

Thomas P. DiNapoli, State Comptroller




Enhanced Reporting Excel Tool

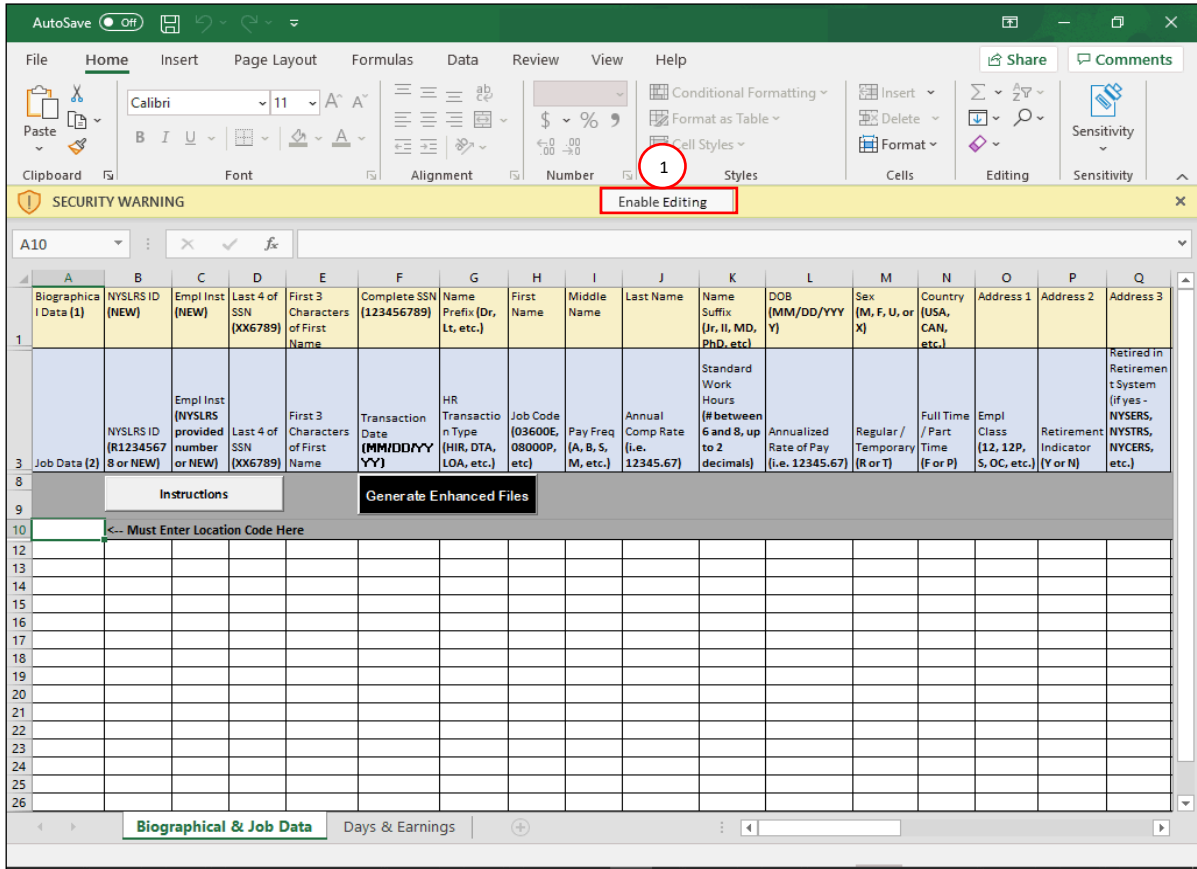
This job aid shows you (as an Employer Reporting Uploader) how to use the Enhanced Reporting Excel tool to create an enrollment file and/or job data file in the .txt (text file) format to upload into *Retirement Online*.

The .txt (text file) format is the only file format *Retirement Online* will accept for your Enhanced enrollment and/or job data reports.

Note: When you rehire a retiree, you must create a NEW Transaction 2 line to generate a new employment instance or employment record. You will then use the new employment instance for reporting. This cannot be done until the member's Retirement Case has been processed by NYSLRS.

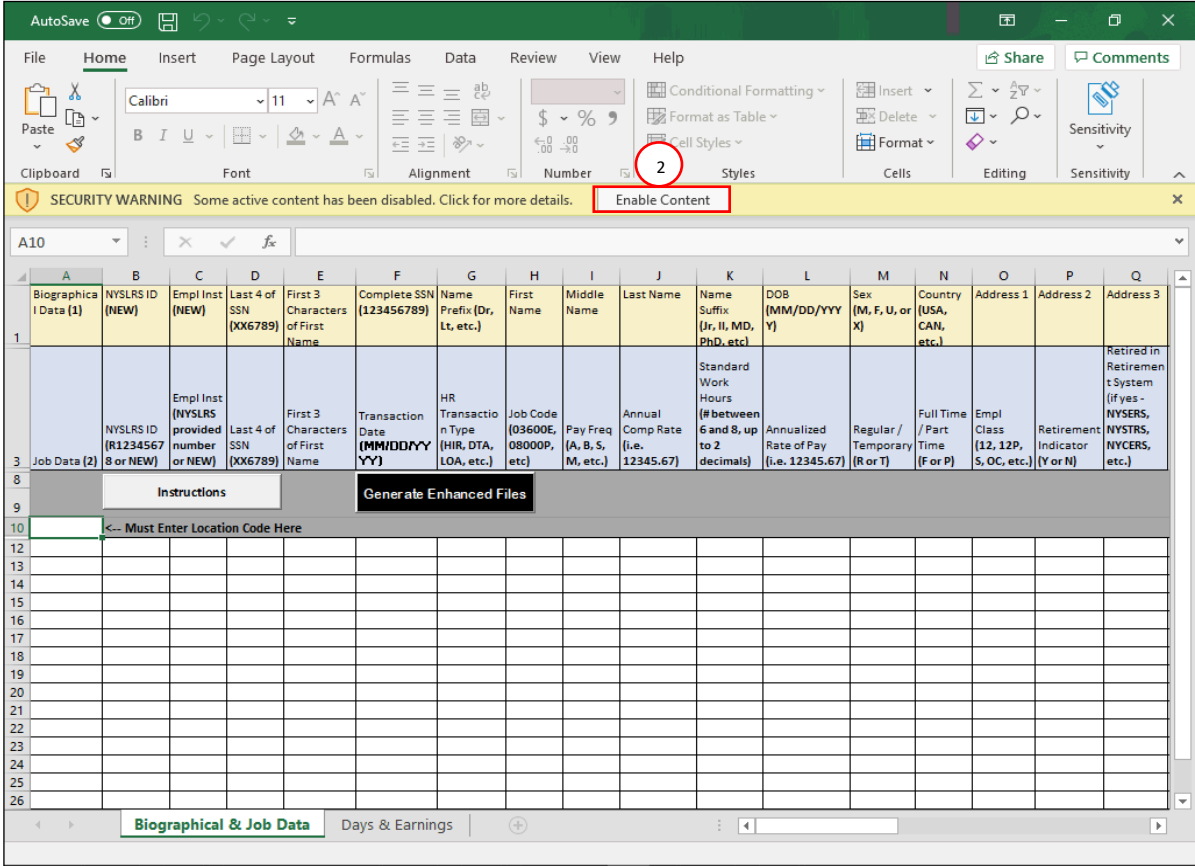
Enrolling, Hiring and/or Job Changes (Transactions 1 and 2)


| Step | Action |
|----------|---|
| <p>1</p> | <p>Open the ERET tool and click the Enable Editing button.</p>  |

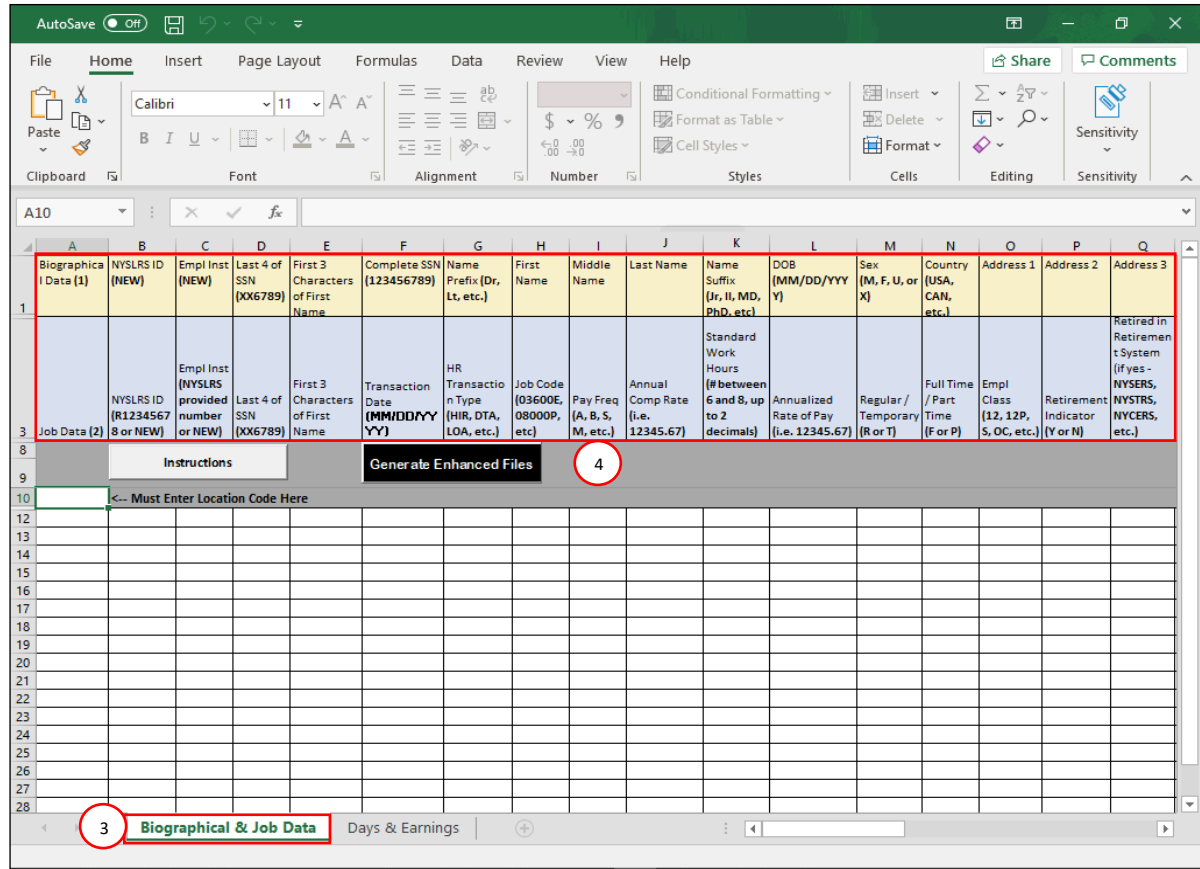


The screenshot shows the Microsoft Excel interface with the 'Enable Editing' button highlighted in a red box. The spreadsheet contains the following data:

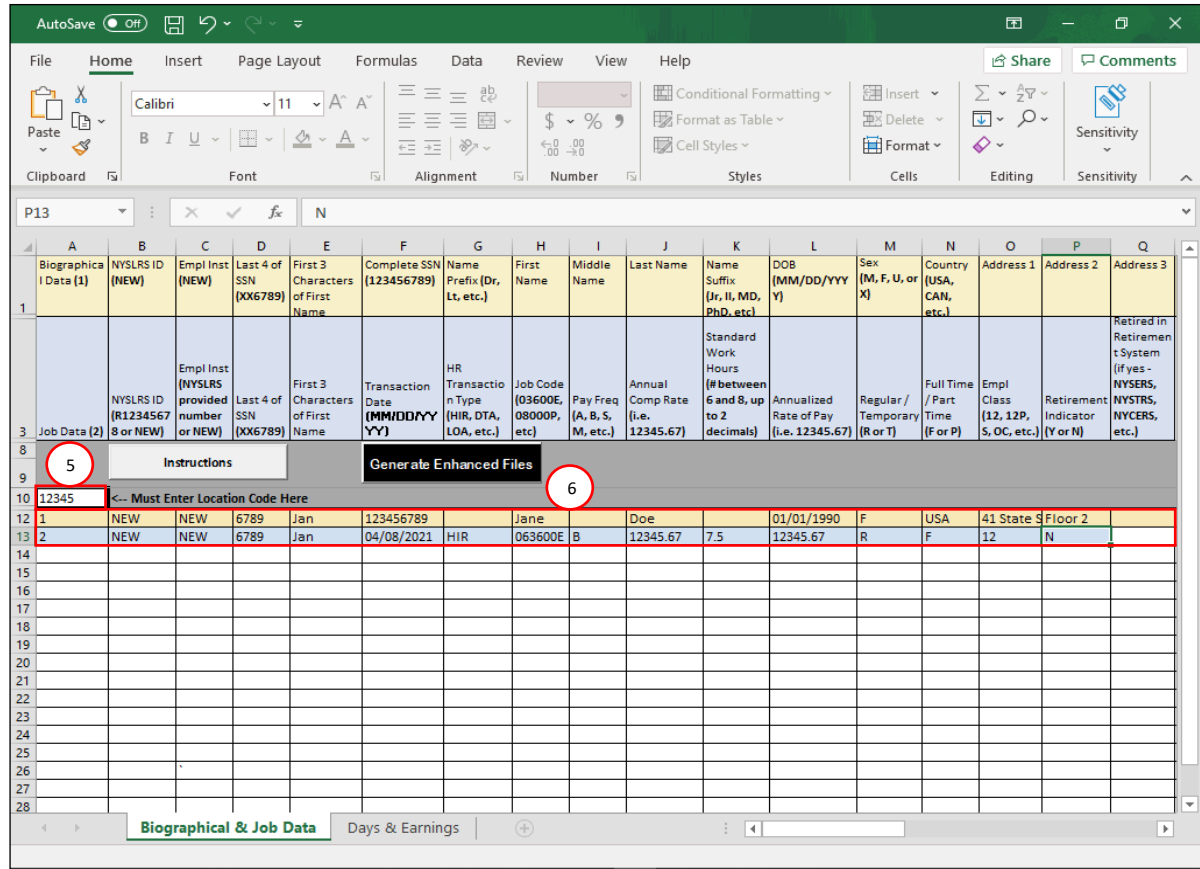
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | |
|----|-----------------------------------|------------------------------|-----------------------------------|------------------------|----------------------------------|-------------------------------|---|---------------------------------|-----------------------------|----------------------------------|--|--|------------------------------|-------------------------------|-----------------------------------|-------------------------------|--|--|
| 1 | Biographical Data (1) | NYSLRS ID (NEW) | Empl Inst (NEW) | Last 4 of SSN (XX6789) | First 3 Characters of First Name | Complete SSN (123456789) | Name Prefix (Dr, Lt, etc.) | First Name | Middle Name | Last Name | Name Suffix (Jr, II, MD, PhD, etc.) | DOB (MM/DD/YYYY) | Sex (M, F, U, or X) | Country (USA, CAN, etc.) | Address 1 | Address 2 | Address 3 | |
| 3 | Job Data (2) | NYSLRS ID (R12345678 or NEW) | Empl Inst provided number or NEW) | Last 4 of SSN (XX6789) | First 3 Characters of First Name | Transaction Date (MM/DD/YYYY) | HR Transaction Type (HIR, DTA, LOA, etc.) | Job Code (03600E, 08000P, etc.) | Pay Freq (A, B, S, M, etc.) | Annual Comp Rate (i.e. 12345.67) | Standard Work Hours (#between 6 and 8, up to 2 decimals) | Annualized Rate of Pay (i.e. 12345.67) | Regular / Temporary (R or T) | Full Time / Part Time (For P) | Empl Class (12, 12P, S, OC, etc.) | Retirement Indicator (Y or N) | Retired in Retirement System (if yes - NYSERS, NYCERS, etc.) | |
| 8 | Instructions | | | | | Generate Enhanced Files | | | | | | | | | | | | |
| 10 | <-- Must Enter Location Code Here | | | | | | | | | | | | | | | | | |

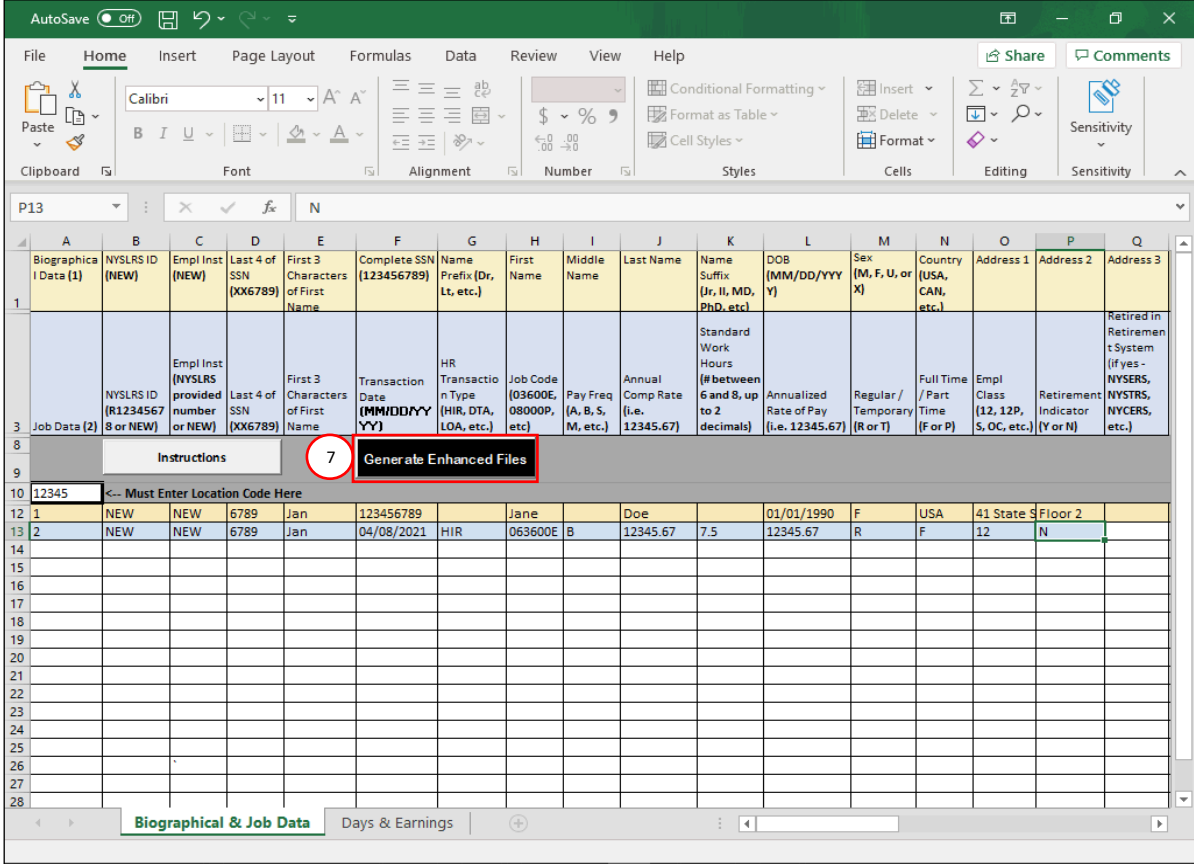
| Step | Action |
|----------|---|
| <p>2</p> | <p>Click the Enable Content button.</p>  <p>The screenshot shows the Microsoft Excel interface with a yellow security warning banner at the top that reads "SECURITY WARNING Some active content has been disabled. Click for more details." The "Enable Content" button in the banner is circled in red. The ribbon is set to "Home" and the "Styles" group is active. The spreadsheet below the ribbon contains columns for biographical and job data, with headers such as "Biographical Data (1)", "NYSLSR ID (NEW)", "Empl Inst (NEW)", "Last 4 of SSN (XX6789)", "First 3 Characters of First Name", "Complete SSN (123456789)", "Name Prefix (Dr, Lt, etc.)", "First Name", "Middle Name", "Last Name", "Name Suffix (Jr, II, MD, PhD, etc.)", "DOB (MM/DD/YYYY)", "Sex (M, F, U, or X)", "Country (USA, CAN, etc.)", "Address 1", "Address 2", "Address 3", "Standard Work Hours (# between 6 and 8, up to 2 decimals)", "Annualized Rate of Pay (i.e. 12345.67)", "Regular / Temporary (R or T)", "Full Time / Part Time (F or P)", "Empl Class (12, 12P, S, OC, etc.)", "Retirement Indicator (Y or N)", and "Retired in Retirement System (if yes - NYSTERS, NYSTERS, NYCERS, etc.)". A "Job Data (2)" row is also visible. A "Generate Enhanced Files" button is present in the spreadsheet area.</p> |

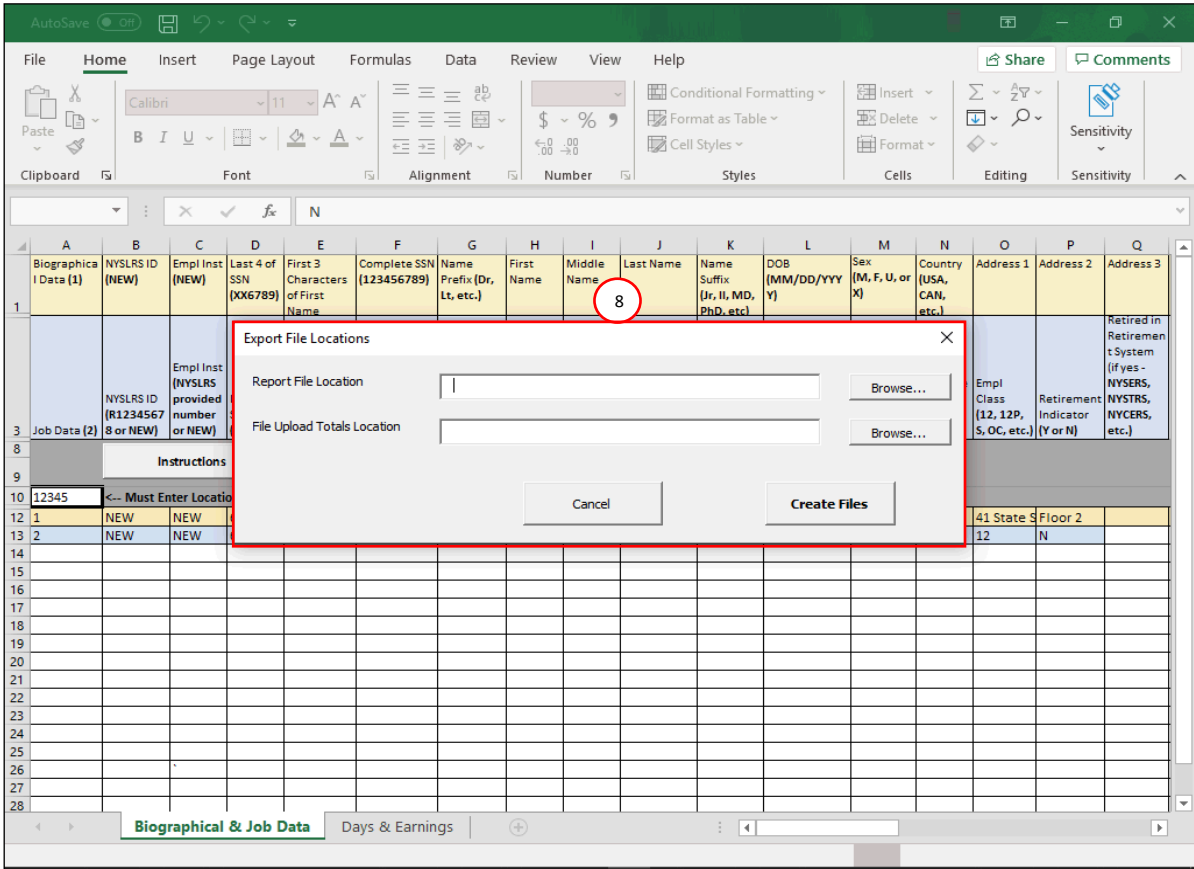
| Step | Action |
|------|--|
| 3 | <p>Open the tab at the bottom of the excel titled Biographical & Job Data</p>  |
| 4 | <p>Before starting to enter the report data for your employee(s) review the top of the template which is shaded in yellow and blue. These rows provide key information to follow while entering your report data. These rows also provide examples of how the data is to be populated in each cell. Do not edit the cell size, spacing or format conventions.</p> <p>Row 1, shaded in yellow, shows the required report data information for Transaction 1– Biographical Data.</p> <p>Row 3, shaded in blue, shows the required report data information for Transaction 2 – Job Data.</p> <p>Note: Data cannot be entered in this section of the template and is for your reference only.</p> |

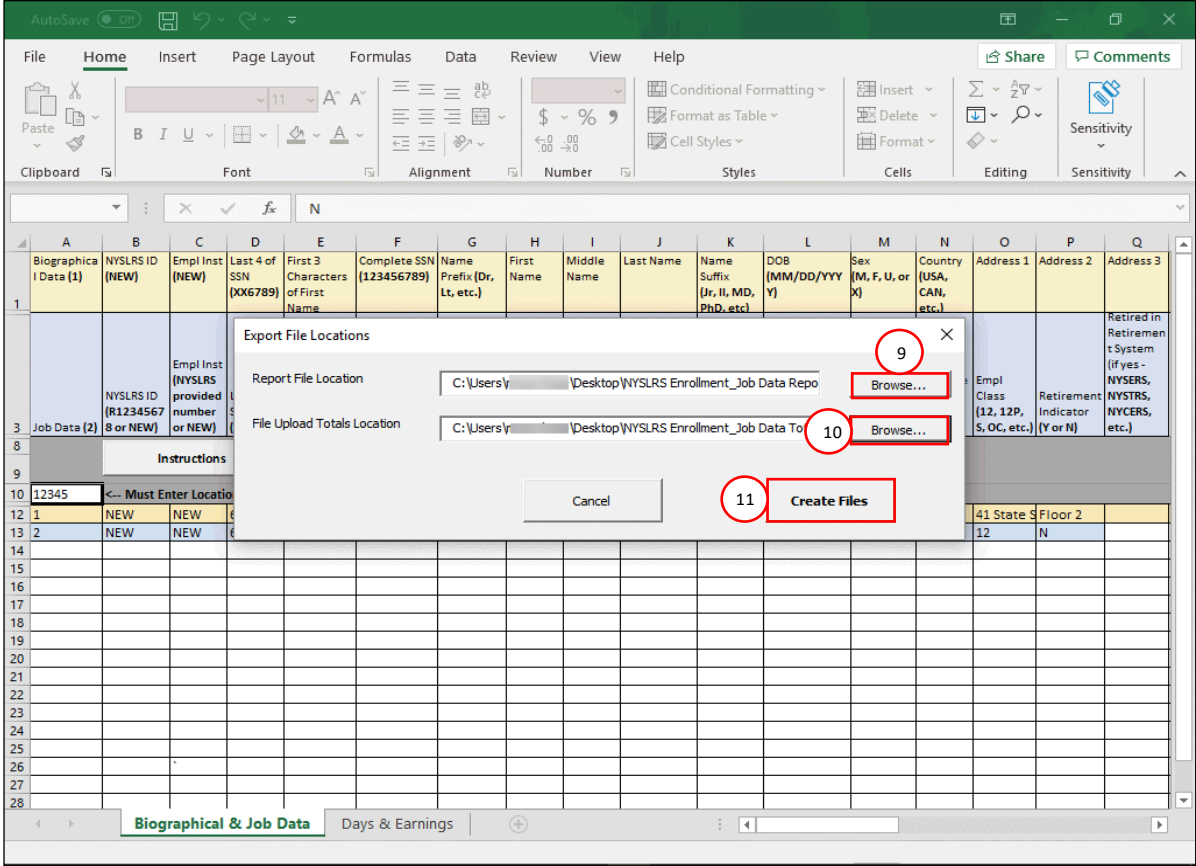
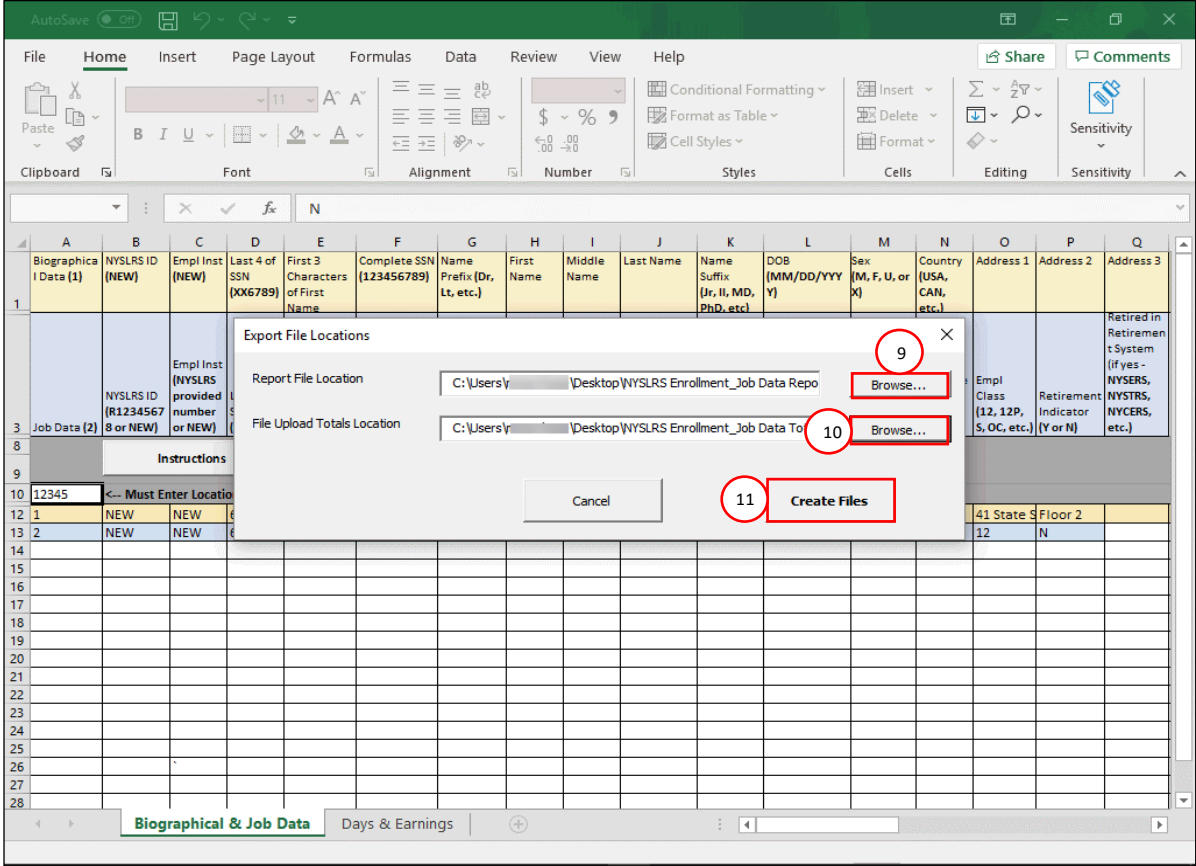
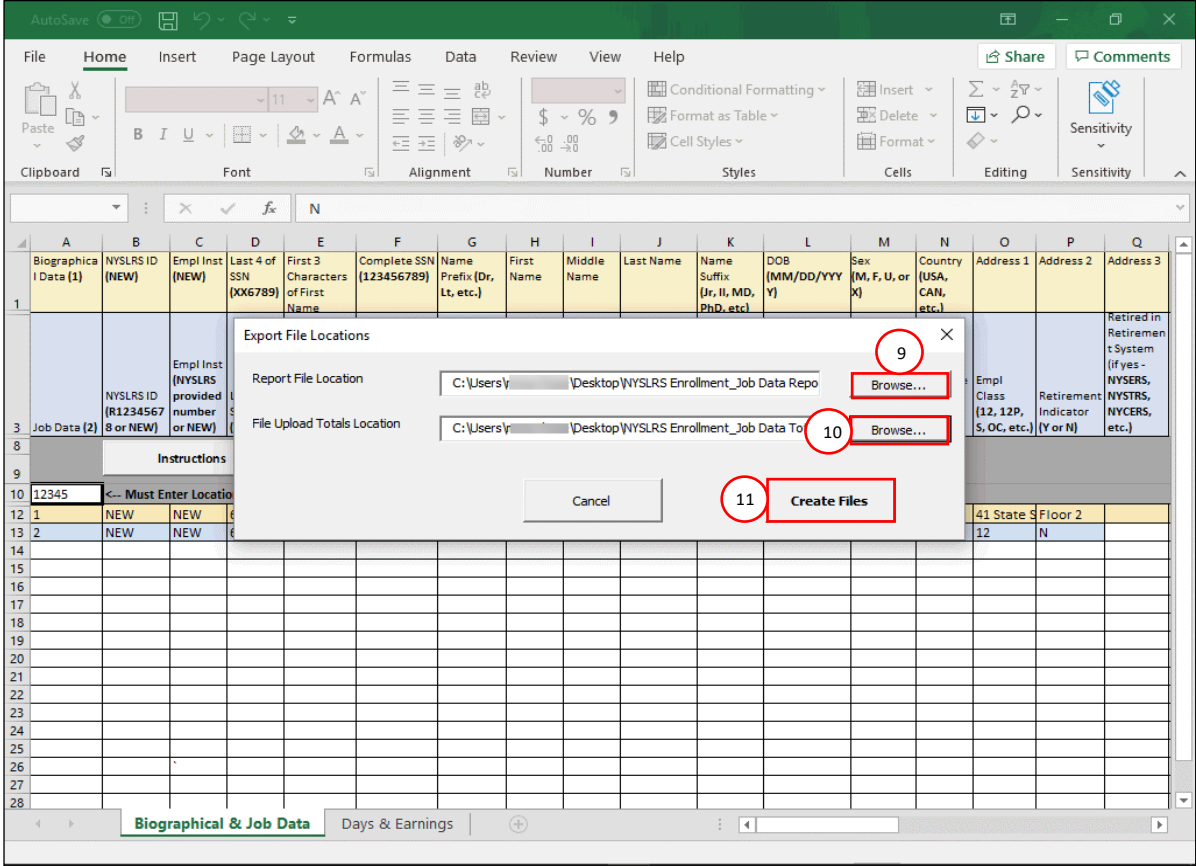


| Step | Action |
|------|--|
| 5 | <p>Begin entering the report data with your location code in Column A, row 10. This cell will always be the 5 digit location code. The location code only appears on this first line of the report.</p> |
| 6 | <p>Move to the next line, and working from left to right, enter the required biographical (Transaction 1 – yellow lines) and/or job data (Transaction 2 – blue lines) for each employee, making one transaction type its own row.</p> <p>This document can be used for multiple lines of transactions which can be listed in any order. It is recommended to keep each employee’s Transactions 1 (biographical) and 2 (job data) together as shown, but it is not required.</p> <p>Note: After entering all the report data, make sure there are no blank rows in the report. If any blank rows exist in the report, you will get an error.</p> |

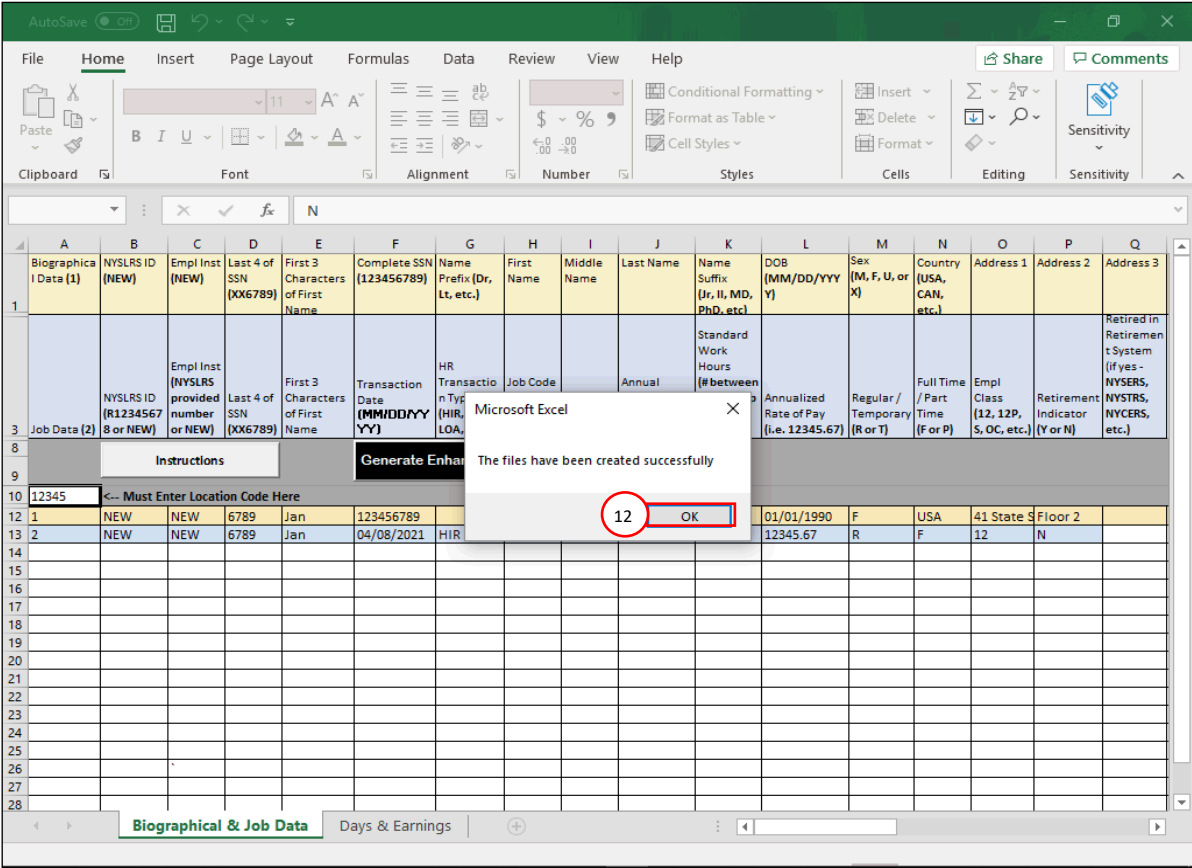


| Step | Action |
|----------|---|
| <p>7</p> | <p>Click the Generate Enhanced Files button.</p>  |

| Step | Action |
|----------|--|
| <p>8</p> | <p>The 'Export File Locations' pop-up will appear. In order to generate the report file and totals file you need for upload, you must name them and have a place on your device for them. Each of these files should have their own unique name, and be in a convenient location for you to remember and access.</p>  |

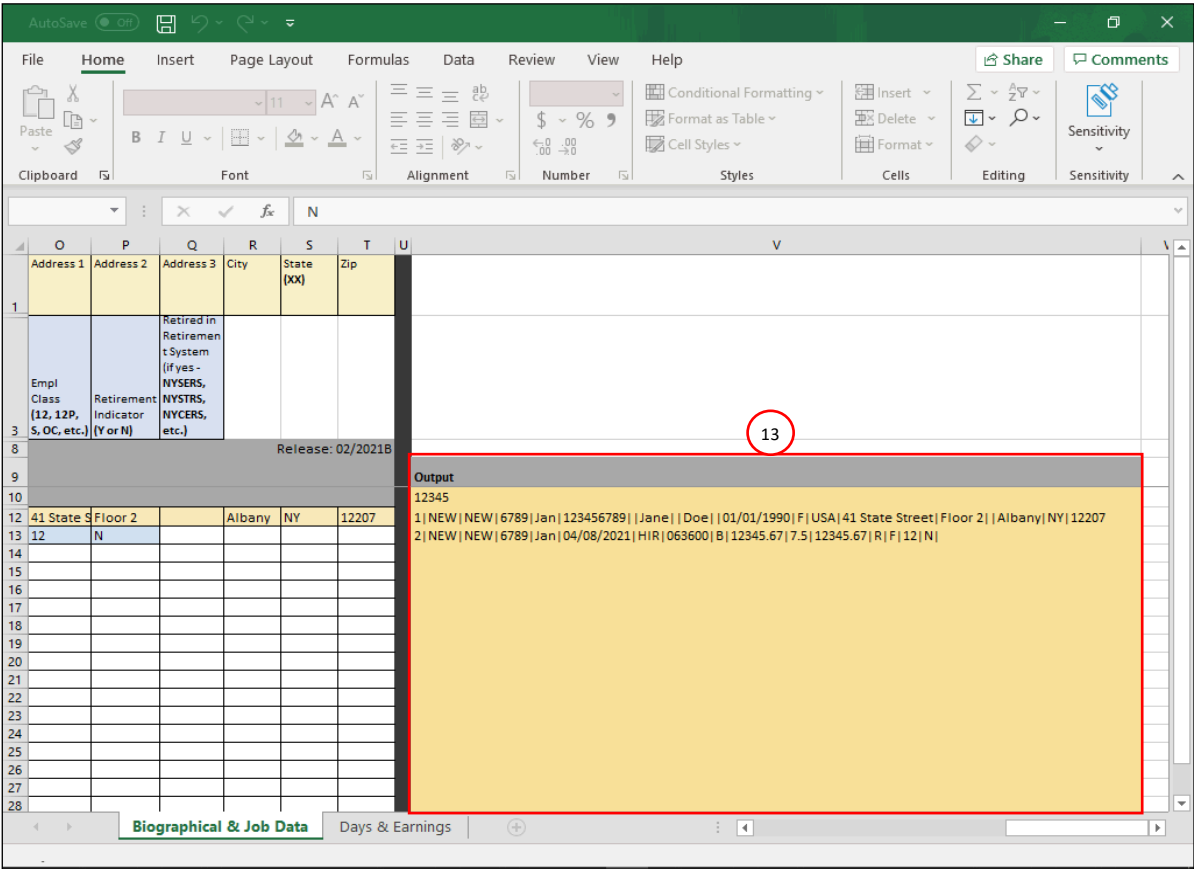
| Step | Action | |
|-----------|--|---|
| <p>9</p> | <p>Click the Browse button next to the Report File Location field to specify where the report should be saved.</p> <p><input type="button" value="Browse..."/></p> <p>Note: The Report File is the file you upload into <i>Retirement Online</i>.</p> |  |
| <p>10</p> | <p>Click the Browse button next to the File Upload Totals Location field to specify where on your device the report totals file should be saved.</p> <p><input type="button" value="Browse..."/></p> <p>Note: The File Upload Totals file provides you with the totals (numbers) you will enter into the <i>File Upload</i> page in <i>Retirement Online</i>.</p> |  |
| <p>11</p> | <p>Click the Create Files button and the monthly report file and the totals for entry file will be saved to your device with the names you created.</p> <p><input type="button" value="Create Files"/></p> |  |

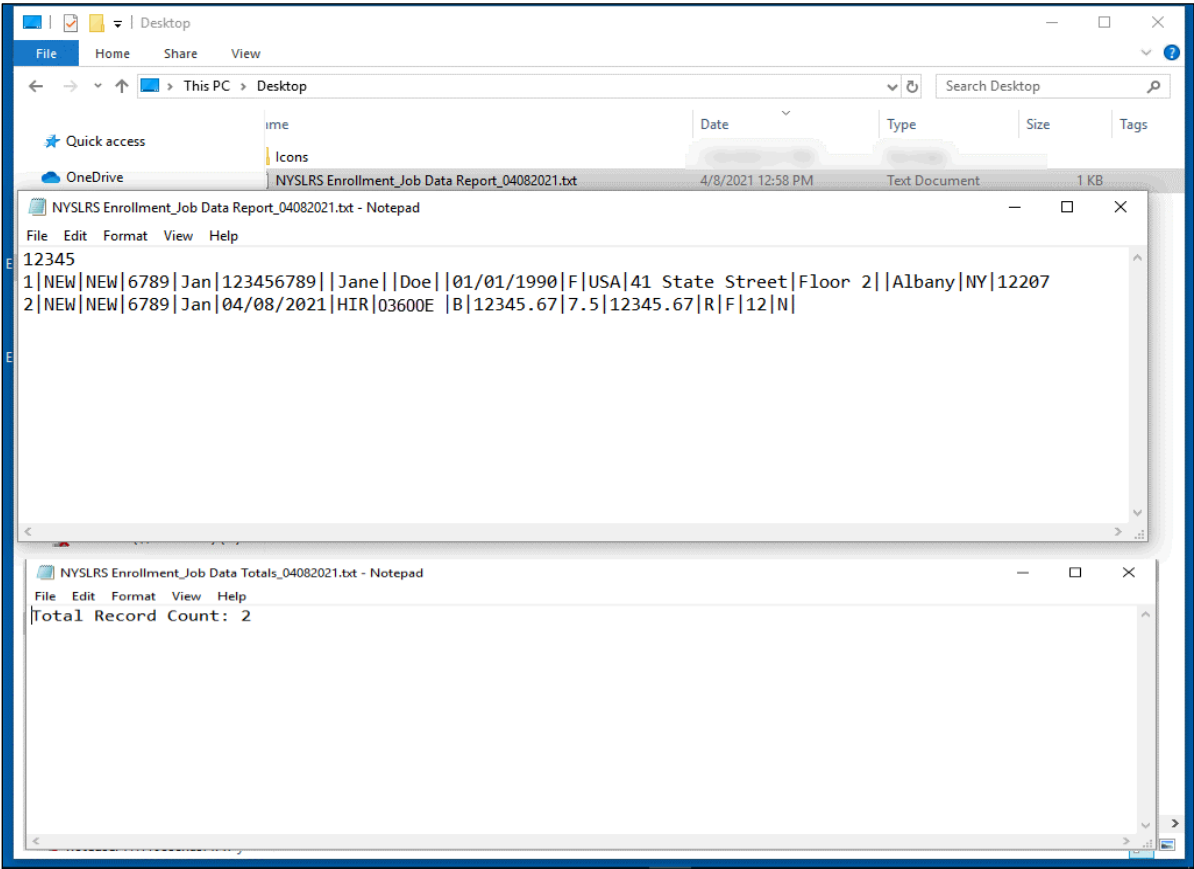
| Step | Action |
|-----------|---|
| <p>12</p> | <p>A pop-up will appear stating that the files have been created successfully.</p> <p>Click OK to continue.</p> <div data-bbox="275 448 415 500" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">OK</div> <p>Note: These files will be created in the .txt format for you, which is the only file format <i>Retirement Online</i> accepts.</p> |



The screenshot shows the Microsoft Excel interface with the 'Biographical & Job Data' worksheet. The spreadsheet contains columns for personal and employment information. A pop-up dialog box is centered on the screen, displaying the message 'The files have been created successfully' and an 'OK' button, which is circled in red. The spreadsheet data includes fields like NYSLRS ID, Employment Status, Last 4 of SSN, and various dates.

| Biographical Data (1) | NYSLRS ID (NEW) | Empl Inst (NEW) | Last 4 of SSN (XX6789) | First 3 Characters of First Name | Complete SSN (123456789) | Name Prefix (Dr., Lt, etc.) | First Name | Middle Name | Last Name | Name Suffix (Jr, II, MD, PhD, etc.) | DOB (MM/DD/YYYY) | Sex (M, F, U, or X) | Country (USA, CAN, etc.) | Address 1 | Address 2 | Address 3 | |
|-----------------------|------------------------------|---|------------------------|----------------------------------|-------------------------------|--------------------------------------|------------|-------------|-----------|-------------------------------------|--|------------------------------|--------------------------------|-----------------------------------|-------------------------------|-----------|--|
| | | | | | | | | | | | | | | | | | Retired in Retirement System (if yes - NYSTRS, NYCERS, etc.) |
| Job Data (2) | NYSLRS ID (R12345678 or NEW) | Empl Inst (NYSLRS provided number or NEW) | Last 4 of SSN (XX6789) | First 3 Characters of First Name | Transaction Date (MM/DD/YYYY) | HR Transaction Type (HIR, LOA, etc.) | Job Code | | Annual | Standard Work Hours (#between) | Annualized Rate of Pay (i.e. 12345.67) | Regular / Temporary (R or T) | Full Time / Part Time (F or P) | Empl Class (12, 12P, S, OC, etc.) | Retirement Indicator (Y or N) | | |
| 1 | NEW | NEW | 6789 | Jan | 123456789 | | | | | | 01/01/1990 | F | USA | 41 State S | Floor 2 | | |
| 2 | NEW | NEW | 6789 | Jan | 04/08/2021 | HIR | | | | | 12345.67 | R | F | 12 | N | | |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---|-------------------------------|--|--------|------------|-------|---|---|---|--|-----------|-----------|-----------|------|------------|-----|--|---|--|--|--|--|--|--|--|---|-----------------------------------|-------------------------------|--|--|--|--|--|---|-------------------|--|--|--|--|--|--|---|---------------|--|--|--|--|--|--|----|-------|--|--|--|--|--|--|----|----------|---------|--|--------|----|-------|--|----|----|---|--|--|--|--|--|
| <p>13</p> | <p>The pipe delimited .txt report will be generated in the 'Output' section of the template shaded in deep yellow.</p> <p>Note: This delimited report will only appear after you click the Generate Enhanced Files button.</p>  <p>The screenshot shows an Excel spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>O</th> <th>P</th> <th>Q</th> <th>R</th> <th>S</th> <th>T</th> <th>U</th> </tr> <tr> <th></th> <th>Address 1</th> <th>Address 2</th> <th>Address 3</th> <th>City</th> <th>State (XX)</th> <th>Zip</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Empl Class (12, 12P, S, OC, etc.)</td> <td>Retirement Indicator (Y or N)</td> <td>Retired in Retirement System (if yes - NYSTRS, NYCERS, etc.)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td colspan="7">Release: 02/2021B</td> </tr> <tr> <td>9</td> <td colspan="7">Output</td> </tr> <tr> <td>10</td> <td colspan="7">12345</td> </tr> <tr> <td>12</td> <td>41 State</td> <td>Floor 2</td> <td></td> <td>Albany</td> <td>NY</td> <td>12207</td> <td></td> </tr> <tr> <td>13</td> <td>12</td> <td>N</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The 'Output' section (rows 9-10) is highlighted in yellow and contains the following pipe-delimited text:</p> <pre> 1 NEW NEW 6789 Jan 123456789 Jane Doe 01/01/1990 F USA 41 State Street Floor 2 Albany NY 12207 2 NEW NEW 6789 Jan 04/08/2021 HIR 063600 B 12345.67 7.5 12345.67 R F 12 N </pre> | | O | P | Q | R | S | T | U | | Address 1 | Address 2 | Address 3 | City | State (XX) | Zip | | 1 | | | | | | | | 3 | Empl Class (12, 12P, S, OC, etc.) | Retirement Indicator (Y or N) | Retired in Retirement System (if yes - NYSTRS, NYCERS, etc.) | | | | | 8 | Release: 02/2021B | | | | | | | 9 | Output | | | | | | | 10 | 12345 | | | | | | | 12 | 41 State | Floor 2 | | Albany | NY | 12207 | | 13 | 12 | N | | | | | |
| | O | P | Q | R | S | T | U | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Address 1 | Address 2 | Address 3 | City | State (XX) | Zip | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Empl Class (12, 12P, S, OC, etc.) | Retirement Indicator (Y or N) | Retired in Retirement System (if yes - NYSTRS, NYCERS, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Release: 02/2021B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Output | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 12345 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 41 State | Floor 2 | | Albany | NY | 12207 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 12 | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Action |
|-----------|--|
| <p>14</p> | <p>Locate the .txt files on your device and review them for accuracy.</p> <p>The top example illustrates a sample Report .txt document. This is the document you will upload into <i>Retirement Online</i>.</p> <p>The bottom example illustrates the Enrollment Totals .txt file, which will give you the total record count required for input into the <i>File Totals</i> page of <i>Retirement Online</i>. You will not upload this document. It has calculated and listed the information you need to enter. You are now ready to upload the file into <i>Retirement Online</i>. Please refer to the “Upload an Enrollment File for New Hires” job aid in order to complete the upload process.</p> <p>Note: The Employer Reporting Submitter will use the “Submit and Post an Enrollment File for New Hires and View New Hire Information” job aid to submit and post the report you just uploaded into <i>Retirement Online</i>.</p>  |