

Thomas P. DiNapoli, State Comptroller

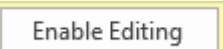


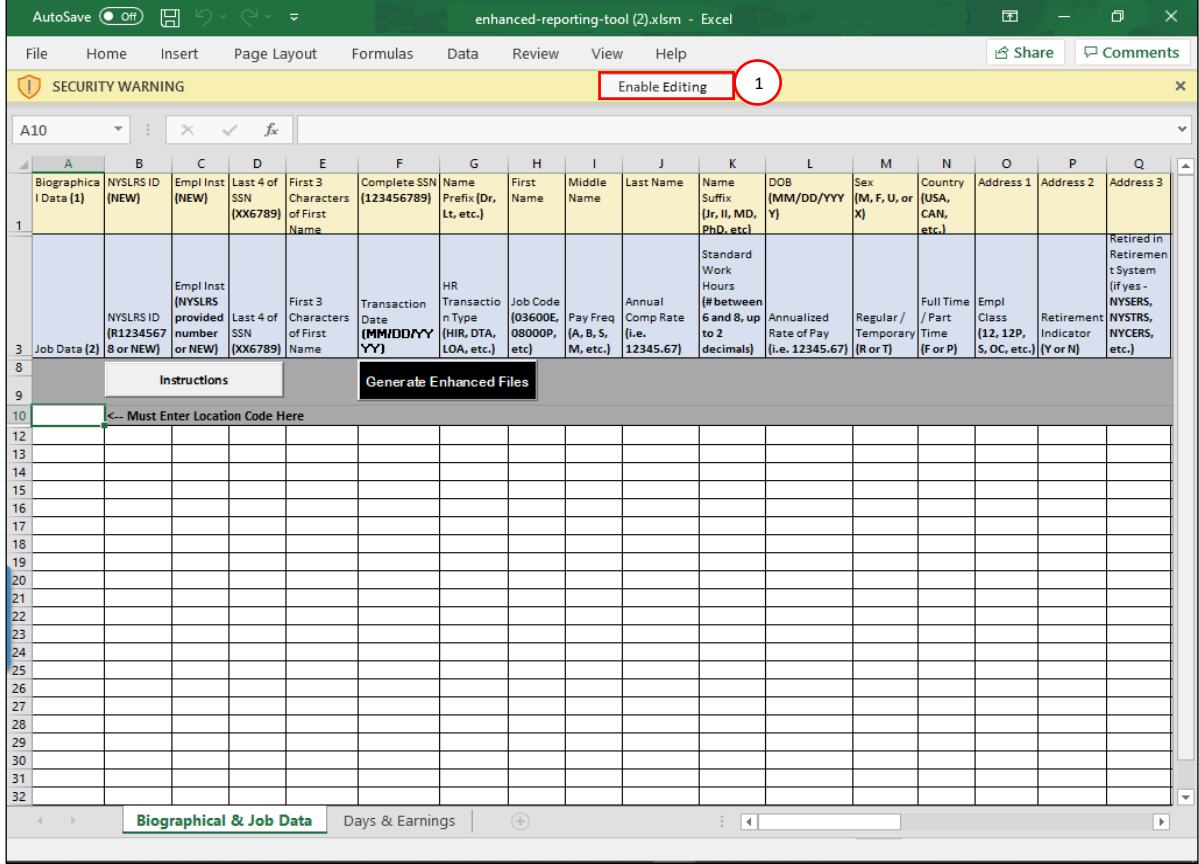
Enhanced Reporting Excel Tool

This job aid shows you (as an Employer Reporting Uploader) how to use the Enhanced Reporting Excel tool to create a regular monthly reporting file in the .txt (text file) format to upload into *Retirement Online*.

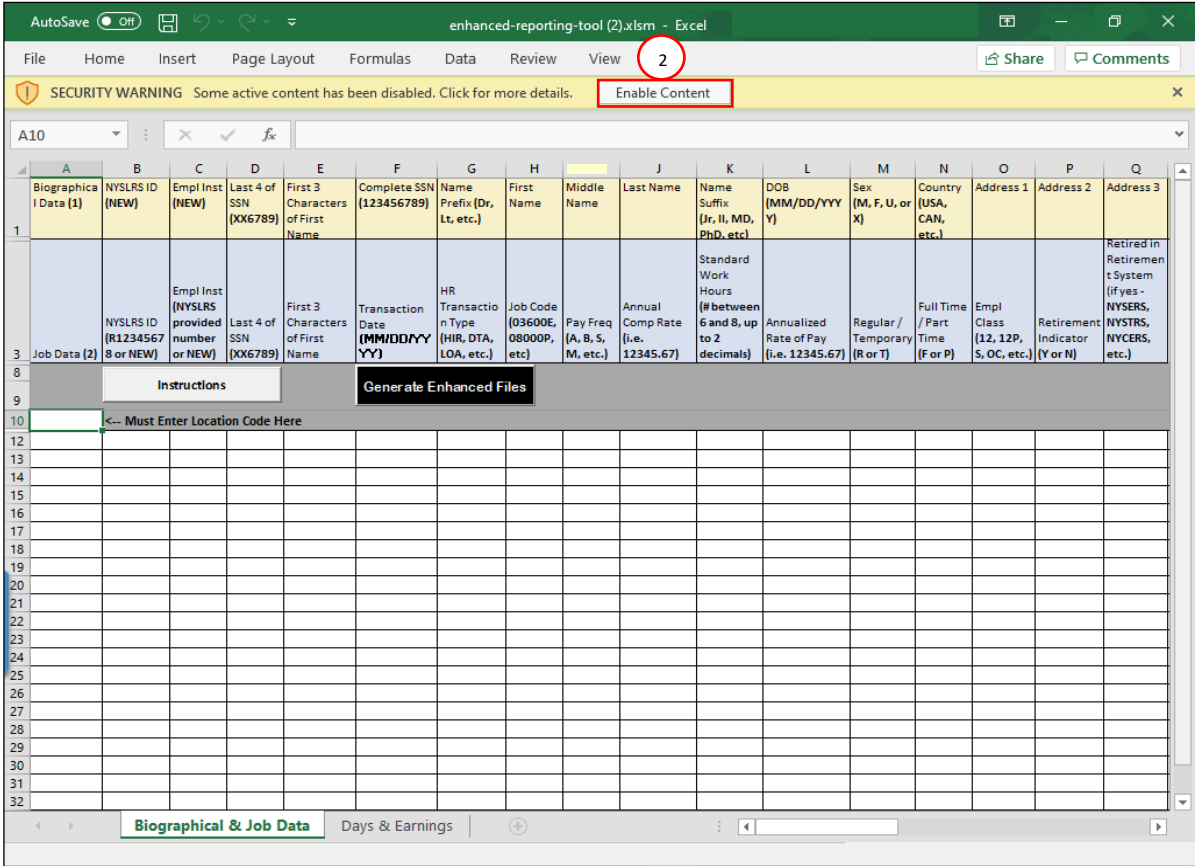
The .txt (text file) format is the only file format *Retirement Online* will accept for your Enhanced regular monthly and adjustment reports.

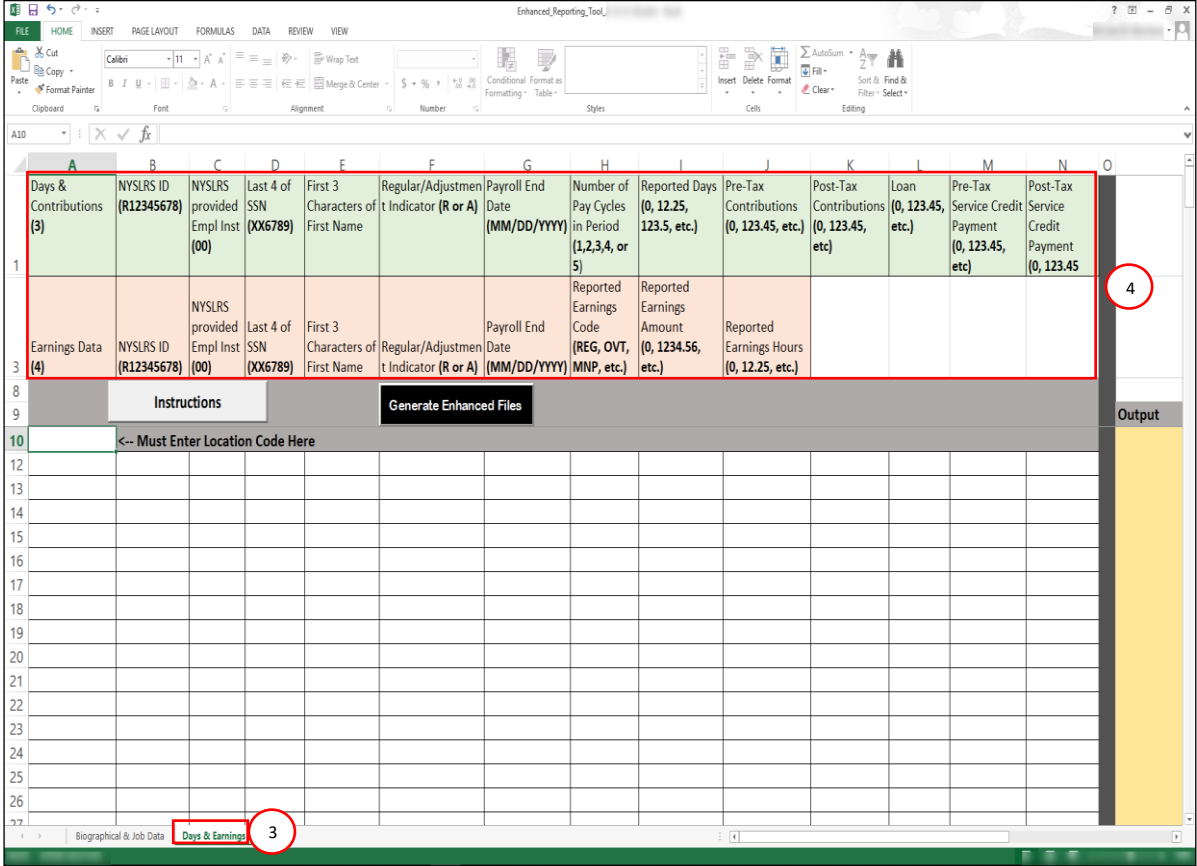
Regular and Adjustment Reporting of Days, Contributions and Earnings (Transactions 3 and 4)

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




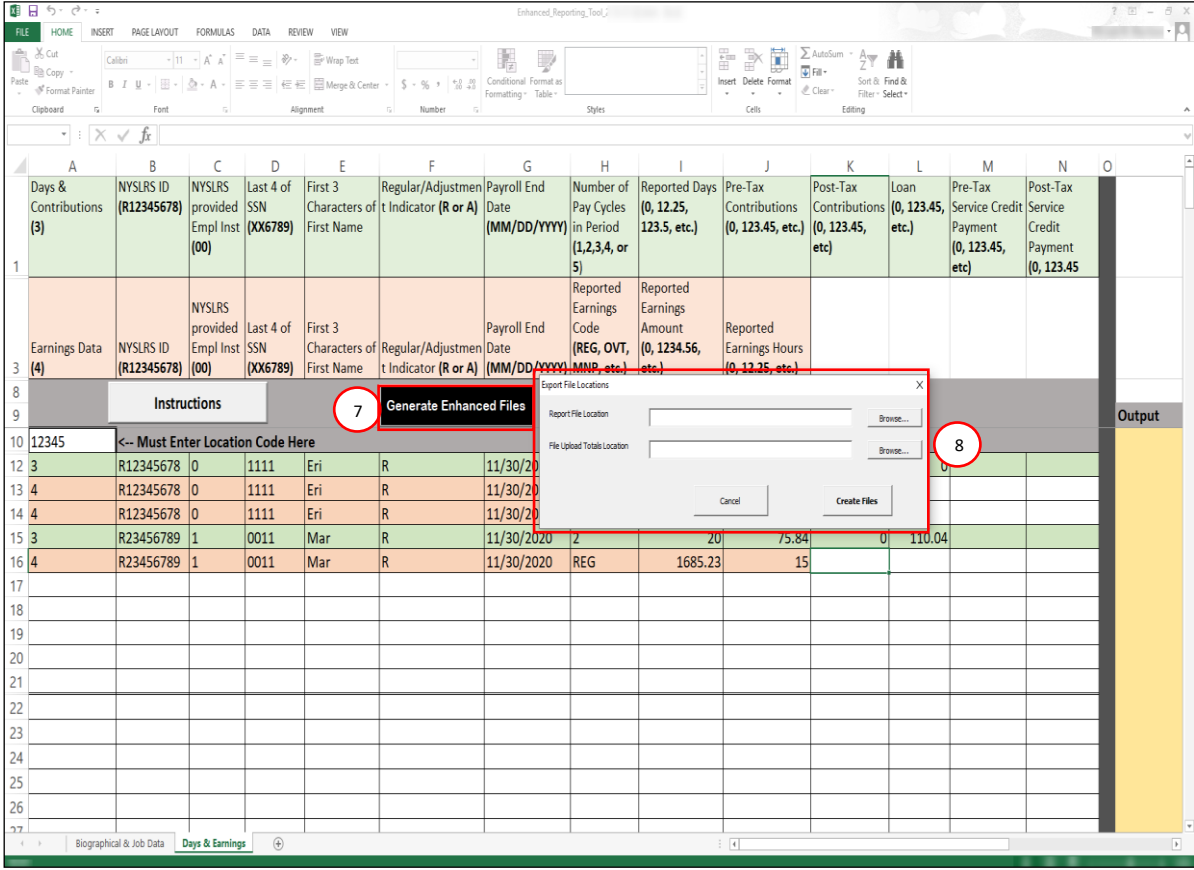
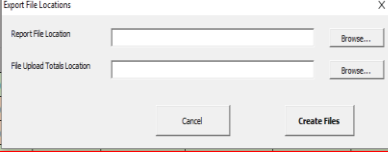
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Biographical Data (1)	NYSLRS ID (NEW)	Empl Inst (NEW)	Last 4 of SSN (XX6789)	First 3 Characters of First Name	Complete SSN (123456789)	Name Prefix (Dr, Lt, etc.)	First Name	Middle Name	Last Name	Name Suffix (Jr, II, MD, PhD, etc)	DOB (MM/DD/YYYY)	Sex (M, F, U, or X)	Country (USA, CAN, etc.)	Address 1	Address 2	Address 3
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, 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 (F or P)	Empl Class (12, 12P, 5, OC, etc.)	Retirement Indicator (Y or N)	Retired in Retirement System (if yes - NYSERS, NYSTRS, NYCERS, etc.)
Instructions				Generate Enhanced Files												
← Must Enter Location Code Here																

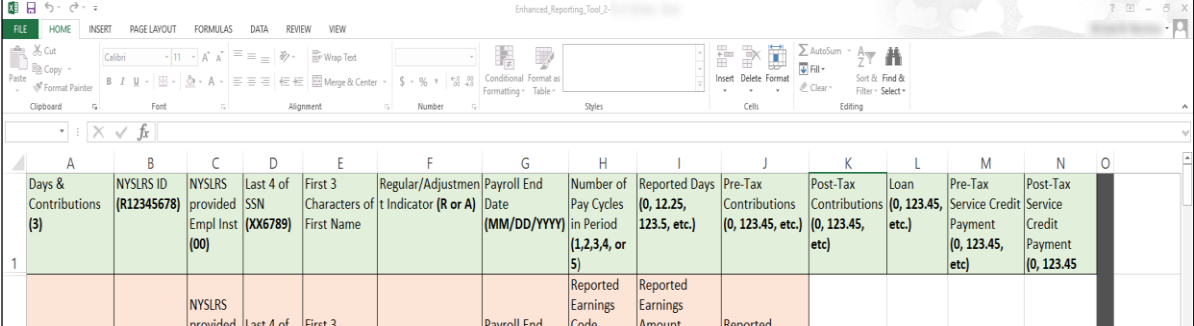
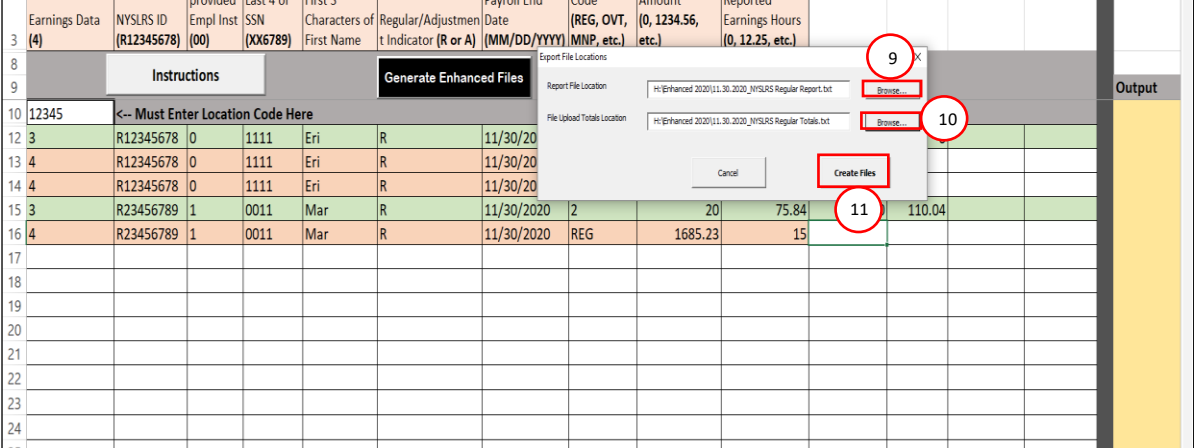
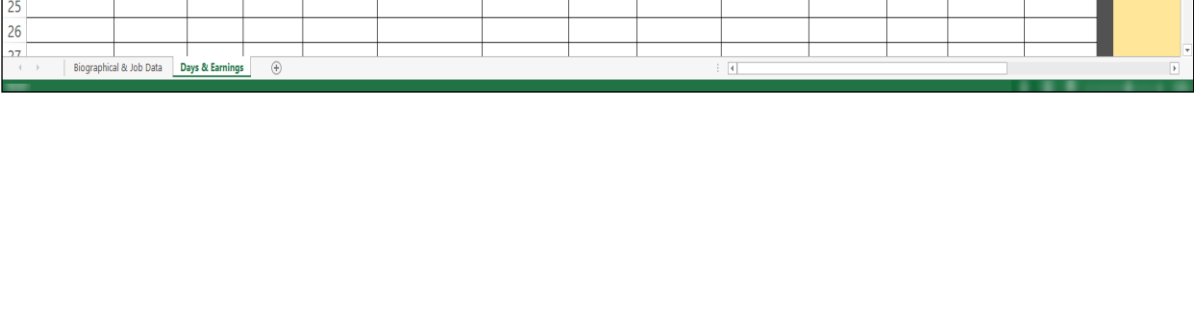
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<p>2</p>	<p>Click the Enable Content button.</p>  <p>The screenshot shows an Excel spreadsheet titled "enhanced-reporting-tool (2).xlsm". A yellow security warning bar at the top states "SECURITY WARNING: Some active content has been disabled. Click for more details." and includes a red-bordered "Enable Content" button. The spreadsheet has two main sections: "Biographical Data (1)" and "Job Data (2)".</p> <table border="1"> <thead> <tr> <th>Column</th> <th>Header</th> <th>Sub-Header</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Biographical Data (1)</td> <td></td> </tr> <tr> <td>B</td> <td>NYSLRS ID (NEW)</td> <td></td> </tr> <tr> <td>C</td> <td>Empl Inst (NEW)</td> <td></td> </tr> <tr> <td>D</td> <td>Last 4 of SSN (XX6789)</td> <td></td> </tr> <tr> <td>E</td> <td>First 3 Characters of First Name</td> <td></td> </tr> <tr> <td>F</td> <td>Complete SSN (123456789)</td> <td></td> </tr> <tr> <td>G</td> <td>Name Prefix (Dr, Lt, etc.)</td> <td></td> </tr> <tr> <td>H</td> <td>First Name</td> <td></td> </tr> <tr> <td>I</td> <td>Middle Name</td> <td></td> </tr> <tr> <td>J</td> <td>Last Name</td> <td></td> </tr> <tr> <td>K</td> <td>Name Suffix (Jr, II, MD, PhD, etc.)</td> <td></td> </tr> <tr> <td>L</td> <td>DOB (MM/DD/YYYY)</td> <td></td> </tr> <tr> <td>M</td> <td>Sex (M, F, U, or X)</td> <td></td> </tr> <tr> <td>N</td> <td>Country (USA, CAN, etc.)</td> <td></td> </tr> <tr> <td>O</td> <td>Address 1</td> <td></td> </tr> <tr> <td>P</td> <td>Address 2</td> <td></td> </tr> <tr> <td>Q</td> <td>Address 3</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Retired in Retirement System (if yes - NYSEERS, NYSTRS, NYCERS, etc.)</td> </tr> <tr> <td>3</td> <td>Job Data (2)</td> <td></td> </tr> <tr> <td></td> <td>NYSLRS ID (R12345678 or NEW)</td> <td></td> </tr> <tr> <td></td> <td>Empl Inst (NEW)</td> <td></td> </tr> <tr> <td></td> <td>Last 4 of SSN (XX6789)</td> <td></td> </tr> <tr> <td></td> <td>First 3 Characters of First Name</td> <td></td> </tr> <tr> <td></td> <td>Transaction Date (MM/DD/YY)</td> <td></td> </tr> <tr> <td></td> <td>HR Transaction Type (HIR, DTA, LOA, etc.)</td> <td></td> </tr> <tr> <td></td> <td>Job Code (03600E, 08000P, etc.)</td> <td></td> </tr> <tr> <td></td> <td>Pay Freq (A, B, S, M, etc.)</td> <td></td> </tr> <tr> <td></td> <td>Annual Comp Rate (i.e. 12345.67)</td> <td></td> </tr> <tr> <td></td> <td>Standard Work Hours (# between 6 and 8, up to 2 decimals)</td> <td></td> </tr> <tr> <td></td> <td>Annualized Rate of Pay (i.e. 12345.67)</td> <td></td> </tr> <tr> <td></td> <td>Regular / Temporary (R or T)</td> <td></td> </tr> <tr> <td></td> <td>Full Time / Part Time (F or P)</td> <td></td> </tr> <tr> <td></td> <td>Empl Class (11, 12P, S, OC, etc.)</td> <td></td> </tr> <tr> <td></td> <td>Retirement Indicator (Y or N)</td> <td></td> </tr> </tbody> </table> <p>Instructions: Generate Enhanced Files</p> <p>10: <-- Must Enter Location Code Here</p> <p>Navigation: Biographical & Job Data Days & Earnings</p>	Column	Header	Sub-Header	A	Biographical Data (1)		B	NYSLRS ID (NEW)		C	Empl Inst (NEW)		D	Last 4 of SSN (XX6789)		E	First 3 Characters of First Name		F	Complete SSN (123456789)		G	Name Prefix (Dr, Lt, etc.)		H	First Name		I	Middle Name		J	Last Name		K	Name Suffix (Jr, II, MD, PhD, etc.)		L	DOB (MM/DD/YYYY)		M	Sex (M, F, U, or X)		N	Country (USA, CAN, etc.)		O	Address 1		P	Address 2		Q	Address 3				Retired in Retirement System (if yes - NYSEERS, NYSTRS, NYCERS, etc.)	3	Job Data (2)			NYSLRS ID (R12345678 or NEW)			Empl Inst (NEW)			Last 4 of SSN (XX6789)			First 3 Characters of First Name			Transaction Date (MM/DD/YY)			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 (F or P)			Empl Class (11, 12P, S, OC, etc.)			Retirement Indicator (Y or N)	
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Step	Action														
3	Open the tab at the bottom of the excel titled Days & Earnings . <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Days & Earnings</div>														
4	<p>Before starting to enter the report data for your employee(s) review the top of the template which is shaded in green and orange. 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 green, shows the required report data information for Transaction 3– Days and Contributions.</p> <p>Row 3, shaded in orange, shows the required report data information for Transaction 4– Earnings Data.</p> <p>Note: Data cannot be entered in this section of the template and is for your reference only.</p>	<p>The screenshot shows the following data in the highlighted rows:</p> <table border="1" data-bbox="730 370 1801 581"> <thead> <tr> <th>Row</th> <th>Column</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1</td> <td>A</td> <td>Days & Contributions (3)</td> </tr> <tr> <td>B</td> <td>NYSLRS ID (R12345678)</td> </tr> <tr> <td rowspan="2">3</td> <td>A</td> <td>Earnings Data (4)</td> </tr> <tr> <td>B</td> <td>NYSLRS ID (R12345678)</td> </tr> </tbody> </table>	Row	Column	Value	1	A	Days & Contributions (3)	B	NYSLRS ID (R12345678)	3	A	Earnings Data (4)	B	NYSLRS ID (R12345678)
Row	Column	Value													
1	A	Days & Contributions (3)													
	B	NYSLRS ID (R12345678)													
3	A	Earnings Data (4)													
	B	NYSLRS ID (R12345678)													

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 days and contributions (Transaction 3 – orange rows) and/or job data (Transaction 4 – green rows) 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 3 (days and contributions) and 4 (earnings 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>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Days & Contributions (3)	NYSLRS ID (R12345678)	NYSLRS provided Empl Inst (00)	Last 4 of SSN (XX6789)	First 3 Characters of First Name	Regular/Adjustment Indicator (R or A)	Payroll End Date (MM/DD/YYYY)	Number of Pay Cycles in Period (1,2,3,4, or 5)	Reported Days (0, 12.25, 123.5, etc.)	Pre-Tax Contributions (0, 123.45, etc.)	Post-Tax Contributions (0, 123.45, etc.)	Loan (0, 123.45, etc.)	Pre-Tax Service Credit Payment (0, 123.45, etc.)	Post-Tax Service Credit Payment (0, 123.45)	
3	Earnings Data (4)	NYSLRS ID (R12345678)	NYSLRS provided Empl Inst (00)	Last 4 of SSN (XX6789)	First 3 Characters of First Name	Regular/Adjustment Indicator (R or A)	Payroll End Date (MM/DD/YYYY)	Reported Earnings Code (REG, OVT, MNP, etc.)	Reported Earnings Amount (0, 1234.56, etc.)	Reported Earnings Hours (0, 12.25, etc.)					
8	Instructions														
9	Generate Enhanced Files														
10	12345	<-- Must Enter Location Code Here													
12	3	R12345678	0	1111	Eri	R	11/30/2020	2	20	90.11	0	0			
13	4	R12345678	0	1111	Eri	R	11/30/2020	REG	1568.58	75					
14	4	R12345678	0	1111	Eri	R	11/30/2020	OVT	432.26	10					
15	3	R23456789	1	0011	Mar	R	11/30/2020	2	20	75.84	0	110.04			
16	4	R23456789	1	0011	Mar	R	11/30/2020	REG	1685.23	15					

Step	Action	
7	Click the Generate Enhanced Files button. 	
8	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.	

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>		

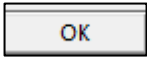
Step

Action

12

A pop-up will appear stating that the files have been created successfully.

Click **OK** to continue.



Note: These files will be created in the .txt format for you, which is the only file format *Retirement Online* accepts.

Days & Contributions (3)	NYSLRS ID (R12345678)	NYSLRS provided Empl Inst (00)	Last 4 of SSN (XX6789)	First 3 Characters of First Name	Regular/Adjustment Indicator (R or A)	Payroll End Date (MM/DD/YYYY)	Number of Pay Cycles in Period (1,2,3,4, or 5)	Reported Days (0, 12.25, 123.5, etc.)	Pre-Tax Contributions (0, 123.45, etc.)	Post-Tax Contributions (0, 123.45, etc.)	Loan (0, 123.45, etc.)	Pre-Tax Service Credit Payment (0, 123.45, etc.)	Post-Tax Service Credit Payment (0, 123.45)	
Earnings Data (4)	NYSLRS ID (R12345678)	NYSLRS provided Empl Inst (00)	Last 4 of SSN (XX6789)	First 3 Characters of First Name	Regular/Adjustment Indicator (R or A)	Payroll End Date (MM/DD/YYYY)	Reported Earnings Code (REG, OVT, MNP, etc.)	Reported Earnings Amount (0, 1234.56, etc.)	Reported Earnings Hours (0, 12.25, etc.)					
Instructions														
Generate Enhanced Files														
12345	<-- Must Enter Location Code Here													Output
3	R12345678	0	1111	Eri	R	11/30/20		20	90.11	0	0			12345
4	R12345678	0	1111	Eri	R	11/30/20		20	75					3 R12345678
4	R12345678	0	1111	Eri	R	11/30/2020	OVT	432.26	10					4 R12345678
3	R23456789	1	0011	Mar	R	11/30/2020	2	20	75.84	0	110.04			3 R23456789
4	R23456789	1	0011	Mar	R	11/30/2020	REG	1685.23	15					4 R23456789

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>

	J	K	L	M	N	O
1	Pre-Tax Contributions (0, 123.45, etc.)	Post-Tax Contributions (0, 123.45, etc.)	Loan (0, 123.45, etc.)	Pre-Tax Service Credit Payment (0, 123.45, etc.)	Post-Tax Service Credit Payment (0, 123.45, etc.)	
3	Reported Earnings Hours (0, 12.25, etc.)					
8						Output
9						12345
12	90.11	0	0			3 R12345678 0 1111 Eri R 11/30/2020 2 20 90.11 0 0
13	75					4 R12345678 0 1111 Eri R 11/30/2020 REG 1568.58 75
14	10					4 R12345678 0 1111 Eri R 11/30/2020 OVT 432.26 10
15	75.84	0	110.04			3 R23456789 1 0011 Mar R 11/30/2020 2 20 75.84 0 110.04
16	15					4 R23456789 1 0011 Mar R 11/30/2020 REG 1685.23 15

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>. The bottom example illustrates the Report Totals .txt file, which based on your report, will give you the sum totals of the applicable days, earnings and contributions 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 Regular Monthly Report File” job aid in order to complete the upload process.</p> <p>Note: The Employer Reporting Submitter will use the “Submit and Post a Regular Monthly Report File” job aid to submit and post the report you just uploaded into <i>Retirement Online</i>.</p> 