Accrued Payments & Leave Credits Page How-To Guide

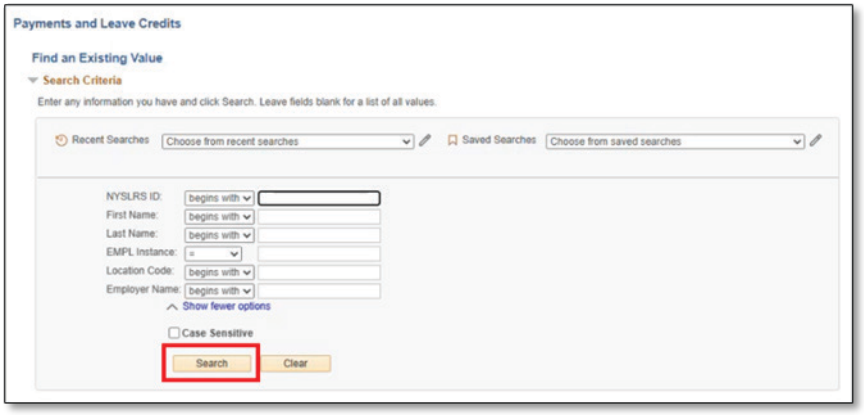
Local Legacy Reporting

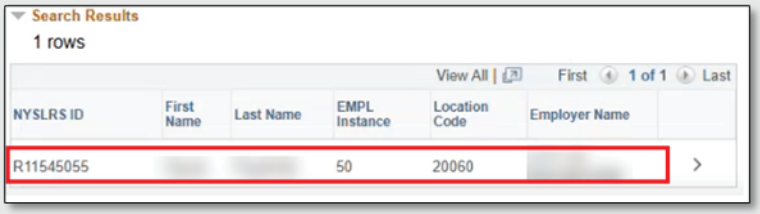
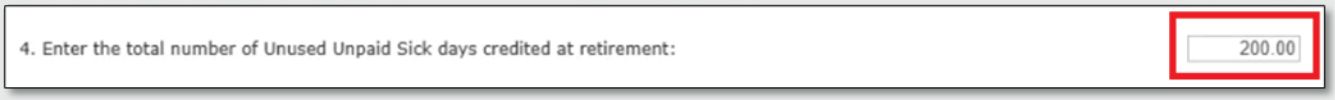
This guide shows you how to use the Accrued Payments and Leave Credits page in *Retirement Online* to complete and submit final payment and service information when your employees retire.

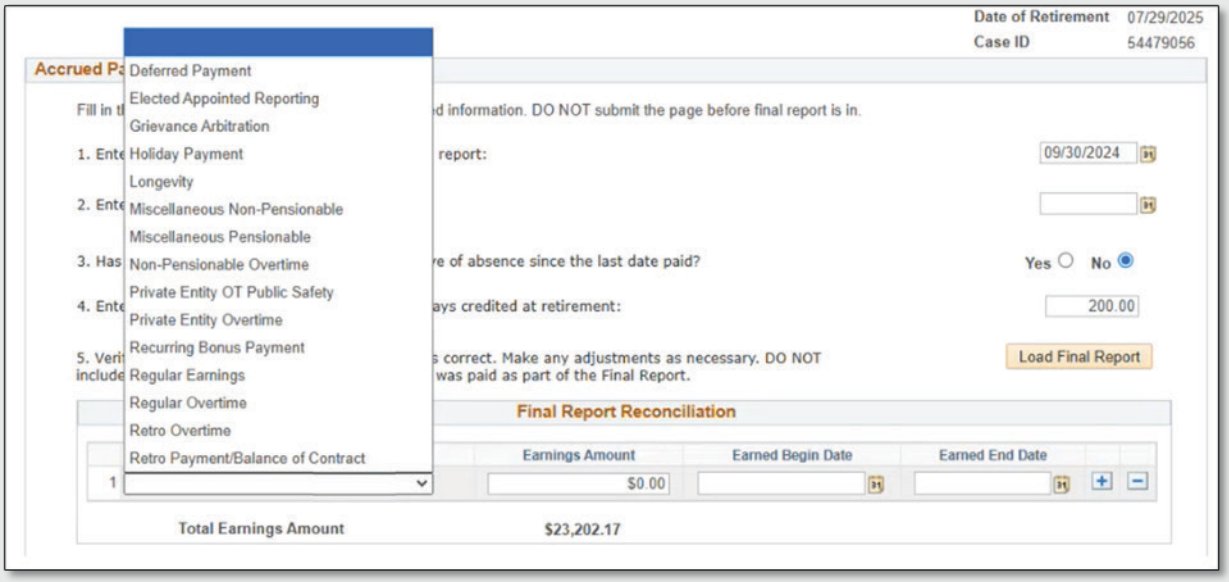
Important: Do not complete the Accrued Payments and Leave Credits page until you have made final payments to the employee *and* submitted your monthly report with the employee's final payment information.

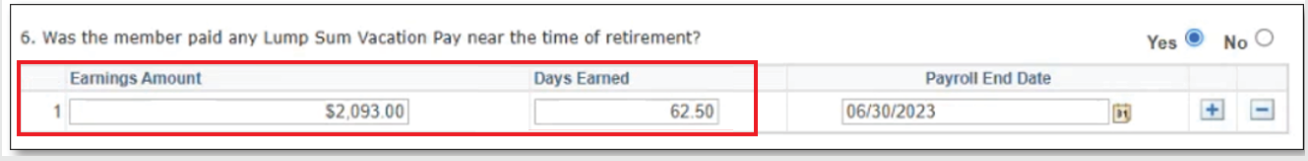
If the employee has more than one employment instance, you must complete *separate* Accrued Payments and Leave Credits pages for *each* instance.

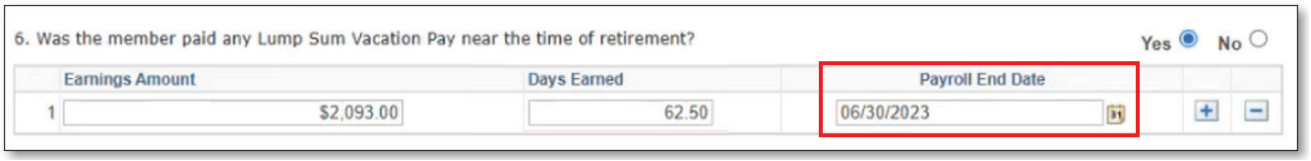
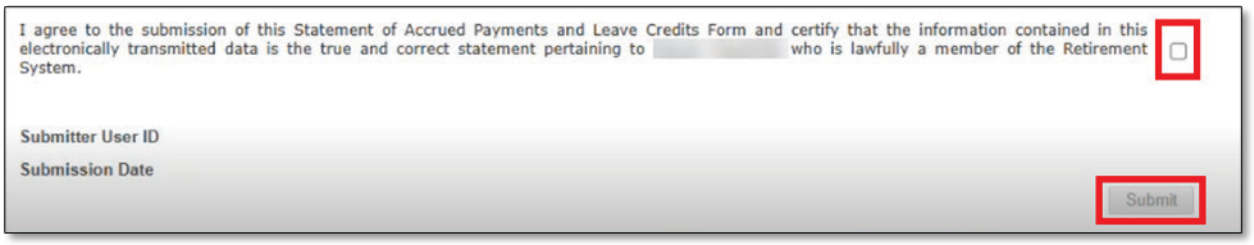
Note: If accessing the page from the link within a notification, skip to step 4.

Step	Action
1	From Account Homepage, click **Submit Accrued Payments and Leave Credits**.
2	You will be brought to the **Payments and Leave Credits Search** page. Enter search criteria to find the Accrued Payments and Leave Credits page of a specific employee or leave search fields blank and click the **Search** button to see a list of Accrued Payments and Leave Credits pages for your location. **Note:** If you are an employer contact for more than one location and you leave the search fields blank, when you click the **Search** button, you will see a list of Accrued Payments and Leave Credits pages for *all* applicable employer location codes. 

Step	Action
3	In the search results, click anywhere in the row to go to the Accrued Payments and Leave Credits page specific to that employee and employment instance (EMPL Instance). 
4	For number one, click the 31 icon and select the payroll end date for the monthly report that includes the employee's final payment information. This is usually the last day of any given month. After you select a date, the **Final Report Reconciliation** table and **Load Final Report** button appear. **Note:** For PFRS members, not all sections or questions on the Accrued Payments and Leave Credits page will display because NYSLRS captures this information using PFRS payroll records requests.
5	For number two, click the 31 icon and select the last day the member was last on the payroll. If they left payroll before retiring, use the last day on payroll.
6	For number three, if the employee had any approved leave (not just medical leave) since the date they were last paid, select **Yes**. The **Leave Begin Date** and the **Leave End Date** fields will appear. For each, click the 31 icon and select the date. Otherwise, select **No**. **Note:** Approved leaves of absence should end before the date of retirement or the date of retirement must be changed until after the leave period.
7	For number four, enter the number of days (*not* hours) of unused, unpaid sick leave that the employee had remaining at retirement. If unused, unpaid sick days were credited to the employee at retirement, enter days. If not, leave zero in this field. 

Step	Action
8	Click the Load Final Report button to populate information in the **Final Report Reconciliation** table. This is what you reported for the employee during the report period you entered during step four of this guide. Make sure this is the **final** monthly report. **Note:** The following will **not display** on an employee's Accrued Payments and Leave Credits page if the employee was a member of PFRS. NYSLRS uses PFRS payroll records requests to capture this information instead. • **Load Final Report** button • **Statement number five** ("Verify that all the information for the Final Report is correct...") • **Question number six** ("Was the member paid any Lump Sum Vacation Pay near the time of retirement?")
9	For number five, verify the **Earnings Types** and **Earnings Amounts** in the Final Report Reconciliation table are correct. If needed, make adjustments and/or separate earnings information into additional rows. **In the Final Report Reconciliation table, the employee's earnings (Earnings Amount) must be broken down by the type of pay (Earnings Type), and in some cases, by the dates when the employee earned the specified pay (Earned Begin Date and Earned End Date).** In legacy reporting, NYSLRS classifies all earnings you report as regular earnings. Review these earnings and if not all earnings qualify as regular earnings, use the **Select Earnings Type** drop-down menu to break the earnings down by earnings code. **Important:** Do *not* include the employee's earnings for vacation in this table. Refer to step 14 for Lump Sum Vacation pay. 
10	Some Earnings Types require earned dates. If you select an Earnings Type that requires you to provide dates for the earnings, the **Earned Begin Date** and **Earned End Date** fields will become editable. For each, click the 31 icon and select the date.

Step	Action
11	Click ⊞ to add a row or click ⊟ to delete a row in the **Final Report Reconciliation** table. **Important:** If only one row populates, do *not* delete the row. **Note:** For payments that span longer than one year, add a row for each year of earnings you are reporting. **Example:** A total of $6,000 in retroactive overtime payments occurred between January 2023 and September 2024. Break the $6,000 down by year:
12	If you erroneously remove the only row of earnings information, you can click the Load Final Report button to reload earnings information and start again.
13	If you make adjustments, all earnings must add up to the **Total Earnings Amount** which is *not* editable.
14	For question number six, if you paid Lump Sum Vacation to the employee after they retired (terminated or separated from employment), select **Yes**. The **Lump Sum Vacation Pay** table will appear. Otherwise, select **No** and skip to step 19.
15	In the **Lump Sum Vacation Pay** table, the employee's earnings (**Earnings Amount** and **Days Earned**) must be broken down by the date paid (**Payroll End Date**). Enter the amount paid to the employee for accrued and unused vacation time in the **Earnings Amount** field. Enter the number of accrued and unused vacation days that the employee earned in the **Days Earned** field. If needed, separate information into additional rows. 

Step	Action
	Click the 31 icon and select the payroll end date for the paycheck that included the amount paid for vacation. If you paid out the employee more than once, you must provide a break down—use a separate row for each payment (Earnings Amount and Days Earned) based on the date paid (Payroll End Date).
16	
17	Click + to add a row or click − to delete a row in the table.
18	Click the Save button to retain the information you've entered. This allows you to leave the unsubmitted page and return at a later time to continue entering or adjusting information. **Important:** The **Save** button does *not* submit the information to NYSLRS.
19	Once you've entered in all information, **carefully check and verify all information** on the page before submitting it to NYSLRS. This crucial step ensures the member's retirement date and retirement benefit are accurate.
	Read the statement, then select the **I agree** checkbox. Click the Submit button to submit the information to NYSLRS. **Note:** You must select the checkbox to enable the Submit button. **IMPORTANT: Once you submit the page to NYSLRS, you will NOT be able to edit the information you entered.** If there's an error, you will need to contact NYSLRS to request changes.
20	
21	Click the Return to Search button to go back to the Accrued Payments and Leave Credits Search page. Save

If You Need Help

If you have questions about the Accrued Payments and Leave Credits page or for help accessing *Retirement Online*, use our help desk form (select **Monthly Employer Reporting** or **Retirement Online Troubleshooting** from the dropdown) or call 866-805-0990 (press 1 to access the employer menu, then follow the prompts).