

LSV/SLV Page How-To Guide

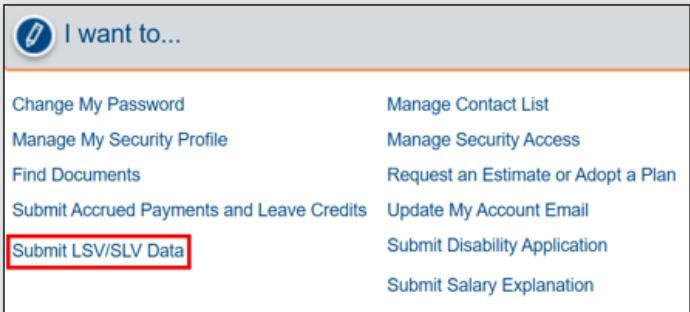
Submitting Information for Lump Sum Vacation (LSV) Payments and Sick Leave (SLV) Accruals

This guide shows you how to use the LSV/SLV Page in *Retirement Online* to submit information about Lump Sum Vacation (LSV) payments and Sick Leave (SLV) accruals for your former employees who have retired.

To access the LSV/SLV page, you must have one of the following security roles:

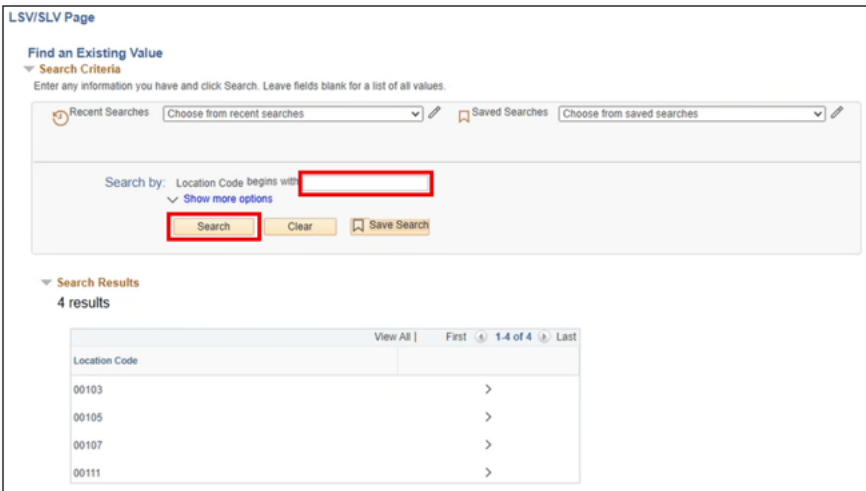
- Payroll
- Personnel
- Employer Reporting Submitter
- Employer Reporting Uploader

Note for State Agencies: The Employer Reporting Submitter and Employer Reporting Uploader are not applicable, as the functionality is accounted for by Payroll Services processing.

Step	Action
1	From Account Homepage, click Submit LSV/SLV Data link. • If you are an employer contact for <i>only one</i> location, you will be taken directly to the LSV/SLV page for your location (step 4). • If you are an employer contact for <i>more than one</i> location, you will be taken to the LSV/SLV Search page (step 2).  The screenshot shows a menu titled 'I want to...' with a list of links. The link 'Submit LSV/SLV Data' is highlighted with a red box.

On **LSV/SLV Search** page, leave the **location code** blank and click **Search** button. You will see a list of *all* location codes you can access.

2



The screenshot shows the 'LSV/SLV Page' with a search section. The 'Search by:' dropdown is set to 'Location Code begins with' and the input field is empty. The 'Search' button is highlighted with a red box. Below the search section, the 'Search Results' section shows 4 results in a table.

Location Code	
00103	>
00105	>
00107	>
00111	>

Click anywhere in the row to go to the LSV/SLV page for that location code.

3

▼ Search Results

4 results

View All | First 1-4 of 4 Last

Location Code	
00103	>
00105	>
00107	>
00111	>

The top of the LSV/SLV page will display your employer location code and the total rows remaining that NYSLRS needs you to submit information for. Verify **Location Code**.

Important: The employer name will *not* display on this page, only the location code. If you have access to more than one location code, verify you are on the correct LSV/SLV page before continuing.

4

LSV/SLV Page

Location Code 00103

Total Rows Remaining 138

Find | View 100 | First 11-20 of 274 Last

Empl ID	Name	Empl Record	Retirement Date	System	Requested Date	Unused/Unpaid Sick Leave	Lump Sum Vacation Days	Lump Sum Vacation Amount	Verified?
11 R10162587		0	09/21/2025	ERS	01/19/2026	18.50	30.50	\$2,278.00	☐
12 R10179024		0	01/02/2022	ERS	01/19/2026	46.00			☐
13 R10189733		1	08/29/2024	ERS	01/19/2026	43.50			☐
14 R10316675		0	03/31/2023	ERS	01/19/2026	38.00	34.50	\$4,616.50	☐
15 R10202182		0	10/31/2024	ERS	01/19/2026		35.00	\$1,895.00	☐
16 R10202423		0	08/23/2024	ERS	01/19/2026		27.50	\$3,646.00	☐
17 R10205883		0	02/20/2020	ERS	01/19/2026	30.50			☐
18 R10353710		1	03/13/2024	ERS	01/19/2026	0.00	13.50	\$4,939.50	☐

The table on the LSV/SLV page contains one row per employment instance (EMPL Record) that NYSLRS needs you to submit information for. The information on this page was identified by NYSLRS as being either inconsistent with other earnings information received or the data needs its accuracy confirmed for another reason.

Whenever possible, NYSLRS will prepopulate fields with information previously submitted on an RS6221 (Accrued Payments and Leave Credits) form.

- A blank field indicates NYSLRS does *not* need this information from you.
- A prepopulated field indicates NYSLRS received this information but needs you to verify its accuracy.
- A field with a value of zero indicates NYSLRS needs you to provide this information.

5

LSV/SLV Page

Location Code 00103

Total Rows Remaining 138

Empl ID	Name	Empl Record	Retirement Date	System	Requested Date	Unused/Unpaid Sick Leave	Lump Sum Vacation Days	Lump Sum Vacation Amount	Verified?
11 R10162587		0	09/21/2025	ERS	01/19/2026	18.50	30.50	\$2,278.00	☐
12 R10179024		0	01/02/2022	ERS	01/19/2026	46.00			☐
13 R10189733		1	08/29/2024	ERS	01/19/2026	43.50			☐
14 R10316675		0	03/31/2023	ERS	01/19/2026	38.00	34.50	\$4,616.50	☐
15 R10202182		0	10/31/2024	ERS	01/19/2026		35.00	\$1,895.00	☐
16 R10202423		0	08/23/2024	ERS	01/19/2026		27.50	\$3,646.00	☐
17 R10205883		0	02/20/2020	ERS	01/19/2026	30.50			☐
18 R10353710		1	03/13/2024	ERS	01/19/2026	0.00	13.50	\$4,939.50	☐

Carefully review *all* information in each row. Confirm the accuracy of the information or modify as needed.

Note: The **Unused/Unpaid Sick Leave** column displays **days**, *not* hours.

6

LSV/SLV Page

Location Code 00103

Total Rows Remaining 138

Empl ID	Name	Empl Record	Retirement Date	System	Requested Date	Unused/Unpaid Sick Leave	Lump Sum Vacation Days	Lump Sum Vacation Amount	Verified?
11 R10162587		0	09/21/2025	ERS	01/19/2026	18.50	30.50	\$2,278.00	☐
12 R10179024		0	01/02/2022	ERS	01/19/2026	46.00			☐
13 R10189733		1	08/29/2024	ERS	01/19/2026	43.50			☐
14 R10316675		0	03/31/2023	ERS	01/19/2026	38.00	34.50	\$4,616.50	☐
15 R10202182		0	10/31/2024	ERS	01/19/2026		35.00	\$1,895.00	☐
16 R10202423		0	08/23/2024	ERS	01/19/2026		27.50	\$3,646.00	☐
17 R10205883		0	02/20/2020	ERS	01/19/2026	30.50			☐
18 R10353710		1	03/13/2024	ERS	01/19/2026	0.00	13.50	\$4,939.50	☐

Step

Action

After reviewing and confirming information in the row is accurate, click in the **Verified** checkbox for that row. Continue verifying information in each row.

Important: The **Verified** checkbox does *not* submit the information to NYSLRS. It confirms you agree to the accuracy of the information in that row.

7

LSV/SLV Page

Location Code 00103

Total Rows Remaining 138

Empl ID	Name	Empl Record	Retirement Date	System	Requested Date	Unused/Unpaid Sick Leave	Lump Sum Vacation Days	Lump Sum Vacation Amount	Verified?
11 R10162587		0	09/21/2025	ERS	01/19/2026	18.50	30.50	\$2,278.00	☐
12 R10179024		0	01/02/2022	ERS	01/19/2026	46.00			☐
13 R10189733		1	08/29/2024	ERS	01/19/2026	43.50			☐
14 R10316675		0	03/31/2023	ERS	01/19/2026	38.00	34.50	\$4,616.50	☐
15 R10202182		0	10/31/2024	ERS	01/19/2026		35.00	\$1,895.00	☐
16 R10202423		0	08/23/2024	ERS	01/19/2026		27.50	\$3,646.00	☐
17 R10205883		0	02/20/2020	ERS	01/19/2026	30.50			☐
18 R10353710		1	03/13/2024	ERS	01/19/2026	0.00	13.50	\$4,939.50	☐

The **Save** button will retain the information you've entered if you need to leave the unsubmitted page and return at a later time to continue entering or adjusting information. Using the **Save** button is optional. You are not required to save the page before submitting information to NYSLRS.

I agree to the submission of this LSV/SLV Page and certify that the information contained in this electronically transmitted data is the true and correct statement pertaining to the member's marked as verified above who are lawfully members of the Retirement System. ☐

Save

Submit Verified Rows

8

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

Message

You have saved the LSV/SLV Page. The information on this page will not be submitted until the Submit Verified Rows button is clicked.

OK

9

I agree to the submission of this LSV/SLV Page and certify that the information contained in this electronically transmitted data is the true and correct statement pertaining to the member's marked as verified above who are lawfully members of the Retirement System. ☒

Save

Submit Verified Rows

Click **Submit Verified Rows** button to submit the information to NYSLRS.

10

LSV/SLV Page

Location Code 00103

Total Rows Remaining 138

Empl ID	Name	Empl Record	Retirement Date	System	Requested Date	Unused/Unpaid Sick Leave	Lump Sum Vacation Days	Lump Sum Vacation Amount	Verified?
11 R10162587		0	09/21/2025	ERS	01/19/2026	18.50	30.50	\$2,278.00	☒
12 R10179024		0	01/02/2022	ERS	01/19/2026	46.00			☒
13 R10189733		1	08/29/2024	ERS	01/19/2026	43.50			☐
14 R10316675		0	03/31/2023	ERS	01/19/2026	38.00	34.50	\$4,616.50	☐
15 R10202182		0	10/31/2024	ERS	01/19/2026		35.00	\$1,895.00	☒
16 R10202423		0	08/23/2024	ERS	01/19/2026		27.50	\$3,646.00	☐
17 R10205883		0	02/20/2020	ERS	01/19/2026	30.50			☐
18 R10353710		1	03/13/2024	ERS	01/19/2026	0.00	13.50	\$4,939.50	☐

I agree to the submission of this LSV/SLV Page and certify that the information contained in this electronically transmitted data is the true and correct statement pertaining to the member's marked as verified above who are lawfully members of the Retirement System. ☒

Save **Submit Verified Rows**

You are *not* required to verify and submit all rows of information on the page at one time. If needed, you can verify and submit information for some retirees and return to the page later to finish verifying and submitting additional information to NYSLRS.

Note: If you do not first check the **I agree** checkbox, you will get an error message when attempting to submit the verified rows.

Message

You must agree that the information submitted is correct.

OK

If you attempt to submit rows with either a blank value or a zero in one of the fields NYSLRS is requesting information for, you will get a warning asking you to confirm the information is correct.

- If the information is correct, click **OK**.
- If you need to revise the information, click **Cancel** and repeat steps 6-10 of this guide.

11

Message

You are attempting to submit rows with a blank or zero values. Please confirm these are correct.

OK Cancel

Upon submitting the information to NYSLRS, you will see a pop-up box confirming your successful submission.

IMPORTANT: Carefully review all information before submitting to NYSLRS. **Once you submit the rows of verified information 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.

12

Message

You have successfully submitted the Verified Rows on the LSV/SLV Page.

OK

To help you identify information that NYSLRS is still waiting for you to submit:

- The top of the page displays a count of the unsubmitted rows remaining.
- Use **Requested Date** column to identify new requests from NYSLRS since you last visited the page.
- The rows you already submitted will become read-only and sort to the bottom of the LSV/SLV table.

13

LSV/SLV Page

Location Code 00103

Total Rows Remaining 135

Find | View 100 | First 273-274 of 274 Last

Empl ID	Name	Empl Record	Retirement Date	System	Requested Date	Unused/Unpaid Sick Leave	Lump Sum Vacation Days	Lump Sum Vacation Amount	Verified?
11 R10162587		0	09/21/2025	ERS	10/13/2026	18.50	30.50	\$2,278.00	☐
12 R10179024		0	01/02/2022	ERS	10/13/2026	46.00			☐
13 R10189733		1	08/29/2024	ERS	10/13/2026	43.50			☐
14 R10316675		0	03/31/2023	ERS	10/20/2026	38.00	34.50	\$4,616.50	☐
15 R10202182		0	10/31/2024	ERS	10/20/2026		35.00	\$1,895.00	☐
16 R10202423		0	08/23/2024	ERS	10/06/2026	18.50	30.50	\$2,278.00	☒
17 R10205883		0	02/20/2020	ERS	10/06/2026	46.00			☒
18 R10353710		1	03/13/2024	ERS	10/06/2026		35.00	\$1,895.00	☒

If You Need Help

If you have questions about the LSV/SLV 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).