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)

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Step	Action																		
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Step	Action																		
Step 3 4	Open the tab at the bottom of the excel titled Biographical & Job Data Biographical & Job Data Before starting to enter the report data for your employee(s) review the top of the template which is shaded in yellow and	F [P C	AutoSave File H Caste Carlos Juipboard 10 Biographica I Data (1)	Calibr Calibr B 1	∠ ⊥ ~ × ↓ c	Font D Last 4 of SSN	⇒ ayout 1 → A^ . 2n ~ A First 3 Characters of First 3 Name	× = ⇒	nment G	€.00 .00		Cor	K Name Suffix (Jr, II, MD, PhD, etc)	L DOB (MM/DD/YYY	Ell Inser EDelet Form Cells	e v lat v N Country	E E Sha ∑ ~ 2 ♥ ♥ ~ Editing Address 1	~ .	Address 3 Retired in
	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.	8 9 10 12 13 14 15 16 17 18			or NEW)	Last 4 of SSN (XX6789) S	First 3 Characters of First Name	Transaction Date (MMIDDDYY YY) Generate	LOA, etc.)	(03600E, 08000P, etc)	(A, B, S,	Annual Comp Rate (i.e. 12345.67)	Standard Work Hours (#betweer 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, \$, OC, etc.}	Retirement Indicator (Y or N)	Retiremen t System (if yes - NYSERS, NYSTRS, NYCERS, etc.)
	Row 1, shaded in yellow, shows the required report data information for Transaction 1– Biographical Data. Row 3, shaded in blue, shows the required report data information for Transaction 2 – Job Data. Note: Data cannot be entered in this section of the template and is for your reference only.	19 20 21 22 23 24 25 26 6 27 28		3 Biog	raphica		Data D	ays & Earni	ngs	(+)			: 4						

Step	Action																		
5	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	Fi Pa	aste ↓ ipboard	ome I	Π り・ nsert ri I ∐ ~	Page L	1 → A^ <u>⊘</u> ~ <u>A</u>	× = ⇒	Data = ab = ab = a ab - ab - ab	€_0 .00	~ % 9	Cor	nditional Fo mat as Tab I Styles ~ Styles		E Inser Delet Form Cells	te 👻	\square Share $\sum \sqrt{2} $	~	
6	report. Move to the next line, and working from left to right, enter the required biographical (Transaction 1 – yellow lines)	1	Data (1)	B NYSLRS ID (NEW) NYSLRS ID (R1234567) 8 or NEW)	(NEW) Emplins (NYSLRS provideo number	Last 4 of SSN	Name First 3 Characters of First	F Complete SSN (123456789) Transaction Date (MM/DD/YY YY)	Prefix (Dr, Lt, etc.) HR Transactio n Type (HIR, DTA,	(03600E, 08000P,	I Middle Name Pay Freq (A, B, S,	(i.e.	K Name Suffix (Jr, II, MD, PhD. etc) Standard Work Hours (# between 6 and 8, up to 2	Rate of Pay	X) Regular / Temporan	CAN, etc.) Full Time / Part y Time	O Address 1 Empl Class (12, 12P,	P Address 2 Retirement Indicator	Q Address 3 Retired in Retiremen t System (if yes - NYSERS, NYSTRS, NYSTRS,
	and/or job data (Transaction 2 – blue lines) for each employee, making one transaction type its own row.	8 9 10 12 13 14 15 16	5 12345 1		nstruction			Generate E			6	12345.67) Doe 12345.67	decimals)	(i.e. 12345.67 01/01/1990 12345.67	F R	(For P)	41 State S		etc.)
	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	17 18 19 20 21 22 23 24 25 26 27 28	< →	Biog	, , , , , , , , , , , , , , , , , , ,		Data D	ays & Earnin	ngs				: 4						
	required. 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.																		

Step	Action																		
7	Click the Generate Enhanced	AutoSave (<u> </u>	a ら、	Q~	~							- DA			ħ		o ×	
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Step	Action		
Step 8	Action 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.	A B C D E F G H I J K L M N O Biographica NVSLRS ID Emplinst Last 4 of First 3 Complete SSN Name First 3 Complete SSN Name Name Suffix Middle Last Xame Name Suffix (MM/DD/YYY K, F.U. or Country Address 1 Address 1 1 Name Name Name Name Name Suffix (MM/DD/YYY K, F.U. or Custry Address 1 Address 1 1 Emplinist Report File Location Report File Location String First First	Comments Sensitivity Sensitivity Sensitivity P P Q P Q Address 3 Retired In Retiremen (fyses NYSERS, NYSERS, NYSERS, NYCERS, N) etc.)
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Step	Action	
9	Click the Browse button next to the Report File Location field to specify where the report should be saved. Browse Note: The Report File is the file you upload into <i>Retirement</i>	AutoSaveImage LayoutFormulasDataReviewViewHelpImage LayoutCommentsFileHomeInsertPage LayoutFormulasDataReviewViewHelpImage LayoutImage LayoutCommentsImage LayoutImage Layout </th
10	Online. 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. Browse Note: The File Upload Totals file provides you with the totals (numbers) you will enter into the File Upload page in Retirement Online. Click the Create Files button and the monthly report file and the totals for entry file will be saved	1 Image Ima
	to your device with the names you created.	

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OK Note: These files will be created in the .txt format retirement Online accepts.

Step	Action	
13	The pipe delimited .txt report will be generated in the	AutoSave Orr □ ♡ ♡ □ ○ × File Home Insert Page Layout Formulas Data Review View Help □ Share □ Comments
	'Output' section of the template shaded in deep yellow.	$\begin{array}{c c c c c c c c c c c c c c c c c c c $
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	only appear after you click the	Address 1 Address 2 Address 3 City State Zip (XXX)
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	button.	Empl tSystem Class Retirement 12.12P, Indicator 8 Release: 02/20218 9 13 10 12345
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Step	Action						
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	sample Report .txt document.	OneDrive NYSLRS Enrollment_Job Data Re	NYSLRS Enrollment_Job Data Report_04082021.txt	4/8/2021 12:58 PM	Text Document	- 0	(B ×
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	upload into Retirement Online.	E 12345	3456789 Jane Doe 01/01/1990 F USA			10007	^
		2 NEW NEW 6789 Jan 04	/08/2021 HIR 03600E B 12345.67 7.5 1	.2345.67 R F 12 N	2 Albany NY]	12207	
	The bottom example illustrates						
	the Enrollment Totals .txt file,	E					
	which will give you the total						
	record count required for						
	input into the File Totals page						
	of Retirement Online. You will						~
	not upload this document. It						
	has calculated and listed the	NYSLRS Enrollment_Job Data T File Edit Format View Help				- 0	×
	information you need to enter.	Total Record Count: 2					^
	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.	<					× >
	Note: The Employer Reporting			<u></u>			
	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</i>						
	Online.						