

Retirement Online

Enhanced Reporting Excel Tool Guide

Contents

Overview	2
Using the Excel Tool	2
Enabling Content in the Excel Tool	2
Troubleshooting: Buttons in the Excel Tool Not Working	2
Hiring All Employees and Job Data Changes	3
Reporting Days, Earnings and Contributions in a Regular Report	5
Reporting Days and Earnings for School Districts	8
Adjusting Reported Days and/or Earnings	9
If You Need Help	10

Overview

In enhanced reporting, multiple lines of data are required for each employee. Employers can either manually report each individual employee or upload a file with information for all employees. If you choose to upload a file, it must be formatted as a pipe-delimited Text file (*.txt). The Enhanced Reporting Excel Tool automatically generates an enhanced reporting compatible file for uploading to *Retirement Online* and may be used for regular reports, adjustments and enrollments separately or all in one file.

Using the Excel Tool

Review the different rows needed for each transaction type, enter information into the Excel Tool, then generate the text file for uploading.

Refer to these step-by-step instructions:

- [Enhanced Reporting Excel Tool Instructions for Transactions 1 & 2](#)
- [Enhanced Reporting Excel Tool Instructions for Transactions 3 & 4](#)

Enabling Content in the Excel Tool

The Excel Tool has *active content* which refers to the additional functionality, such as macros and ActiveX controls, needed to automatically generate your enhanced report file. To use the Excel Tool, you must enable content on the file.

- Open the Excel Tool.
- A yellow message bar appears with Security Warning, “Some active content has been disabled.”
- Click **Enable Content**.
- A dialog box may appear with a Security Warning, “Do you want to make this file a Trusted Document?”
- Click **Yes** to make the file a Trusted Document. Otherwise, click No. (Note: If you click No, you will need to repeat the steps to enable content each time you use the file).

Note: Your experience may vary depending on your version of Excel or if settings are designated by your system administrator.

Troubleshooting: Buttons in the Excel Tool Not Working

If you've enabled content in the Excel Tool and the **Instructions** or **Generate Enhanced Files** buttons do not work, the issue is likely due to use of more than one display.

1. Try moving the Excel application to another display.
2. Try modifying your Excel settings:
 - Click the **File** tab.
 - Click **Options** (located at the bottom left).
 - The **Excel Options** dialog box appears with **General** options for working with Excel.
 - Under the **User Interface options** for **When using multiple displays**, select **Optimize for compatibility**.
 - Click **OK**.
 - Close Excel.
 - Re-open the Excel Tool.

Note: Changing the User Interface options may impact the appearance and formatting. To restore your settings, follow the steps above and select **Optimize for best appearance** (instead of Optimize for compatibility).

*Note: If you have **not** enabled content, close the file and refer to the steps above for Enabling Content in the Excel Tool before troubleshooting.*

Hiring All Employees and Job Data Changes

Transactions 1 and 2 on the Excel template are used to hire all new employees, including working retirees.

Transaction 1 is used to report an employee's biographical information including name, date of birth, mailing address, and SSN. This transaction will also generate the NYSLRS ID for new employees. A Transaction 1 MUST be accompanied by a "HIR" Transaction 2.

Transaction 2 is used to report an employee's job data and can be used in two ways.

- In conjunction with a Transaction 1, employers will also use a Transaction 2 to hire or enroll a mandatory employee at their location. Transaction 1 tells the system who the person is and Transaction 2 indicates which job they will be performing. This includes information such as employment instance (when applicable), NYSLRS job code, standard work day, compensation information, and the type of employee.
- A Transaction 2 can also be used on its own to report a change in an employee's job status, such as a new standard work day, a change in jobs, a leave of absence, a return from leave, or termination of employment.

Tips and Tricks

- *Make Sure You Confirm Employee's Personal & Job Info*

It is imperative you take a moment to confirm the Personal and Job Information for the employee being enrolled. If you identify an error, please fix the error before submitting the report. Submission of errors in these fields can result in incorrect reporting information, inaccurate records being created and incorrect dates of membership being established, among other problems. Incorrect data may result in the failed submission of a monthly report, and if not caught before they are submitted, these errors will likely result in significant member reporting delays. These errors could also result in you having to manually modify your employer report, as well as manually adjust interest and arrears for the member.

Transaction Fields

Below is a breakdown of the required information for each column in the Excel template. Required fields are indicated in the table below with an asterisk. Allowable values for each field can be found in the [Enhanced Reporting File Format Guide](#).

Column Info	Transaction 1: Biographical Data	Transaction 2: Job Data
Column A	1*	2*
Column B	NYSLRS ID* (NEW)	NYSLRS ID* (R12345678 or NEW)
Column C	Employment Instance* (NEW)	Employment Instance* (NEW or ERS = 0–49, PFRS = 50–99)
Column D	Last 4 digits of SSN* (6789)	Last 4 digits of SSN* (6789)
Column E	1st three letters of FIRST name*	1st three letters of FIRST name*
Column F	Complete SSN* (123456789)	Transaction Date* (MM/DD/YYYY)
Column G	Name Prefix (Mr, Ms, Dr, Lt, etc.)	HR Transaction Type (3 Letter Code)* View the HR Transaction Guide
Column H	First Name*	Job Code* View the Job Code Tool
Column I	Middle Name	Pay Frequency*
Column J	Last Name*	Annual Compensation Rate*
Column K	Name Suffix (Jr, II, MD, PhD, etc.)	Standard Work Day* (# between 6 and 8, up to 2 decimals)
Column L	Date of Birth* (MM/DD/YYYY)	Annualized Rate of Pay*
Column M	Sex* (M, F, X or U)	Regular / Temporary* (R or T)
Column N	Country* (USA, CAN, etc.)	Full Time / Part Time* (F or P)
Column O	Address 1*	Employee Class* (12, 12P, S, OC, etc.)
Column P	Address 2	Retirement Indicator* (Y or N)
Column Q	Address 3	Retired in Retirement System — required when Retirement Indicator is “Yes” <ul style="list-style-type: none"> • New York State and Local Employees’ Retirement System (NYSERS) • New York State and Local Police and Fire Retirement System (NYSPFRS) • New York State Teachers’ Retirement System (NYSTRS) • New York City Employees’ Retirement System (NYCERS) • New York City Teachers’ Retirement System (NYCTRS) • New York City Police Pension Fund (NYCPPF) • New York City Fire Department Pension Fund (NYCFPF) • New York City Board of Education Retirement System (NYCBDED)
Column R	City*	
Column S	State*	
Column T	Zip*	

Reporting Days, Earnings and Contributions in a Regular Report

Transactions 3 and 4 on the Excel template are used to report employees in *Retirement Online*.

Transaction 3 reports the days worked and any deductions taken for the reporting period. Transaction 4 reports the earnings and hours for the reporting period. When creating the Regular enhanced file for the month, keep in mind that:

- In a Regular report, you can never submit a Transaction 3 or Transaction 4 alone. Additionally, if you have more than one earnings code type to report (e.g., regular earnings and overtime earnings), you will have multiple Transaction 4s, but you will only have one Transaction 3.
- Column F (Regular or Adjustment Indicator): Data can only be adjusted if the member had previously been reported for the same Payroll End Date and that data now needs to be changed. Please note: “ADJ” is NOT an earnings code. Indicate any adjustment lines in this field using “A”.
- Column G (Payroll End Date): This must be last day of the month you are reporting for.
- Columns J-N in Transaction 3: You may enter “0” in any of these fields that do not have deductions being reported.

Tips and Tricks

- *Reporting Days and Earnings for New Optional Members*

In Enhanced Reporting, all employees who earned pay in the month must be reported. When reporting an optional who becomes a member of NYSLRS, you must report all the days and earnings for the month in which they become a member. This includes days and earnings for both before and after the date of membership. Many optional members may not have a date of membership that matches their hire date.

Retirement Online will automatically split the days, earnings, and contributions based on what is reported by the employer. If you'd like to know more about how NYSLRS calculates the days, contributions, and earnings of optional members in that first month, see [Reporting Optional Members When They Join NYSLRS Mid-Month](#).

Transaction Fields

Below is a breakdown of the required information for each column in the Excel template. Required fields are indicated in the table below with an asterisk. Allowable values for each field can be found in the [Enhanced Reporting File Format Guide](#).

Column Info	Transaction 3: Days & Contributions	Transaction 4: Earnings
Column A	3*	4*
Column B	NYSLRS ID* (R12345678)	NYSLRS ID* (R12345678)
Column C	Employment Instance* (ERS = 0–49 PFRS = 50–99)	Employment Instance* (ERS = 0–49 PFRS = 50–99)
Column D	Last 4 digits of SSN* (6789)	Last 4 digits of SSN* (6789)
Column E	1st three letters of FIRST name*	1st three letters of FIRST name*
Column F	Regular or Adjustment Indicator* (R or A)	Regular or Adjustment Indicator* (R or A)
Column G	Payroll End Date* (MM/DD/YYYY)	Payroll End Date* (MM/DD/YYYY)
Column H	Number of Pay Cycles in Period* (1, 2, 3, 4, or 5)	Reported Earnings Code* View the Earnings Code Guide
Column I	Reported Days (0, 12.25, 123.5, etc.)	Reported Earnings Amount (0, 1234.56, etc.)
Column J	Pre Tax Contributions (0, 123.45, etc.)	Reported Earnings Hours (0, 12.25, etc.)
Column K	Post Tax Contributions	
Column L	Loan Payment Amount	
Column M	Pre Tax SCP Payment Amount	
Column N	Post Tax SCP Payment Amount	

Example of Reporting Days, Earnings and Contributions for Counties, Cities, Towns, Villages, Libraries and Authorities

In the example below, there are two employees being reported for location code 12345. The screenshot below shows how each employee's information is entered into the Enhanced Reporting Excel Tool.

Employee #1 (R12345678)

- 1a. Employee #1 earned \$3,000 in the month being reported.
- 1b. Employee #1 is a Tier 6 member with a 3 percent contribution rate: $\$3,000 \times .03 = \90 .
- 1c. Employee #1 has a standard work day of 7.5 hours and gets paid on a bi-weekly basis. There were two pay cycles in the report period.
- 1d. Employee #1 worked 75 hours in each bi-weekly payroll period in April:

$$75 \text{ hours (first payroll period)} + 75 \text{ hours (maximum, second payroll period)} = 150 \text{ hours}$$

- 1e. Employee #1 worked 20 days.

To calculate the number of days worked, divide the total regular hours worked in each payroll period for the month by the standard work hours. Then add the payroll period totals to get the days worked to be reported for the month.

$$75 \text{ hours} \div 7.5 \text{ (standard work day)} = 10 \text{ days per payroll period}$$

$$10 \text{ days} + 10 \text{ days} = 20 \text{ days}$$

- 1f. Employee #1 does not have a loan deduction.
- 1g. Employee #1 does not have a deduction for SCP.

Employee #2 (R87654321)

- 2a. Employee #2 earned \$1,800 in the month being reported.
- 2b. Employee #2 is a Tier 4 member who does not pay contributions anymore since they have reached their cessation date.
- 2c. Employee #2 has a standard work day of 7.5 hours and gets paid on a bi-weekly basis. There were two pay cycles in the report period.
- 2d. Employee #2 worked 60 regular hours in the first payroll period in April and 90 hours in the second payroll period, but the maximum they can get credit for is 75 hours, which is 10 days of service.

$$60 \text{ hours (first payroll period)} + 75 \text{ hours (maximum, second payroll period)} = 135 \text{ hours}$$

- 2e. Employee #2 worked 18 days.

To calculate the number of days worked, divide the total hours worked in each payroll period for the month by the standard work hours. Then add the payroll period totals to get the days worked to be reported for the month.

$$60 \text{ hours} \div 7.5 \text{ (standard work day)} = 8 \text{ days for the first payroll period}$$

$$75 \text{ hours (maximum)} \div 7.5 \text{ (standard work day)} = 10 \text{ days for the second payroll period}$$

$$8 \text{ days} + 10 \text{ days} = 18 \text{ days}$$

- 2f. Employee #2 has a loan deduction of \$25 per bi-weekly pay. Because there are two pay cycles in the period being reported, the monthly deduction amount is \$50.
- 2g. Employee #2 also has a pre-tax SCP deduction of \$25 per bi-weekly pay. Because there are two pay cycles in the period being reported, the monthly deduction amount is \$50.

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																	
3	R12345678	0	5678	Abc	R	04/30/2020	2	1c	1e	20	1b	90	0	1f	0	1g	0	0
4	R12345678	0	5678	Abc	R	04/30/2020	REG	1a	3000	1d	150							
3	R87654321	0	4321	Xyz	R	04/30/2020	2	2c	2e	18	2b	0	0	2f	50	2g	50	0
4	R87654321	0	4321	Xyz	R	04/30/2020	REG	2a	1800	2d	135							

Reporting Days and Earnings for School Districts

If you are annualizing salaries for your employees, there is a formula required to calculate the days based on salaries paid.

Full-Time Employees Paid Over Ten Months

In certain situations, ten-month employee salaries are evenly divided based on the pay periods within the school year. Since the salary is being evenly divided per pay period over ten months, the days to be reported should also be evenly divided per pay period over the same ten months. Therefore, when report periods include days in which school is not in session (i.e., breaks and snow days), the days reported should not be reduced since the salary paid is not being reduced.

Example:

A clerical employee works full-time during the ten-month school year and her salary is paid equally each pay period.

- » To calculate the number of days to report each month, divide the total number of days worked for the year (182) by the number of pay periods. In this example, assume there are 21 bi-weekly pay periods in the ten-month time frame. When reporting for this employee:

Determine days worked to report per pay period:

$$182 \text{ days} \div 21 \text{ pay periods} = 8.67 \text{ days}$$

Use the above information to determine how many days worked should be reported each month:

January with two pay periods: The days worked reported equal 17.34

February with two pay periods: The days worked reported equal 17.34

March with three pay periods: The days worked reported equal 26.01

Even though, for example, there are not as many working days in the month of February because of the vacation week, consistent days worked and salary should still be reported. If, however, an employee is on unpaid leave during a payroll period, you must reduce the days worked reported by the amount of time the employee is not paid — *employees cannot work additional regular hours in a pay period to make up unpaid leave in another.*

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	5678	Abc	R	01/31/2021	2	17.34	90	0	0	0	0
13	4	R12345678	0	5678	Abc	R	01/31/2021	REG	4500	121.38				
14														

Adjusting Reported Days and/or Earnings

What is an adjustment used for?

Adjustments are used to correct previously reported data. Before creating an adjustment transaction, complete a 'Search By Employee' in *Retirement Online* to find the originally reported data. On the report, insert "A" in the Regular/Adjustment Indicator column. A Transaction 3 row is required on every adjustment report to provide the correct number of pay cycles in the month being adjusted. A Transaction 4 row alone is not sufficient.

Please see the rules and scenarios below to determine how to create an adjustment report.

1. You can only adjust previously reported data.

- » If you are adjusting Days only, you only need Transaction 3 on the report. You cannot adjust the deductions.
- » If you are adjusting Earnings only, you will need both Transactions 3 and 4.
- » If you are adjusting Days and Earnings, you will need both Transactions 3 and 4.
 - » If you are adjusting multiple earnings codes for the same month, a Transaction 4 row will be required for each code.

2. You cannot adjust contributions or payments.

- » If you over-reported days and/or earnings and a refund is due to the member, write a letter to NYSLRS specifying the reasons for the refund and provide details about how the adjustment produced an excess withholding of contributions.
- » If you under-reported days and/or earnings, you will be notified if it results in a deficiency.

How to use the Enhanced Reporting Tool to Create Adjustment Transactions

When creating an adjustment row, the amount entered must equal the difference between the original amount you reported and what the amount should be. Below are scenarios that illustrate how to complete adjustments using the Enhanced Reporting Excel Tool. Please see Figure 1 (above) for an example of the column headers.

Adjusting Days Only

- If you over-reported Days: You would be using a negative value to produce this calculation.
 - » Example: Originally, it was reported that the member worked 20 days but actually worked 15 days. A Transaction 3 row would be created reducing the total number of days using a negative value such as: **-5**

10	12345	<-- Must Enter Location Code Here												
12	3	R12345678	0	5678	Abc	A	01/31/2020	2		-5				
13														

- If you under-reported Days: You would be using a positive value to produce this calculation.
 - » Example: Originally, it was reported that the member worked 15 days but actually worked 20 days. A Transaction 3 row would be created increasing the total number of days using a positive value such as: **5**

10	12345	<-- Must Enter Location Code Here												
12	3	R12345678	0	5678	Abc	A	01/31/2020	2		5				
13														

Adjusting Earnings Only

As indicated earlier, a Transaction 3 row will be required in order to provide the correct number of pay cycles in the month being adjusted. Keep in mind that you need to adjust the correct **type** of earnings code(s) that was misreported by adding a separate Transaction 4 row for each, as needed. For illustration purposes only, we used **REG** in the following examples.

- If you over-reported Earnings: You would be using a negative value to produce this calculation for the appropriate earnings code(s).
 - » Example: Originally, it was reported that the member earned \$2,000 **REG** earnings but actually earned \$1,500. A Transaction 4 row would be created reducing the total **REG** earnings using a negative value such as: **-500**

10	12345	<-- Must Enter Location Code Here											
12	4	R12345678	0	5678	Abc	A	01/31/2020	REG	-500				
13													

- If you under-reported Earnings: You would be using a positive value to produce this calculation.
 - » Example: Originally, it was reported that the member earned \$1,500 but actually earned \$2,000. A Transaction 4 row would be created increasing the total amount of REG pay using a positive value such as: **500**

10	12345	<-- Must Enter Location Code Here											
12	4	R12345678	0	5678	Abc	A	01/31/2020	REG	500				
13													

Adjusting Days and Earnings

- If you over-reported Days and Earnings: You would be using a negative value to produce this calculation.
 - » Example: Originally, it was reported that the member worked 20 days but actually worked 15 days. It was also reported that the member earned \$2,000 **REG** earnings but actually earned \$1,500. A Transaction 3 and a Transaction 4 row would be created reducing the total number of days and **REG** earnings by using negative values such as: **-5** for the days and **-500** for the earnings.

10	12345	<-- Must Enter Location Code Here											
12	3	R12345678	0	5678	Abc	A	01/31/2020	2	-5				
13	4	R12345678	0	5678	Abc	A	01/31/2020	REG	-500				

- If you under-reported Days and Earnings: You would be using a positive value to produce this calculation.
 - » Example: Originally, it was reported that the member worked 15 days but actually worked 20 days. It was also reported that the member earned \$1,500 **REG** earnings but actually earned \$2,000. A Transaction 3 and a Transaction 4 row would be created increasing the total number of days and earnings by using positive values such as: **5** for the days and **500** for the **REG** earnings.

10	12345	<-- Must Enter Location Code Here											
12	3	R12345678	0	5678	Abc	A	01/31/2020	2	5				
13	4	R12345678	0	5678	Abc	A	01/31/2020	REG	500				

If You Need Help

If you have any questions about *Retirement Online* or the enhanced reporting format, use our [help desk form](#) (select Enhanced Reporting/Gold Certification from the dropdown menu) or call 866-805-0990 (press 1 to access the employer menu, then follow the prompts).