Retirement Online User Guide

Enrollment Dashboard

Revised: 07/2026

Introduction

This user guide outlines how to use the Enrollment Dashboard for employees at your location. It also provides critical reporting information when completing transactions. Only users with the Personnel security role will be able to perform this task.

Add An Employee Under Your Location

Sign in to *Retirement Online* and follow the steps below.

Step	Action
1.	Click **Access Enrollment Dashboard**.
2.	The *Enter Employer Details* page will open. Populate the required fields: • **Location Code** • **Retirement System** • **Agency Code** *This field only applies to State Employers. The Agency Codes listed in the Look Up icon are related to the Location Code selected. If the Agency Code you are looking for does not populate and the Location Code is correct, you will need to contact NYSLRS at RtEmpServ@osc.ny.gov.* Click **Next**.
3.	On the *Enter Personal Information* page, enter the employee's personal information. Click **Next**. *All required (*) fields must be populated.* *To prevent the system from generating multiple employee IDs for the same person, it is important to verify the Date of Birth and Social Security Number entered are accurate.*
4.	A *Message* pop-up will appear. It will present the address in the format used by the United States Postal Service (USPS). If you click Yes, the address will update to the suggested USPS version. If you click No, the address will stay as entered. Click **Yes** or **No**.

Step	Action

5.	The *Enter Job Information* page will open. Populate the required fields:
	• **Hire Date**
	  ○ The first date worked in the position. The employee must be in paid status on the date listed.
	• **Date of Full Time Permanent Appointment**
	This field only applies to members of the Employees Retirement System.
	  ○ Date the employee became a mandatory member of NYSLRS
	  ▪ This must be completed if the employee is appointed to a 12-month, full-time, regular (permanent) position earning at least the NYS minimum wage.
	  ▪ If the person's membership is not mandatory, leave blank.
	• **Standard/Weekend/After Hours/Holiday**
	This field only applies to members of the Employees Retirement System.
	• **Job Code**
	  ○ Use the Job Code Tool on the NYSLRS website to view the acceptable options.
	• **Regular/Temporary**
	• **Full/Part Time**
	• **Employee Classification**
	• **Payroll Frequency**
	• **Standard Work Day**
	• **Projected Annualized Wage**
	  ○ The amount the employee would be expected to make if the employee were full time
	• **Annual Compensation Rate**
	This field only applies to members of the Police and Fire Retirement System.
	  ○ The actual compensation rate the employee is expected to make annually and is used to determine overtime limitations.
	  ○ The Annual Compensation Rate cannot be higher than the Projected Annualized Wage because the Annual Compensation Rate is what the employee is expected to make versus what their annual salary is set as. These numbers can match.
	Click **Next**.

6.	The *Review Membership Details* page will open. Review the information. If all the information shown is correct, click **Submit**. If you need to correct any information entered, click **Edit**.

Step	Action
7.	The *Optional Membership* page will open. *This page will only appear for Optional employees who do not have an existing active membership in NYSLRS.* To hire an employee for reporting purposes only, click **Hire Optional**. To enroll an optional employee, click **Enroll – Upload Form**. • You must upload and submit the signed membership application at this time. Click **Browse……**. • The *File Attachment* pop-up will appear. Click **Choose File** to search your device for the file. • Locate the file and click **Open**. • Click **Next >>**.
8.	The *Enrollment Results* page will open. Retain the new member's enrollment or reporting information for your records. To process another transaction, click **Return to Enrollment Dashboard**. To close out of the Enrollment Dashboard, click **Close**.

Error Messages

Enter Personal Information Page

Retiree Account Found

This message appears if the person you are enrolling is retired from NYSLRS. Follow the message prompts to continue.

Member Enrollment Error

This message appears if the information you entered conflicts with data that is currently in our system based on one of the following: the member is deceased in our system, the member's SSN you entered matches our system but has a different date of birth, the member has a case pending that impacts their membership status that must be completed first before adding on more employment. Review the information you entered for accuracy prior to contacting NYSLRS for more information.

Optional Enrollment in NYSLRS

This message appears for optional employees who were previously hired for reporting purposes and confirms your intent to hire them into another job or enroll them as a member of NYSLRS.

Member Enrollment Confirmation

This message appears when the person you are hiring is found in our system as an optional employee at another location but not associated to your location.

Enter Member's Details
This message appears when the person you are enrolling is already a member of NYSLRS and confirms your intent to add job information within the same system.

Enter Job Information Page

Member Account Found
This message appears if the information you entered already exists in our system for your location and cannot be added at this time.

Member Account Found
This message appears if the employee is already enrolled at your location and confirms your intent to add a new employment instance.
This message only applies to Enhanced reporters.

Person Match Found
This message appears if the employee was previously enrolled at your location and confirms your intent to rehire the member.

Optional Membership Page

Sub/Seasonal/Per Diem/On Call Verification
This message appears for optional employees when the Standard/Weekend/After Hours/Holiday field is set to Standard and the Employee Classification is set to Seasonal, Per Diem, On Call or Substitute. Members are required to be working on the date of enrollment. Verify the date of hire entered is correct before proceeding. Click **Yes** or **No** to continue.

Weekend/After Hours/Holiday Verification
This message appears for optional employees who wish to enroll into NYSLRS but the Standard/Weekend/After Hours/Holiday field is set to Weekend, After Hours, or Holiday. Click **Yes** or **No** to continue.

Yes - Confirm Date of Work
Confirm the member's Hire Date and proceed to upload the membership application.

No - Hire Date Error
Members cannot be enrolled prior to their hire date. You will return to the *Enter Employer Details* page.

Important Information

Mandatory Versus Optional Members

Mandatory Enrollments: full-time, permanent, regular, 12-month positions earning at least the current state minimum wage, and all police officers and paid firefighters (including part-time positions).

Optional Enrollments: temporary or provisional positions (under Civil Service Law), employment of less than 30 hours per week, or less than the standard number of hours for full-time

employment as established by the employer for this position, duration of employment for less than one year, or employment on less than a 12-month per year basis, annual compensation less than the New York State's minimum wage multiplied by 2,000 hours.

Confirming Employees' Personal and Job Information

It is imperative you confirm the Personal and Job Information for the employee being enrolled. If you identify an error, click the Edit button to fix the error prior to clicking Submit. Submission of errors can result in inaccurate records being created and incorrect dates of membership being established, among other problems.

Membership Identifiers

Registration numbers are required for Legacy report submission.

The NYSLRS ID and Empl Records are required for Enhanced report submission. All employees at your location must have a NYSLRS ID and Empl Record to be included in the monthly report.

Employer Failure to Enroll Employee in NYSLRS

If you fail to enroll an employee who is required to join NYSLRS, their membership date (and tier) will be retroactive to the date the membership became mandatory.

Failure to enroll mandatory members has consequences for the employee, and for you as the employer.

Member Must Purchase Service

For members who are in a contributory retirement plan, they will be required to purchase this service credit, including interest, to avoid a reduction in their retirement benefit.

Reports will need to be submitted using Retirement Online for all unreported service and salary from the date of membership to the date you first began reporting the member on your monthly reports.

Once these reports are posted to the member's account, we will calculate any mandatory service credit purchase amount (deficiency contributions) due and instruct you to begin deducting payments from the member's earnings. We will also notify the member that deductions will begin.

You Will Be Charged on Annual Invoice

You will receive a prior year's billing adjustment (including interest) for the earnings included on the reports.

Enrolling Off-Hours Employees

Employees are required to be on your payroll, in paid status and physically at work, the day they are enrolled. However, if the employee does not work regular, standard business hours (for example, if they work the evening, weekend, or holiday shift), they must be enrolled on the first NYSLRS business day after you receive the employee's completed membership application (regardless of your office's hours).

As an example, if an employee began work on Saturday or Sunday, you would enroll them on the following Monday and select “Weekend” from the dropdown. If Monday was a holiday, then you would enroll them on Tuesday.

Enrolling a Member Who Has Multiple Employers

If your employee is already a member, a pop-up message will let you know that they are currently a member of NYSLRS. You must continue with the enrollment process and add the member’s job information. If you do not complete the enrollment process, your organization won’t be able to report the employee’s earnings for this job.

Members must be enrolled and reported to us for all their public employment, including work with more than one participating employer. Even if a member only works part-time, if he or she is already a member of NYSLRS, each participating employer is required to report earnings and service information to us.

If the member is making contributions, these contributions must be deducted from his or her earnings for each position and submitted to NYSLRS by each employer.

Individuals who are hired as independent contractors should **not** be reported, even if they have a membership through another participating employer.

Tools & Related References

NYSLRS Job Codes