

# Accrued Payments & Leave Credits Page How-To Guide

## State Agencies

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.

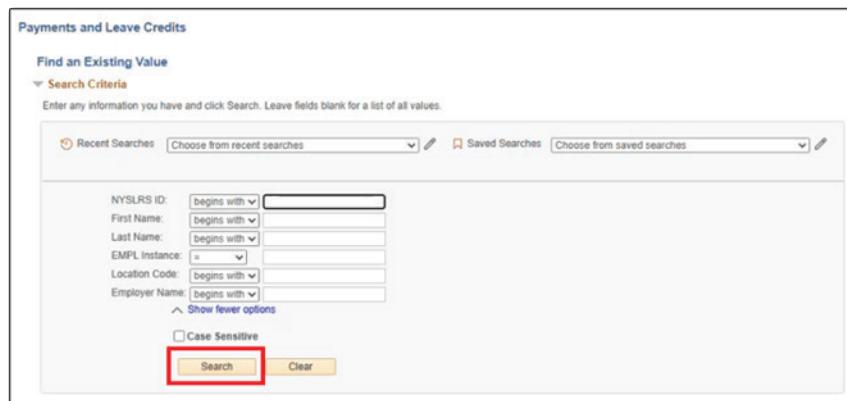
**Note:** If accessing the page from the link within a notification, [skip to step 4](#).

Step	Action
From Account Homepage, click <b>Submit Accrued Payments and Leave Credits</b> .	

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.

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The screenshot shows the 'Payments and Leave Credits' search interface. At the top, there are dropdown menus for 'Recent Searches' and 'Saved Searches'. Below these are search criteria fields for 'NYSLRS ID', 'First Name', 'Last Name', 'EMPL. Instance', 'Location Code', and 'Employer Name'. Each field has a dropdown arrow and a 'began with' placeholder. A 'Show fewer options' link is visible. Below the fields are 'Case Sensitive' and 'Search' buttons. The 'Search' button is highlighted with a red box.

Step	Action
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).	
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For number one, click the  icon and select the payroll end date for the monthly report that includes the employee's final payment information. For PayServ reported State Employers, this is usually the last day of the pay period that the employee was on payroll.

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1. Enter the Payroll End date of the member's final report:	
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For number two, click the  icon and select the last day the member was on payroll. If they left payroll before retiring, use the last day on payroll. For State employees, in most circumstances, the Payroll End Date and the last day the member was on payroll will be the same.

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2. Enter the last day the member was on payroll:	
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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  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.

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3. Has the member been granted an approved leave of absence since the last date paid?	Yes <input checked="" type="radio"/>	No <input type="radio"/>
	Leave Begin Date 	Leave End Date 

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.

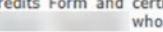
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4. Enter the total number of Unused Unpaid Sick days credited at retirement:	
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8 Click the  button to retain the information you've entered. This allows you to leave the unsubmitted page and return at a later time to continue entering or adjusting information.

**Important:** The **Save** button does *not* submit the information to NYSLRS.

9 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.

Step	Action
	<p>Read the statement, then select the <b>I agree</b> checkbox. Click the  button to submit the information to NYSLRS.</p> <p><b>Note:</b> You must select the checkbox to enable the  button.</p> <p><b>IMPORTANT: Once you submit the page to NYSLRS, you will NOT be able to edit the information you entered.</b> If there's an error, you will need to contact NYSLRS to request changes.</p>
10	<p>I agree to the submission of this Statement of Accrued Payments and Leave Credits Form and certify that the information contained in this electronically transmitted data is the true and correct statement pertaining to  who is lawfully a member of the Retirement System. </p> <p>Submitter User ID Submission Date</p> <p></p>
11	<p>Click the  button to go back to the Accrued Payments and Leave Credits Search page.</p>

## 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).