

Salary Explanation Page How-To Guide

This guide shows you how to use the Salary Explanation page in *Retirement Online* to complete and submit more detailed earnings information for your employees when they retire.

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

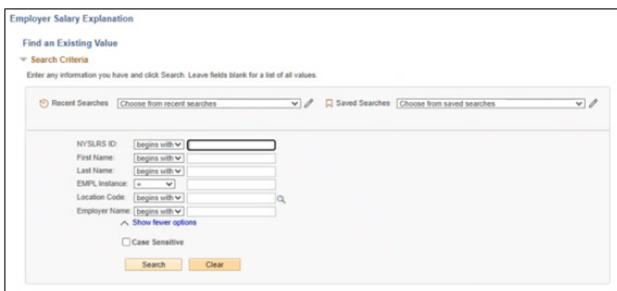
Step	Action
1	From Account Homepage, click Submit Salary Explanation



The screenshot shows the 'I want to...' dropdown menu on the Account Homepage. The 'Submit Salary Explanation' option is highlighted with a red box.

2 You will be brought to the **Salary Explanation Search** page. Enter search criteria to find the Salary Explanation page of a specific employee or leave search fields blank and click the **Search** button to see a list of Salary Explanation 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.



The screenshot shows the 'Employer Salary Explanation' search page. It includes fields for 'Recent Searches' and 'Saved Searches', and search criteria for 'NYSLRS ID', 'First Name', 'Last Name', 'EMPL Instance', 'Location Code', and 'Employer Name'. There are buttons for 'Case Sensitive', 'Search', and 'Clear'.

3 In the search results, click anywhere in the row to go to the Salary Explanation page specific to that employee and employment instance (EMPL Instance).



The screenshot shows the 'Search Results' page with 1 row found. The results table has columns: NYSLRS ID, First Name, Last Name, EMPL Instance, Location Code, and Employer Name. The first row (R11545055, 50, 20060) is highlighted with a red box.

Step**Action**

4 The Salary Explanation page will prepopulate with the earnings information you previously reported for the employee. Each table of earnings information in the **Employer Salary Explanation Form** section corresponds to a specified Payroll End Date that you previously reported.

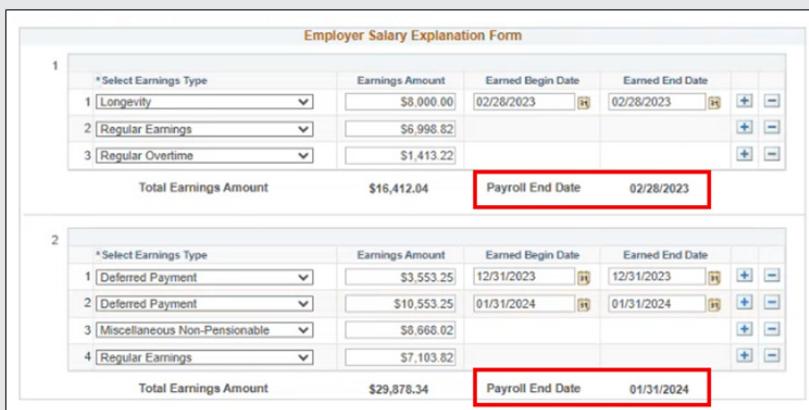


The screenshot shows a single table in the 'Employer Salary Explanation Form' section. The table has columns for 'Select Earnings Type', 'Earnings Amount', 'Earned Begin Date', and 'Earned End Date'. There are four rows of data:

Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Longevity	\$8,000.00	02/28/2023	02/28/2023
2 Regular Earnings	\$6,998.82		
3 Regular Overtime	\$1,413.22		

Below the table, the 'Total Earnings Amount' is \$16,412.04 and the 'Payroll End Date' is 02/28/2023.

5 You may see more than one table in the employee's **Employer Salary Explanation Form** section. If there are multiple Payroll End Dates for earnings that require additional explanation, each Payroll End Date will have its own table for you to break down earnings information.



The screenshot shows two tables in the 'Employer Salary Explanation Form' section, corresponding to different Payroll End Dates.

Table 1 (Payroll End Date 02/28/2023):

Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Longevity	\$8,000.00	02/28/2023	02/28/2023
2 Regular Earnings	\$6,998.82		
3 Regular Overtime	\$1,413.22		

Table 2 (Payroll End Date 01/31/2024):

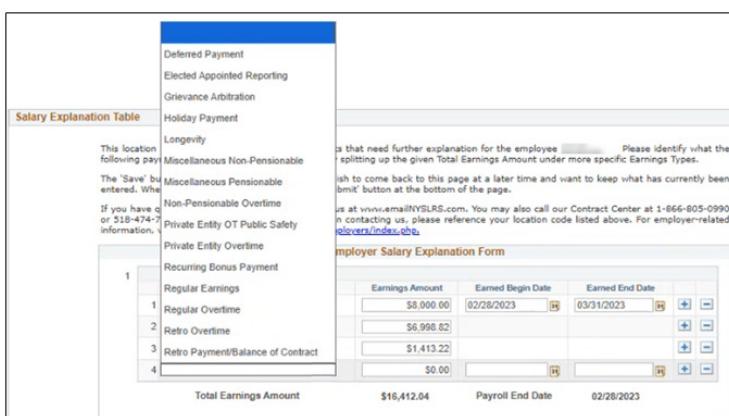
Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Deferred Payment	\$3,553.25	12/31/2023	12/31/2023
2 Deferred Payment	\$10,553.25	01/31/2024	01/31/2024
3 Miscellaneous Non-Pensionable	\$8,668.02		
4 Regular Earnings	\$7,103.82		

Below the tables, the 'Total Earnings Amount' is \$29,878.34 and the 'Payroll End Date' is 01/31/2024.

6 Break down the **Total Earnings Amount** by the type of pay (**Earnings Type**), and in some cases, also by the dates when the employee worked and earned the specified pay (**Earned Begin Date** and **Earned End Date**).

Use the **Select Earnings Type** drop-down menu to break the earnings down by [earnings code](#).

Note: In legacy reporting, NYSLRS classifies all earnings you initially report as regular earnings.



The screenshot shows a dropdown menu for 'Select Earnings Type' on the left and a table of earnings on the right.

Dropdown Menu:

- Deferred Payment
- Elected Appointed Reporting
- Grievance Arbitration
- Holiday Payment
- Longevity
- Miscellaneous Non-Pensionable
- Miscellaneous Pensionable
- Non-Pensionable Overtime
- Private Entity OT Public Safety
- Private Entity Overtime
- Recurring Bonus Payment

Table:

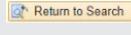
1	Earnings Amount	Earned Begin Date	Earned End Date
1 Regular Overtime	\$8,000.00	02/28/2023	03/31/2023
2 Retro Overtime	\$6,998.82		
3 Retro Payment/Balance of Contract	\$1,413.22		
4	\$0.00		

Below the table, the 'Total Earnings Amount' is \$16,412.04 and the 'Payroll End Date' is 02/28/2023.

Step	Action
7	<p>Some earnings types require earned dates. If dates populate, verify the Earned Begin Date and Earned End Date are correct. If needed, make adjustments and/or separate earnings information into additional rows.</p> <p>When you add a row, the Earned Begin Date and Earned End Date fields are disabled initially. If you select an Earnings Type that requires the dates the employee worked and earned the specified pay, the Earned Begin Date and Earned End Date fields will become editable. For each, click the  icon and select the date.</p> 

8 **Earned Begin Date** and **Earned End Date** *cannot* span more than one year. For payments that span longer than one year, add a row for each year of earnings you are providing an explanation for.



9 If only one row populates, do *not* delete the row. If you erroneously remove the only row of earnings information, **do not save the page**. Click the  button at the bottom of the page to return to the Salary Explanation Search page.

Once back at the Search page, search for the employee and click on the row for the search result. This will reload their Salary Explanation page so you can start again.

10 The **Total Earnings Amount** field is *not* editable. When you make adjustments to the earnings amounts in the **Employer Salary Explanation Form** table(s), all earnings must add up to the **Total Earnings Amount(s)**.



11 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.

12 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
13	<p>Read the statement, then select the I agree checkbox. Click the Submit button to submit the information to NYSLRS.</p> <p>IMPORTANT: Once submitted, 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.</p> <div data-bbox="204 327 1085 517"> <p>I agree to the submission of this Employer Salary Explanation Form and certify that the information contained in this electronically transmitted data is true and correct statement pertaining to [REDACTED] who is lawfully a member of [REDACTED] Retirement System.</p> <p>Submitter User ID Submission Date</p> <p style="text-align: right;">Submit</p> </div>

14 Click the  button to return to the Salary Explanation Search page. If you entered information or made adjustments, click the  button first.

If You Need Help

If you have questions about the Salary Explanation 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).