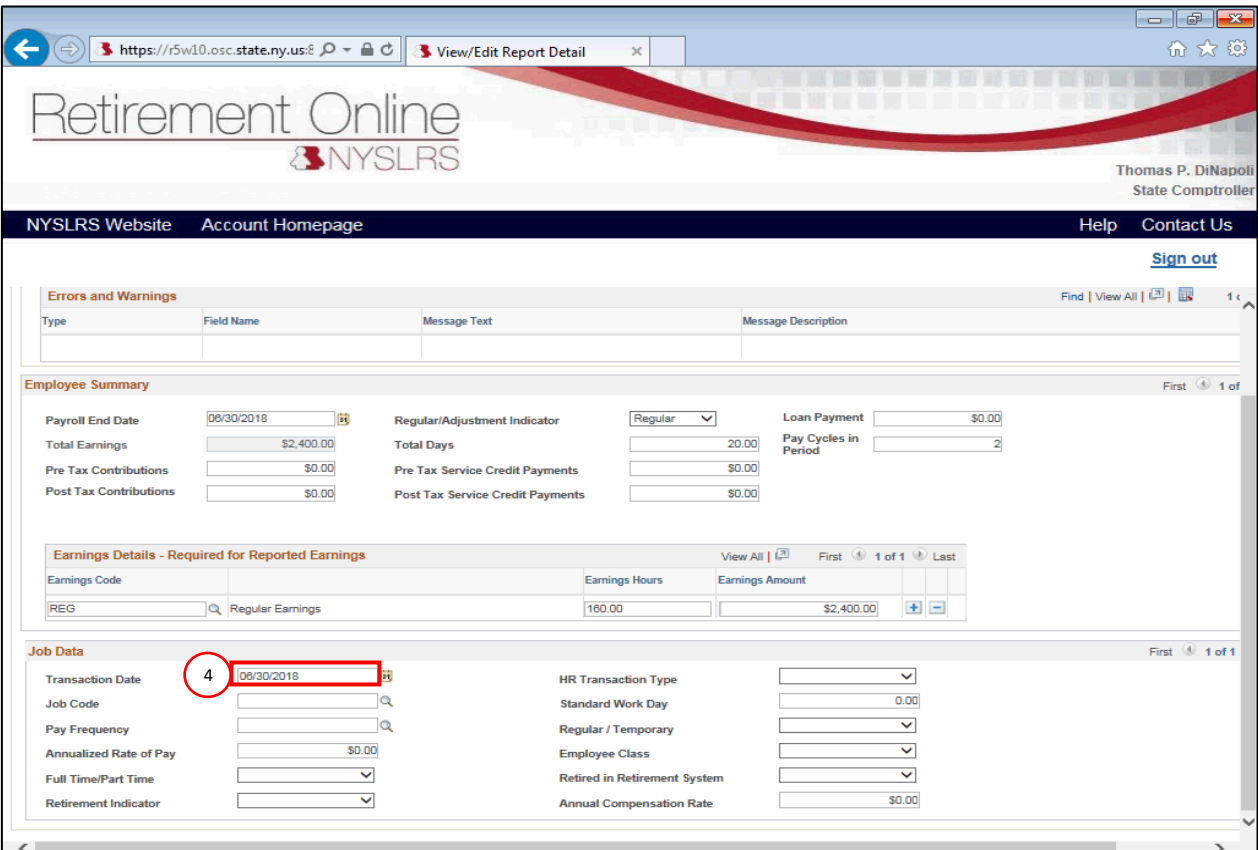


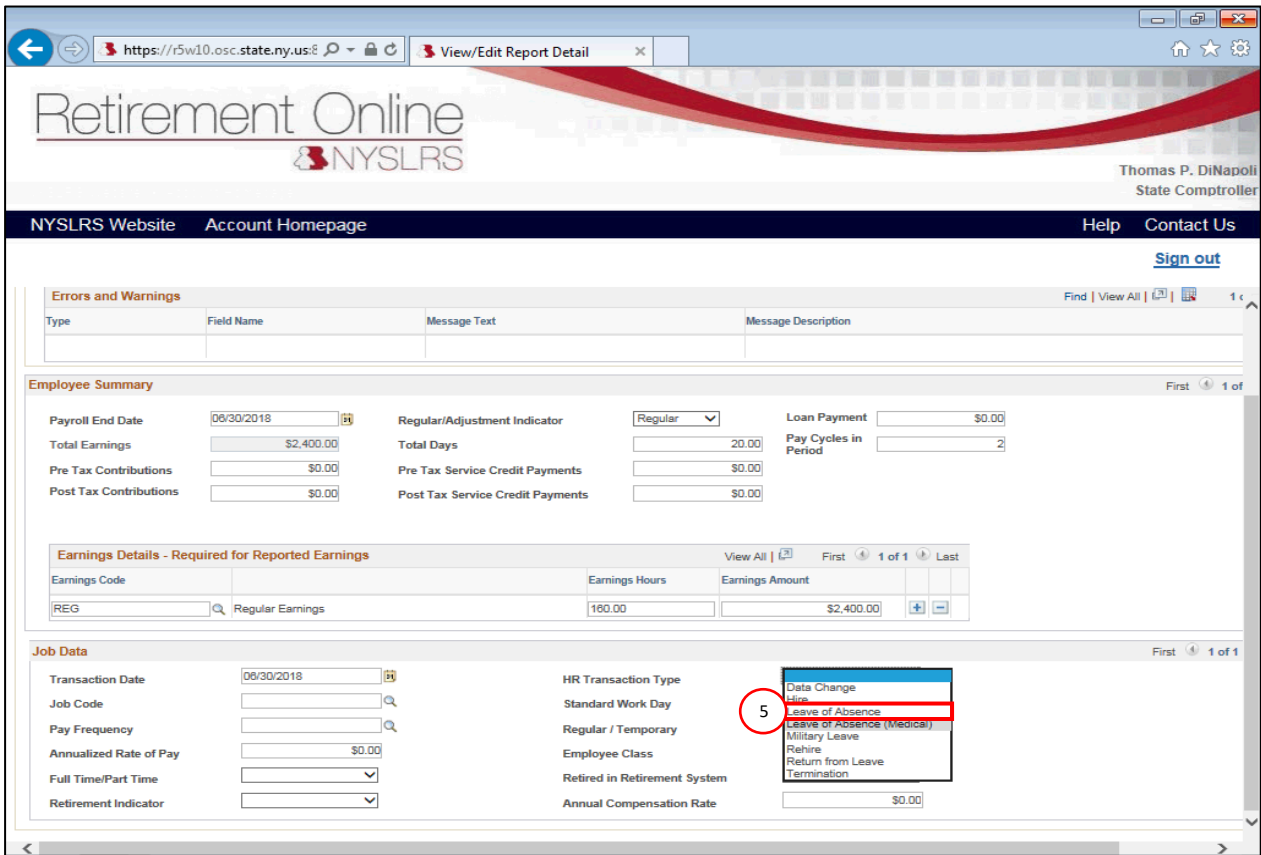
Enter Monthly Data with an HR Transaction


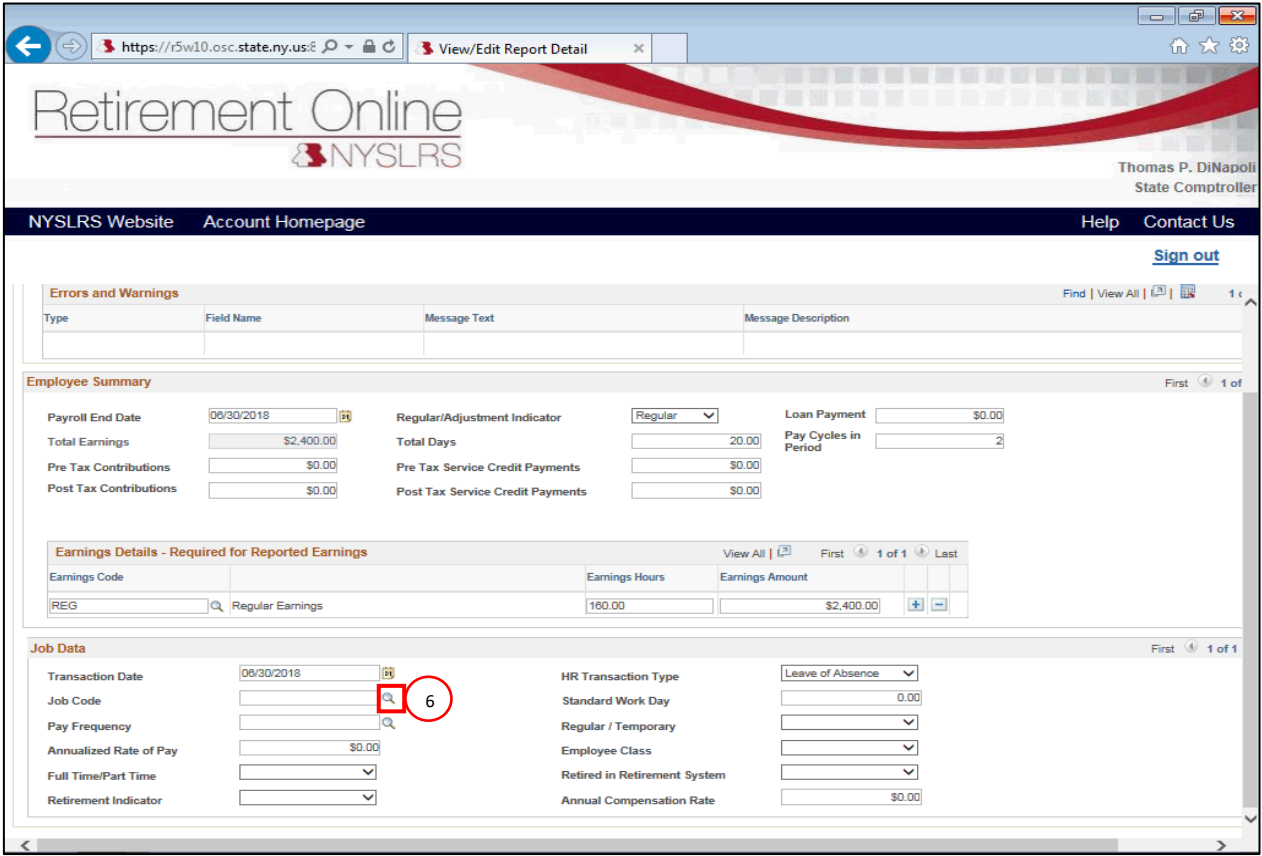
This job aid shows you (as an Employer Reporting Submitter) how to manually enter monthly data with report monthly data, with an HR Transaction using the enhanced reporting format in *Retirement Online*. An HR Transaction is a change in job status, such as hire or leave of absence.

Step	Action	
<p>1.</p>	<p>On the <i>Report Details</i> page, scroll to the right until the View/Edit links are visible.</p>	
<p>2.</p>	<p>Click the appropriate View/Edit link for the employee you are reporting.</p> <div data-bbox="216 727 497 771" style="border: 1px solid black; padding: 2px; display: inline-block;">View/Edit</div>	

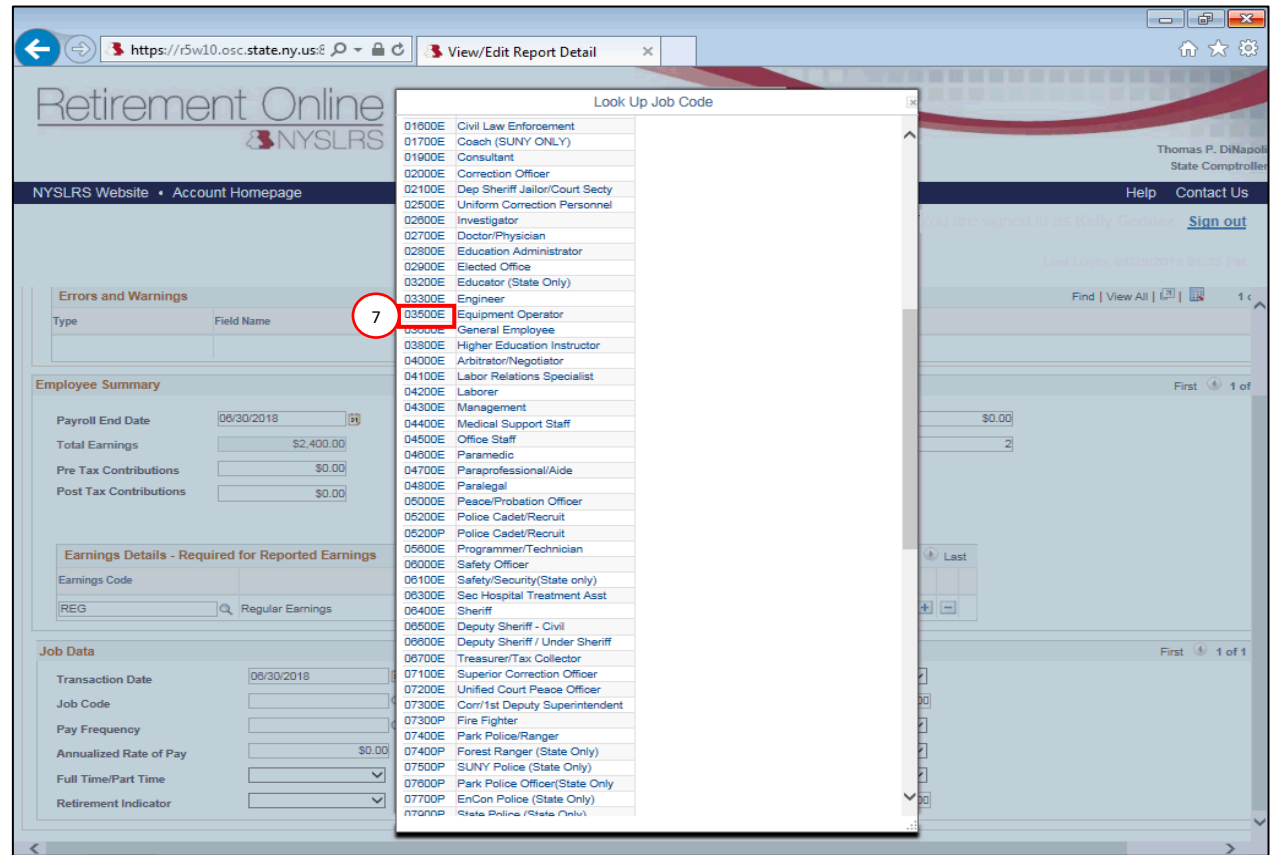
Step	Action	
<p data-bbox="113 289 163 328">3.</p> <p data-bbox="207 293 646 477">The <i>View/Edit</i> page will appear. After entering the employee's monthly report data, scroll down until you see the 'Job Data' section</p> <p data-bbox="207 526 623 634">Note: Job Data changes may be reported at any time during the payroll period.</p>		 <p data-bbox="688 922 718 961">3</p>

Step	Action	
4.	<p>Click in the Transaction Date field to enter the transaction date. The Transaction Date refers to the date that the job status change (HR Transaction) became effective. Enter the digits only using the MMDDYYYY format; <i>Retirement Online</i> will format the slashes.</p> <p><input type="text"/></p> <p>Note: You may also use the Choose a date icon.</p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays 'https://r5w10.osc.state.ny.us:8... View/Edit Report Detail'. The page header includes the NYSLRS logo and the name 'Thomas P. DiNapoli, State Comptroller'. The main content area is divided into several sections:</p> <ul style="list-style-type: none"> Errors and Warnings: A table with columns for Type, Field Name, Message Text, and Message Description. Employee Summary: A form with fields for Payroll End Date (06/30/2018), Regular/Adjustment Indicator (Regular), Loan Payment (\$0.00), Total Earnings (\$2,400.00), Total Days (20.00), Pay Cycles in Period (2), Pre Tax Contributions (\$0.00), Pre Tax Service Credit Payments (\$0.00), Post Tax Contributions (\$0.00), and Post Tax Service Credit Payments (\$0.00). Earnings Details - Required for Reported Earnings: A table with columns for Earnings Code, Earnings Hours, and Earnings Amount. A row shows 'REG' with 'Regular Earnings' and '160.00' hours, resulting in an 'Earnings Amount' of '\$2,400.00'. Job Data: A form with fields for Transaction Date (06/30/2018), Job Code, Pay Frequency, Annualized Rate of Pay (\$0.00), Full Time/Part Time, Retirement Indicator, HR Transaction Type, Standard Work Day (0.00), Regular / Temporary, Employee Class, Retired in Retirement System, and Annual Compensation Rate (\$0.00).

Step	Action	
5.	Select the HR Transaction Type drop-down to select the employee's status change. <input data-bbox="212 375 436 402" type="text"/>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays 'https://r5w10.osc.state.ny.us:8'. The page title is 'View/Edit Report Detail'. The header includes the NYSLRS logo and the name 'Thomas P. DiNapoli, State Comptroller'. The main content area is divided into sections: 'Errors and Warnings', 'Employee Summary', 'Earnings Details - Required for Reported Earnings', and 'Job Data'. In the 'Job Data' section, the 'HR Transaction Type' dropdown menu is open, showing options: 'Data Change', 'Hire', 'Leave of Absence', 'Leave of Absence (Medical)', 'Military Leave', 'Rehire', 'Return from Leave', and 'Termination'. The 'Leave of Absence' option is highlighted with a red box. A circled '5' is placed next to the dropdown menu.</p>

Step	Action	
6.	<p>Click the Look Up icon next to the Job Code field to view a list of all available job codes.</p>  <p>Note: The job code identifies the employee's job and will also determine what benefit plan an employee qualifies for. Use our Job Codes tool for a complete list of job codes and descriptions.</p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays 'https://r5w10.osc.state.ny.us:8'. The page title is 'View/Edit Report Detail'. The header includes 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli, State Comptroller'. The main content area is divided into sections: 'Errors and Warnings', 'Employee Summary', 'Earnings Details - Required for Reported Earnings', and 'Job Data'. The 'Job Data' section contains various fields for transaction details, including 'Transaction Date', 'Job Code', 'Pay Frequency', 'Annualized Rate of Pay', 'Full Time/Part Time', 'Retirement Indicator', 'HR Transaction Type', 'Standard Work Day', 'Regular / Temporary', 'Employee Class', 'Retired in Retirement System', and 'Annual Compensation Rate'. The 'Job Code' field has a magnifying glass icon next to it, which is circled in red with the number 6.</p>

Step	Action
7.	<p>The 'Look Up Job Code' pop-up will appear. Select the appropriate Job Code link.</p>


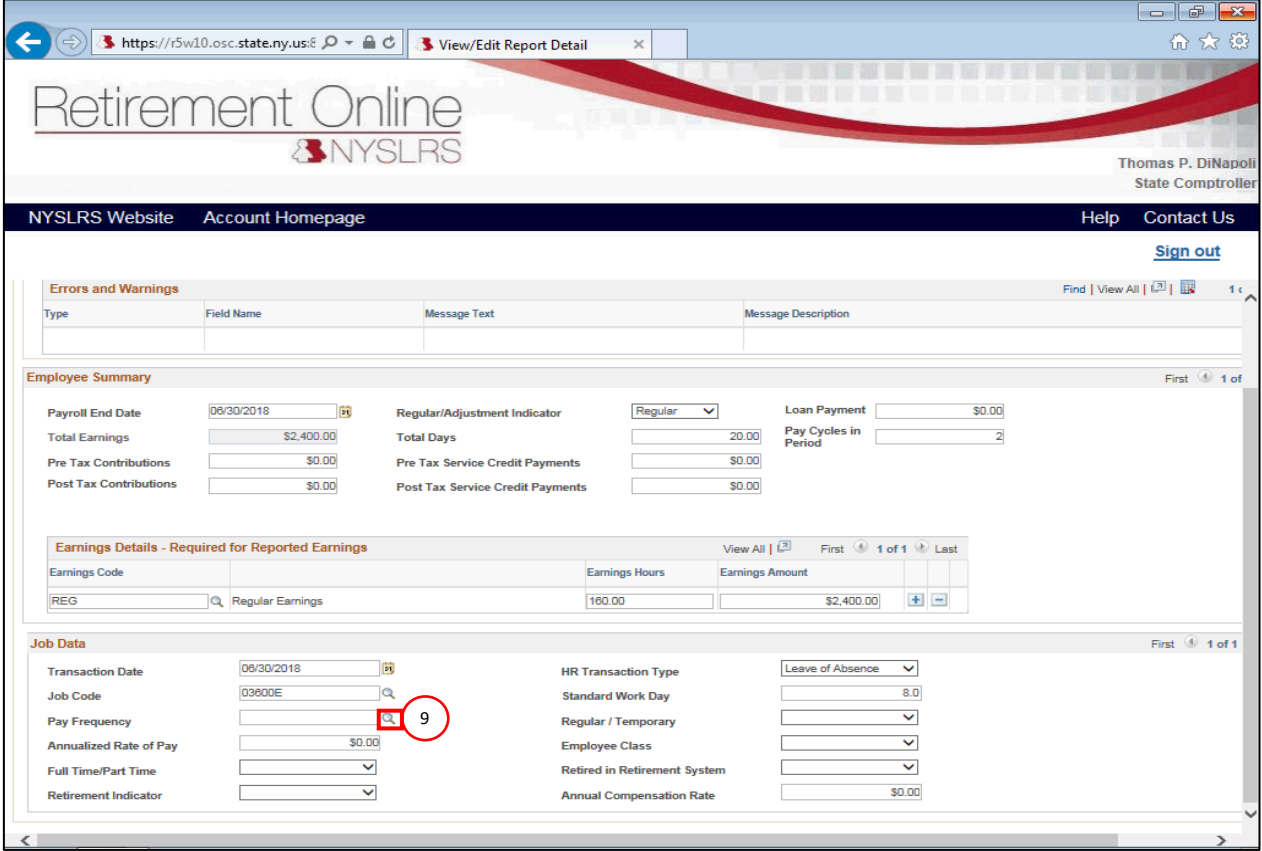


Step	Action
8.	<p>Click in the Standard Work Day field and enter the employee's standard work day. This number should be between 6 and 8.</p> <p><input type="text" value="0.00"/></p>

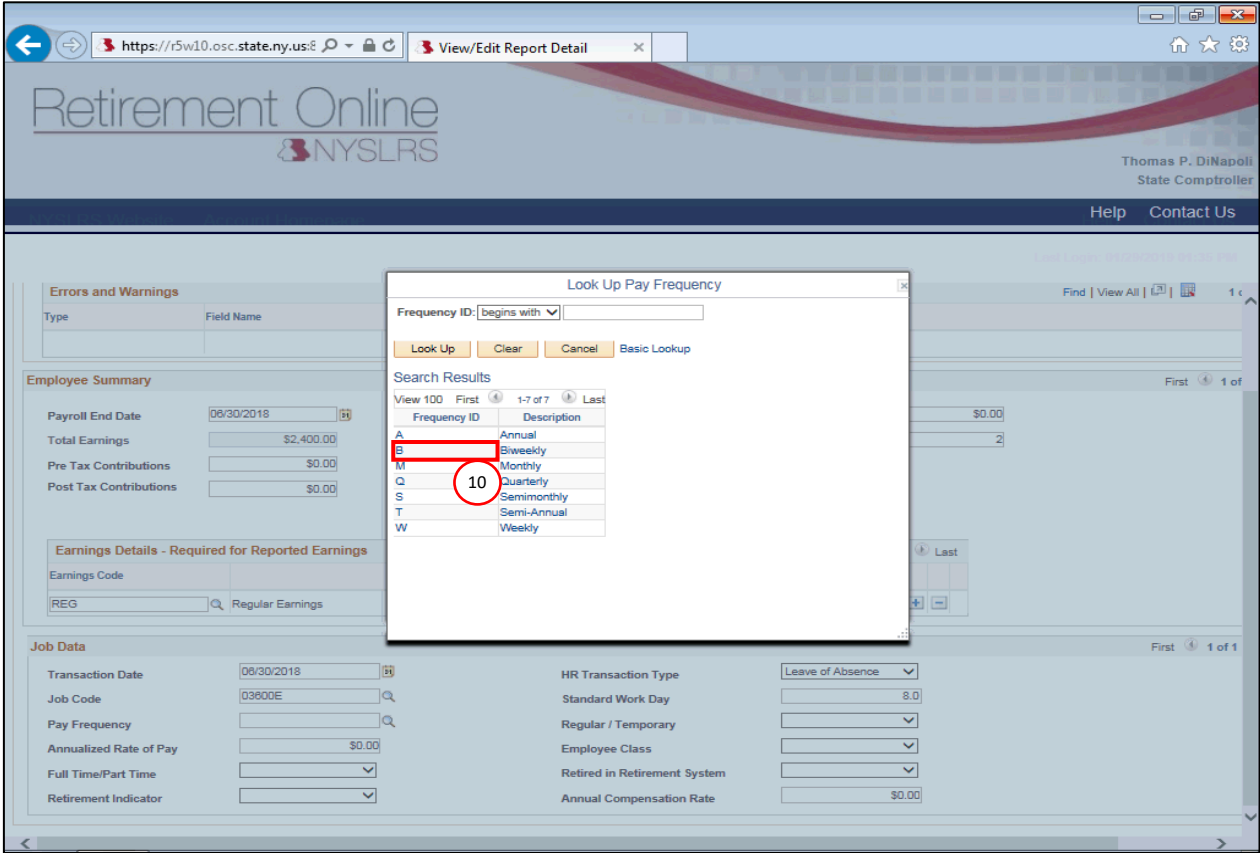
The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays the URL: https://r5w10.osc.state.ny.us:8. The page title is "View/Edit Report Detail". The NYSLRS logo is prominently displayed at the top, along with the name of the State Comptroller, Thomas P. DiNapoli. The navigation bar includes links for "NYSLRS Website", "Account Homepage", "Help", and "Contact Us".

The main content area is divided into several sections:

- Errors and Warnings:** A table with columns for Type, Field Name, Message Text, and Message Description.
- Employee Summary:** A summary of payroll information including Payroll End Date (06/30/2018), Total Earnings (\$2,400.00), and Total Days (20.00).
- Earnings Details - Required for Reported Earnings:** A table showing Earnings Code (REG), Earnings Hours (100.00), and Earnings Amount (\$2,400.00).
- Job Data:** A section containing various fields such as Transaction Date (06/30/2018), Job Code (03600E), and Standard Work Day (8). The "Standard Work Day" field is highlighted with a red circle and contains the value "8".

Step	Action	
<p>9.</p>	<p>Click the Look Up icon next to the Pay Frequency field.</p> 	 <p>The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays "https://r5w10.osc.state.ny.us:8... View/Edit Report Detail". The page header includes "Retirement Online NYSLRS" and "Thomas P. DiNapoli, State Comptroller". The main content area is divided into sections: "Errors and Warnings", "Employee Summary", "Earnings Details - Required for Reported Earnings", and "Job Data". In the "Job Data" section, the "Pay Frequency" field is highlighted with a red box and a circled "9", indicating the step's action.</p>

Step	Action
<p>10</p>	<p>The 'Look Up Pay Frequency' pop-up will appear. Select the appropriate Pay Frequency link.</p> <p>B Biweekly</p>



Step	Action
11	<p>Select the Regular/Temporary drop-down to select the employee's type of work. Select 'Regular' if the employee is a permanent hire. Select 'Temporary' if the employee is a temporary hire.</p> <div data-bbox="212 529 443 560" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text" value=""/> </div>

The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays 'https://r5w10.osc.state.ny.us:8'. The page title is 'View/Edit Report Detail'. The header includes the NYSLRS logo and the name 'Thomas P. DiNapoli, State Comptroller'. Navigation links for 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us' are present, along with a 'Sign out' link.

The main content area is divided into several sections:

- Errors and Warnings:** A table with columns for Type, Field Name, Message Text, and Message Description.
- Employee Summary:** A summary of payroll information including:
 - Payroll End Date: 06/30/2018
 - Total Earnings: \$2,400.00
 - Pre Tax Contributions: \$0.00
 - Post Tax Contributions: \$0.00
 - Regular/Adjustment Indicator: Regular (dropdown)
 - Total Days: 20.00
 - Pre Tax Service Credit Payments: \$0.00
 - Post Tax Service Credit Payments: \$0.00
 - Loan Payment: \$0.00
 - Total Days: 20.00
 - Pay Cycles in Period: 2
- Earnings Details - Required for Reported Earnings:** A table with columns for Earnings Code, Earnings Hours, and Earnings Amount. It shows one entry: REG Regular Earnings with 160.00 hours and \$2,400.00 amount.
- Job Data:** A section containing various fields:
 - Transaction Date: 06/30/2018
 - Job Code: 03600E
 - Pay Frequency: B
 - Annualized Rate of Pay: \$0.00
 - Full Time/Part Time: dropdown
 - Retirement Indicator: dropdown
 - HR Transaction Type: Leave of Absence
 - Standard Work Day: 8.00
 - Regular / Temporary: **Regular** (dropdown menu highlighted with a red box and the number 11 next to it)
 - Employee Class: dropdown
 - Retired in Retirement System: dropdown
 - Annual Compensation Rate: \$0.00

Step	Action
12.	<p>Click in the Annualized Rate of Pay field and enter the annualized rate of pay.</p> <div data-bbox="212 370 443 402" style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 10px;"></div> <p>Note: The Annualized Rate of Pay refers to the maximum yearly amount the employee could earn.</p>

The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays "https://r5w10.osc.state.ny.us:8". The page title is "View/Edit Report Detail". The NYSLRS logo is visible at the top. The user is identified as Thomas P. DiNapoli, State Comptroller. The page includes navigation links for "NYSLRS Website", "Account Homepage", "Help", and "Contact Us".

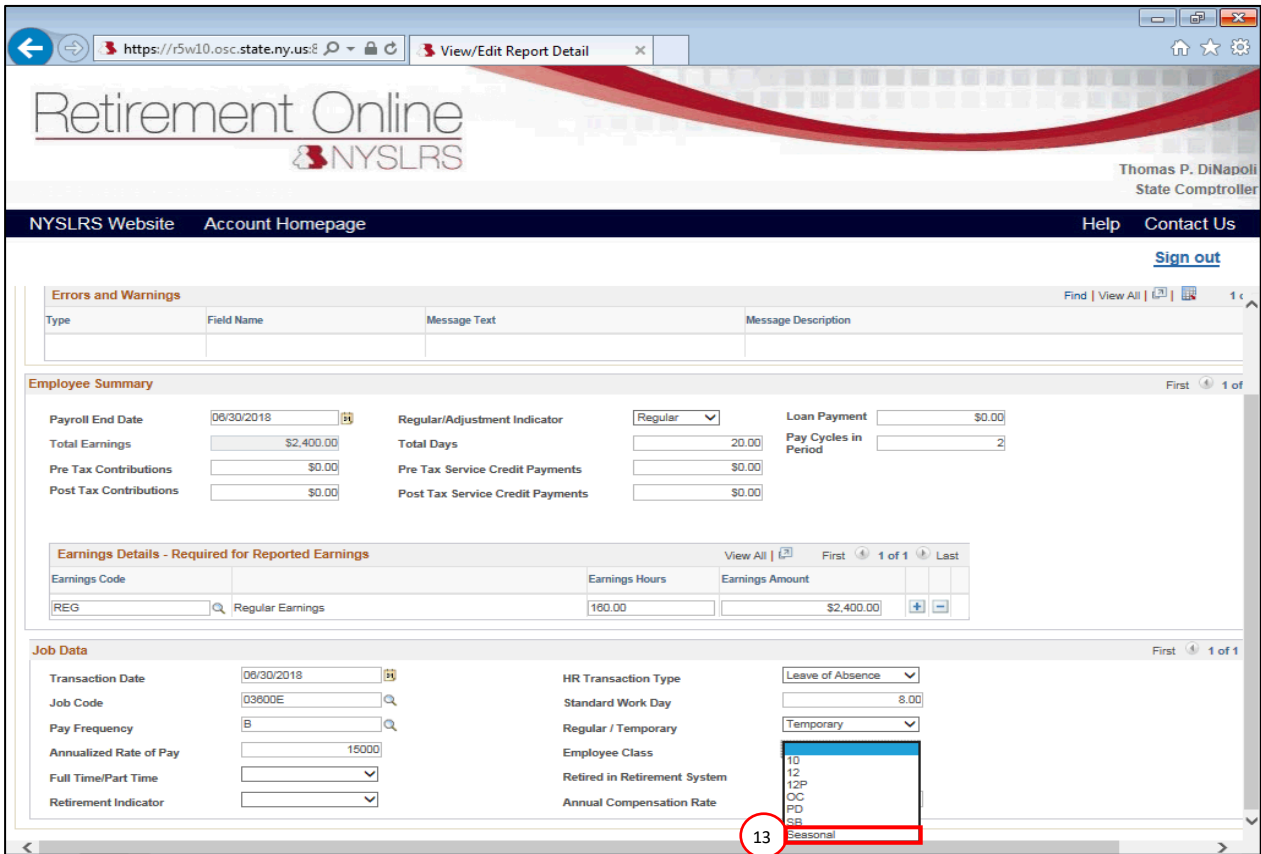
The main content area is divided into several sections:

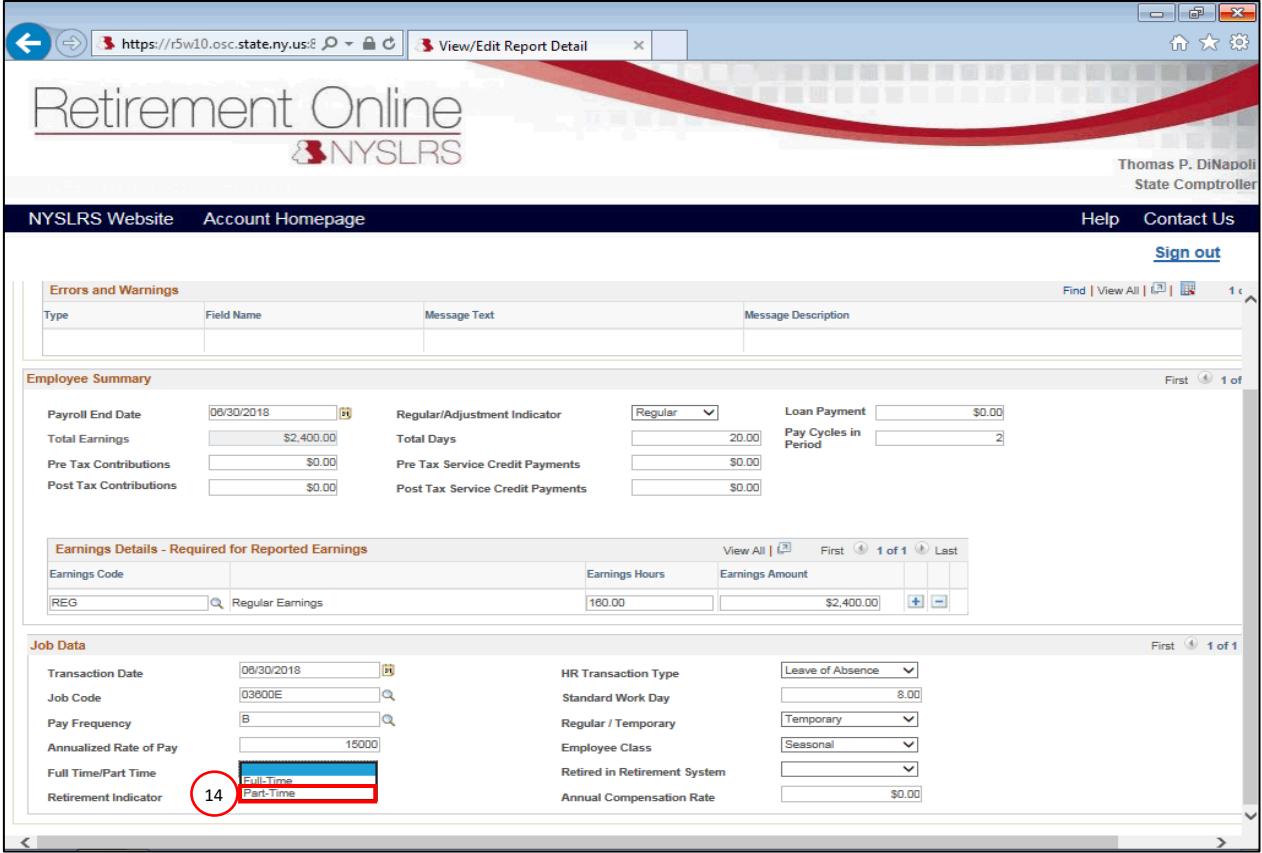
- Errors and Warnings:** A table with columns for Type, Field Name, Message Text, and Message Description.
- Employee Summary:** A summary of payroll information including:

Payroll End Date	09/30/2018	Regular/Adjustment Indicator	Regular	Loan Payment	\$0.00
Total Earnings	\$2,400.00	Total Days	20.00	Pay Cycles in Period	2
Pre Tax Contributions	\$0.00	Pre Tax Service Credit Payments	\$0.00		
Post Tax Contributions	\$0.00	Post Tax Service Credit Payments	\$0.00		
- Earnings Details - Required for Reported Earnings:** A table showing earnings data:

Earnings Code	Earnings Hours	Earnings Amount
REG	160.00	\$2,400.00
- Job Data:** A form containing various fields:

Transaction Date	09/30/2018	HR Transaction Type	Leave of Absence
Job Code	03600E	Standard Work Day	8.00
Pay Frequency	B	Regular / Temporary	Temporary
Annualized Rate of Pay	12	Employee Class	
Full Time/Part Time		Retired in Retirement System	
Retirement Indicator		Annual Compensation Rate	\$0.00

Step	Action	
<p>13</p>	<p>Select the Employee Class drop-down to select the length and/or duration of the employee's work year.</p> <p><input type="text" value="v"/></p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays 'https://r5w10.osc.state.ny.us:8... View/Edit Report Detail'. The page header includes the NYSLRS logo and the name 'Thomas P. DiNapoli, State Comptroller'. A navigation bar contains links for 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us', along with a 'Sign out' link. The main content area is divided into several sections: 'Errors and Warnings' (empty table), 'Employee Summary' (fields for Payroll End Date, Total Earnings, Pre Tax Contributions, Post Tax Contributions, Regular/Adjustment Indicator, Total Days, Pre Tax Service Credit Payments, Post Tax Service Credit Payments, and Loan Payment), 'Earnings Details - Required for Reported Earnings' (table with columns for Earnings Code, Earnings Hours, and Earnings Amount), and 'Job Data' (fields for Transaction Date, Job Code, Pay Frequency, Annualized Rate of Pay, Full Time/Part Time, Retirement Indicator, HR Transaction Type, Standard Work Day, Regular / Temporary, Employee Class, Retired in Retirement System, and Annual Compensation Rate). The 'Employee Class' dropdown menu is open, showing options: 10, 12, 12P, OC, PD, SB, and Seasonal. The 'Seasonal' option is highlighted and circled with a red box, with the number '13' next to it.</p>

Step	Action	
<p>14.</p>	<p>Select the Full/Part Time drop-down to select the employee's schedule type.</p> <div data-bbox="212 407 436 440" style="border: 1px solid black; padding: 2px; width: fit-content;"> ▼ </div>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays 'https://r5w10.osc.state.ny.us:8... View/Edit Report Detail'. The page header includes 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli, State Comptroller'. The main content area is divided into sections: 'Errors and Warnings', 'Employee Summary', 'Earnings Details - Required for Reported Earnings', and 'Job Data'. In the 'Job Data' section, the 'Full Time/Part Time' dropdown menu is open, showing 'Full-Time' and 'Part-Time' options. The 'Part-Time' option is selected and highlighted in red. A red circle with the number '14' is placed over the dropdown menu.</p>

Step	Action
15	Select the Retirement Indicator drop-down to select whether the employee is a retiree who has returned to work. <input data-bbox="212 451 434 480" type="text"/>

The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar indicates the URL is https://r5w10.osc.state.ny.us. The page title is "View/Edit Report Detail". The main header includes "Retirement Online" and "NYSLRS". The user is identified as Thomas P. DiNapoli, State Comptroller. The page contains several sections:

- Errors and Warnings:** A table with columns for Type, Field Name, Message Text, and Message Description.
- Employee Summary:** A summary of employee information including Payroll End Date (06/30/2018), Regular/Adjustment Indicator (Regular), Total Earnings (\$2,400.00), Total Days (20.00), and various contribution amounts.
- Earnings Details - Required for Reported Earnings:** A table showing Earnings Code (REG), Earnings Hours (160.00), and Earnings Amount (\$2,400.00).
- Job Data:** A section containing fields for Transaction Date (06/30/2018), Job Code (03600E), Pay Frequency (B), Annualized Rate of Pay (15000), Full Time/Part Time (Part-Time), Retirement Indicator (highlighted with a red box and the number 15), HR Transaction Type (Leave of Absence), Standard Work Day (8.00), Regular / Temporary (Temporary), Employee Class (Seasonal), Retired in Retirement System, and Annual Compensation Rate (\$0.00).

Step	Action
16.	<p>The Retired in Retirement System field is a conditional field. If 'No' was selected for the Retirement Indicator field, then this field can be skipped. If 'Yes' was selected, select the New York State Retirement System this employee retired from.</p> <div data-bbox="212 607 432 634" style="border: 1px solid black; width: 100px; height: 17px; margin-left: 10px;"></div>

The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays 'https://r5w10.osc.state.ny.us:8... View/Edit Report Detail'. The page header includes the NYSLRS logo and the name 'Thomas P. DiNapoli, State Comptroller'. The main content area is divided into several sections:

- Errors and Warnings:** A table with columns for Type, Field Name, Message Text, and Message Description.
- Employee Summary:** A summary of payroll information including Payroll End Date (06/30/2018), Total Earnings (\$2,400.00), and Regular/Adjustment Indicator (Regular).
- Earnings Details - Required for Reported Earnings:** A table showing Earnings Code (REG), Earnings Hours (160.00), and Earnings Amount (\$2,400.00).
- Job Data:** A section containing various fields such as Transaction Date (06/30/2018), Job Code (03600E), and Retirement Indicator (No). The 'Retired in Retirement System' dropdown menu is highlighted with a red circle and the number 16.

Step	Action
17	<p>Click in the Annual Compensation Rate field and enter the employee's annual compensation rate.</p> <p><input type="text" value="\$0.00"/></p> <p>Note: The annual Compensation Rate refers to the yearly amount the employee is expected to earn at this job.</p>

The screenshot shows the Retirement Online NYSLRS website interface. The browser address bar displays "https://r5w10.osc.state.ny.us:8... View/Edit Report Detail". The page header includes the NYSLRS logo and the name "Thomas P. DiNapoli, State Comptroller". Navigation links for "NYSLRS Website", "Account Homepage", "Help", and "Contact Us" are present, along with a "Sign out" link.

The main content area is divided into several sections:

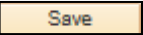
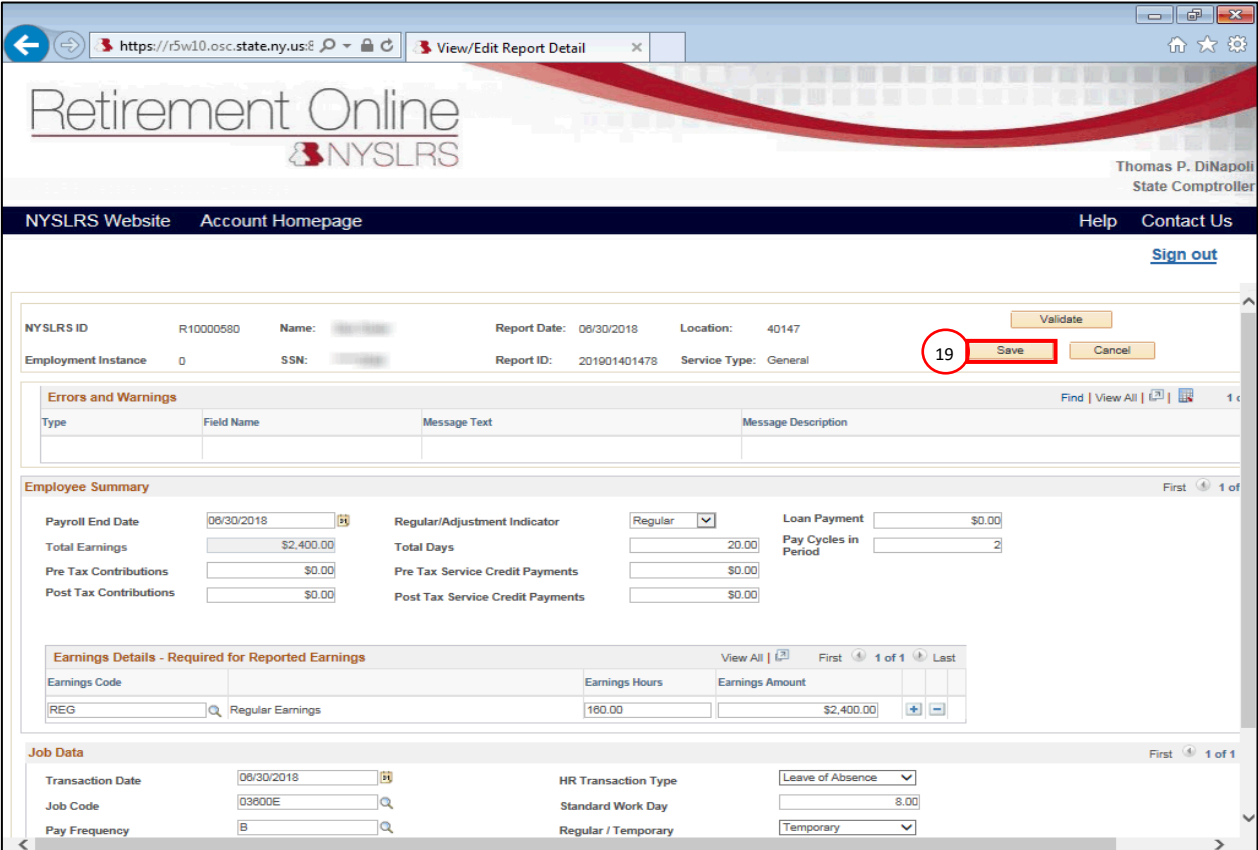
- Errors and Warnings:** A table with columns for Type, Field Name, Message Text, and Message Description.
- Employee Summary:** A summary of employee information including:
 - Payroll End Date: 06/30/2018
 - Regular/Adjustment Indicator: Regular
 - Loan Payment: \$0.00
 - Total Earnings: \$2,400.00
 - Total Days: 20.00
 - Pay Cycles in Period: 2
 - Pre Tax Contributions: \$0.00
 - Pre Tax Service Credit Payments: \$0.00
 - Post Tax Contributions: \$0.00
 - Post Tax Service Credit Payments: \$0.00
- Earnings Details - Required for Reported Earnings:** A table showing earnings information:

Earnings Code	Earnings Hours	Earnings Amount
REG	160.00	\$2,400.00
- Job Data:** A section containing various job-related fields:
 - Transaction Date: 06/30/2018
 - Job Code: 03600E
 - Pay Frequency: B
 - Annualized Rate of Pay: 15000
 - Full Time/Part Time: Part-Time
 - Retirement Indicator: No
 - HR Transaction Type: Leave of Absence
 - Standard Work Day: 8.00
 - Regular / Temporary: Temporary
 - Employee Class: Seasonal
 - Retired in Retirement System: [checked]
 - Annual Compensation Rate: **17**

Step	Action
18.	<p>Now that all data has been entered for this reporting period, it must be validated. Click the Validate button.</p> <p style="text-align: center;"><input type="button" value="Validate"/></p> <p>Note: You must click the Validate button before you can click the Save button.</p>

The screenshot shows the Retirement Online NYSLRS website interface. At the top, the browser address bar displays 'https://r5w10.osc.state.ny.us:8' and the page title is 'View/Edit Report Detail'. The website header includes the 'Retirement Online NYSLRS' logo and the name 'Thomas P. DiNapoli, State Comptroller'. A navigation bar contains links for 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us', along with a 'Sign out' link.

The main content area displays report details for NYSLRS ID R10000580, Report Date 06/30/2018, and Location 40147. A 'Validate' button is highlighted with a red circle and the number 18. Below this are 'Save' and 'Cancel' buttons. The 'Errors and Warnings' section is currently empty. The 'Employee Summary' section shows fields for Payroll End Date (06/30/2018), Regular/Adjustment Indicator (Regular), Total Earnings (\$2,400.00), Total Days (20.00), and various contribution amounts. The 'Earnings Details - Required for Reported Earnings' section shows a table with one entry: REG Regular Earnings for 160.00 hours and \$2,400.00 amount. The 'Job Data' section includes fields for Transaction Date (06/30/2018), Job Code (03600E), Pay Frequency (B), HR Transaction Type (Leave of Absence), Standard Work Day (8.00), and Regular / Temporary (Temporary).

Step	Action	
<p>19</p> <p>Check the 'Errors and Warnings' section to see if any errors or warnings exist. If so, repeat steps 3 – 18.</p> <p>Click the Save button to save the validated data.</p> <p></p>		 <p>The screenshot shows the Retirement Online NYSLRS portal. At the top, the URL is https://r5w10.osc.state.ny.us:8. The page title is 'View/Edit Report Detail'. The header includes 'Retirement Online NYSLRS' and 'Thomas P. DiNapoli, State Comptroller'. The navigation bar contains 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. A 'Sign out' link is visible. The main content area displays report details for NYSLRS ID R10000580, Name [redacted], Report Date 06/30/2018, Location 40147, Employment Instance 0, SSN [redacted], Report ID 201901401478, and Service Type General. A 'Validate' button is present. Below this, the 'Errors and Warnings' section is highlighted, showing a table with columns for Type, Field Name, Message Text, and Message Description. The 'Employee Summary' section includes fields for Payroll End Date (06/30/2018), Total Earnings (\$2,400.00), Pre Tax Contributions (\$0.00), Post Tax Contributions (\$0.00), Regular/Adjustment Indicator (Regular), Total Days (20.00), Pre Tax Service Credit Payments (\$0.00), Post Tax Service Credit Payments (\$0.00), Loan Payment (\$0.00), and Pay Cycles in Period (2). The 'Earnings Details - Required for Reported Earnings' section shows a table with columns for Earnings Code, Earnings Hours, and Earnings Amount. The 'Job Data' section includes Transaction Date (06/30/2018), Job Code (03600E), Pay Frequency (B), HR Transaction Type (Leave of Absence), Standard Work Day (8.00), and Regular / Temporary (Temporary). A red circle highlights the 'Save' button in the top right corner of the report details section.</p>

Step	Action
20.	<p>The <i>Report Details</i> page will appear. The employee's report status is listed as "Validated."</p> <p>Note: The information entered must return a status of 'Validated' or 'Validation Warning' before the report can be submitted to NYSLRS. A 'Validation Error' status means there are errors with the entered data. If submitted to NYSLRS, this employee's record will be omitted. You must return to that employee's record and correct the data through their View/Edit link.</p> <p>You have successfully entered monthly data with an HR transaction.</p>

Retirement Online
NYSLRS

Thomas P. DiNapoli
State Comptroller

NYSLRS Website Account Homepage Help Contact Us
[Sign out](#)

Report Summary Report Details Errors and Warnings

Location 40147 VILLAGE OF CANDOR Report Date 06/30/2018 Report Format Enhanced Add Transaction [Return to Dashboard](#)
Report ID 201901401478 Report Status Initiated Report Type Regular

NYSLRS ID SSN First Name Last Name Status Search Clear

Report Details Personalize Find

	NYSLRS ID	Empl Rod	Social Security Number	First Name	Last Name	Status	Days	Hours	Earnings	Pre Tax Contributions	Post Tax Contributions	Loan Payments	Pre Tax Service Credit Payments
<input type="checkbox"/>	R10000580	0	[REDACTED]	Bob	[REDACTED]	20 Validated	20.00	160.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10015345	0	[REDACTED]	Sam	[REDACTED]		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10015932	1	[REDACTED]	Calvin	[REDACTED]	Validated	20.00	163.00	\$2,632.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10199443	0	[REDACTED]	Aubrey	[REDACTED]		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10552401	50	[REDACTED]	Nme_person	[REDACTED]		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10667920	1	[REDACTED]	Nme_person	[REDACTED]		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R10807887	4	[REDACTED]	Nme_person	[REDACTED]		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R11150631	1	[REDACTED]	Nme_person	[REDACTED]		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R11456073	6	[REDACTED]	Nme_person	[REDACTED]		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	R12782562	0	[REDACTED]	Steve	[REDACTED]		0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Select All Deselect All Delete Selected