Employer Reporting and Adjustment Forms

NYS Payroll Users Group May 4, 2017

Presented by: William Murphy



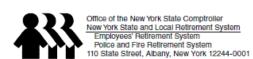


Adjustment Reports

Reasons to submit:

- Correcting days worked
- Correcting salary
- Reporting additional member contributions
- Reporting employees omitted from monthly report

Adjustment Form



Examined By

Adjustment Report RS 2050

SEE INSTRUCTIONS FOR COMPLETING FORM ON BACK

Date

RETIREMENT SYSTEM USE ONLY

Employer Name	OWPLETET	nio funiii if i nio	INFUR	MATION HAS ALKE	EAUT	BEE	M SOB	MITTED ON A	SALART AND S			ada	
Employer Name										Employer Cod	ie Report C	ode	
											0	Р	age of
													ugo
Retirement Registration		Member's Name		Last 4 digits of			Period	Days	Days for Period	Salary	Salary for Period		Contributions For Period
Number	Last	First	M.I.	Social Security Number	er	Month	/Year	Adjustment	Should Be	Adjustment	Should Be	Contribution Adj.	Should Be
I certify that the adustments They have not been and wi adjusted number of days or	ill not be shown o was paid the adjus	n any other report. I cer sted amount of salary, an	rtify that ead d that this d	ch person actually worked	the	то	TALS						
to Part 315 of Title 2 of the I Certified By	New York State Co	des, Rules and Regulation		Date 1	Telephor	ne Nun	nber					Use these colur enclosed	nns only if check is
All changes to your month	ly report (except r	eductions in contribution	ns) must be	done on this form. For ad) ljustmer	nts to lo	oans or a	rrears, please call	518-474-2987 for instru	uctions.			

Days Adjustment	Days for Period Should Be	Salary Adjustment	Salary for Period Should Be	Additional Contribution Adj.	Contributions For Period Should Be
				Use these colun enclosed	nns only if check is

- Adjustment Column(s) should be the difference between what was reported and what should have been reported.
- Should Be Column(s) indicate what you want to have as the final reported amounts in total.

Adjustment Report Label

Office of the New York State Comptroller New York State and Local Retirement System Employees' Retirement System Police and Fire Retirement System 110 State Street - Mail Drop 5-8, Albany, New York 12244-0001 PLEASE COMPLETE THE	Adjustment Report Labe RS 2050-A F FOLLOWING (Rev. 2/12
EMPLOYER NAME REPORT C	CODE 0
EMPLOYER CODE	Total Days Adj.
TODAY'S DATE MO DA YR PLEASE DO NOT WRITE IN BOX BELOW	Total Days Should Be Total Salary Adj
BEFORE YOU MAIL: 1. Totals on this label should only reflect amounts on the attached RS 2050's. 2. Are all negative entries on RS 2050 enclosed in parenthesis? 3. Are positive and negative entries shown on separate lines? 4. Have you enclosed your check for additional contributions reported? 5. Is your check payable to either "New York State and Local Employees' Retirem."	Total Salary Should Be Total Cont. Adj.
or "New York State and Local Police and Fire Retirement System"? 6. REMEMBER: Do not make negative entries to the Contribution Adj. column or For refunds, see instructions on reverse of RS 2050.	Total Cont. Should Be
REPORT SEQUENCE # STANDARD JOB: BATCH NAME: OPERATOR: VERIFIER: DDADJUST DD Da Da	Total Report Check Amount Number of Pages This

An adjustment report label is required for all adjustment reports.

Knowing What Gets Reported/Adjusted

Not Reportable or Adjustable

- Salary Prior to Date of Membership
- Salary Withholdings
- Health Insurance Buyout or Vacation Lump Sum
- Overtime Meals

Reportable or Adjustable

- Overtime
- Partial Months
- Retroactive Pay Raises
- Deferred Compensation Monies

http://osc.state.ny.us/retire/word_and_pdf_documents/employers_files/employer_reporting/vo1700-d_ref_chart_salary_summary.pdf

Keys to Completing an Adjustment Form

- Determining the maximum reportable days in a 2 or 3 pay period month
- Identifying the Standard Workday Hours 7.5 or 8
- Using LATS to identify actual days worked

Perfect Scenario

Earn Begin Dt	Earn End Dt	Check Dt	Pay Period End Ho	ours Earnings Description	Earnings
5/16/2016	5/18/2016	6/1/2016	5/18/2016	24.00 Regular Pay Salary Employee	456.97
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5/19/2016	6/1/2016	6/15/2016	6/1/2016	80.00 Regular Pay Salary Employee	1523.23
5/19/2016	6/1/2016	6/15/2016	6/1/2016	-8.00 Salary Withholding Program	-152.32
6/2/2016	6/15/2016	6/29/2016	6/15/2016	80.00 Regular Pay Salary Employee	1523.23
6/2/2016	6/15/2016	6/29/2016	6/15/2016	-8.00 Salary Withholding Program	-152.32
6/16/2016	6/29/2016	7/13/2016	6/29/2016	80.00 Regular Pay Salary Employee	1523.23
6/16/2016	6/29/2016	7/13/2016	6/29/2016	-8.00 Salary Withholding Program	-152.32
, ,	70, t)				4112.73
6/30/2016	7/13/2016	7/27/2016	7/13/2016	80.00 Regular Pay Salary Employee	1523.23
6/30/2016	7/13/2016	7/27/2016	7/13/2016	-8.00 Salary Withholding Program	-152.32
7/14/2016	7/27/2016	8/10/2016	7/27/2016	80.00 Regular Pay Salary Employee	1523.23
7/14/2016	7/27/2016	8/10/2016	7/27/2016	-8.00 Salary Withholding Program	-152.32
					2741.82

Using Withholdings as an Indicator

Earn Begin Dt	Earn End Dt	Check Dt	Pay Period End Hours	Earnings Description	Earnings
3/9/2017	3/22/2017	4/5/2017	3/22/2017 80.0	O Regular Pay Salary Employee	1107.15
3/9/2017	3/22/2017	4/5/2017	3/22/2017 -8.0	O Salary Withholding Program	-110.71
3/23/2017	4/5/2017	4/19/2017	4/5/2017 80.0	O Regular Pay Salary Employee	1107.15
3/23/2017	4/5/2017	4/19/2017	4/5/2017 -8.0	O Salary Withholding Program	-110.71
4/6/2017	4/19/2017	5/3/2017	4/19/2017 80.0	O Regular Pay Salary Employee	1107.15
4/6/2017	4/19/2017	5/3/2017	4/19/2017 -8.0	O Salary Withholding Program	-110.71

Using Earned End Date

Locati E	arn Begin Dt	Earn End Dt Pay	Period End	lours Earnings Description	Earnings
25000	11/25/2016	12/7/2016	12/14/2016	72.00 Régular Pay Hourly Employee	1171.44
25000	12/1/2016	12/6/2016	12/14/2016	2.00 OT - Hourly/Biweekly	48.81
20		1	>		1220.25
25000	12/22/2016	1/4/2017	1/11/2017	72.50 Regular Pay Hourly Employee Q	1179.58
25000	12/8/2016	12/21/2016	1/11/2017	80.00 Regular Pay Hourly Employee	1301.60
25000	1/5/2017	1/18/2017	1/25/2017	6.75 OT - Hourly/Biweekly	164.73
25000	1/5/2017	1/18/2017	1/25/2017	80.00 Regular Pay Hourly Employee 🛝 🔾	1301.60
14 10 LS 200 400 10 11 11 11 11 11 11 11 11 11 11 11 1	Accel • Acceleration of the Contract of the Co	TO A CONTRACTOR AND A C			3947.51
25000	1/19/2017	2/1/2017	2/8/2017	80.00 Regular Pay Hourly Employee	1301.60
25000	1/30/2017	2/1/2017	2/8/2017	3.00 OT - Hourly/Biweekly	73.22
25000	2/2/2017	2/15/2017	2/22/2017	77.25 Regular Pay Hourly Employee	1256.86
ope de amendado de ASC NO STANDES.	***************************************			· ·	2631.68

Using Payroll Calendars to Complete **Adjustment Forms**

Office of the State Comptroller ROLL SERVICES ROLL CALENDAR RIL 30, 2017

	BUREAU OF STATE PA ADMINISTRATION PA	AYROLL SERVICES	
	APRIL 1, 2016 – A		
	LAC		
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	24 25 26 27 28 29 30	23 24 25 26 27 28 29	
		30 31] ,
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	22 23 24 25 26 27 28	20 21 22 23 H 25 26	
	29 Н 31	27 28 29 30	17
	JUNE 2016	DECEMBER 2016]
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5	12 13 14 (15) 16 17 18 19 20 21 22 23 24 25	11 12 13 (14) 15 16 17 18 19 20 21 22 23 24	10
6	19 20 21 22 23 24 25 26 27 28 (29) 30	25 H 27 (28) 29 30 31	19
0	26 27 28 (29) 30	23 H 27 28 29 30 31	12
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	17 18 19 20 21 22 23	22 23 24 (25) 26 27 28	21
8	24 25 26 (27) 28 29 30	29 30 31	
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NEW FISCAL YEAR...2017-2018

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	30						

Payday is the Wednesday at the end of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

O = PAYROLL PERIOD ENDING DATE

H = HOLIDAY

ADMINISTRATION AGENCIES 2016-2017 ON A LAG BASIS

(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 April 7 - April 20	May 4
No. 2 April 21 - May 4	May 18
No. 3 May 5 - May 18	June 1
No. 4 May 19 - June 1	June 15
No. 5 June 2- June 15	June 29
No. 6 June 16 - June 29	July 13
No. 7 June 30 - July 13	July 27
No. 8 July 14 - July 27	August 10
No. 9 July 28 - August 10	August 24
No. 10 August 11 - August 24	September 7
No. 11 August 25 - September 7	September 21
No. 12 September 8 - September 21	October 5
No. 13 September 22 - October 5	October 19
No. 14 October 6 - October 19	November 2
No. 15 October 20 - November 2	November 16
No. 16 November 3 - November 16	November 30
No. 17 November 17 - November 30	December 14
No. 18 December 1 - December 14	December 28
No. 19 December 15 - December 28	January 11
No. 20 December 29 - January 11	January 25
No. 21 January 12 - January 25	February 8
No. 22 January 26 - February 8	February 22
No. 23 February 9 - February 22	March 8
No. 24 February 23 - March 8	March 22
No. 25 March 9 - March 22	April 5
No. 26 March 23 - April 5	April 19

Using Payroll Calendars to Complete Adjustment Forms

Office of the State Comptroller BUREAU OF STATE PAYROLL SERVICES INSTITUTION PAYROLL CALENDAR APRIL 1, 2016 – APRIL 30, 2017

_		AP	RIL 2	2016				O	CTC	BER	201	6	_
JN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SA
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Peri No.

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	21	22	23	24	25	26	27						
1	28	29	30	(31)									

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	MARCH 2017								
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JANUARY 2017

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22 23 24 25 26 27 28

FEBRUARY 2017

5 6 7 8 9 10 11 12 13 14 (15) 16 17 18 19 **H** 21 22 23 24 25

29 30 31

26 27 28

NEW FISCAL YEAR...2017-2018

7	APRIL 2017										
	SUN	.MON	TUE	WED	THU	FRI	SAT				
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	2	3	4	5	6	7	8				
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	16	17	18	19	20	21	22				
2	23	24	25	(26)	27	28	29				
	30			$\overline{}$							

Period

Payday is the Thursday following the ending date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

= PAYROLL PERIOD ENDING DATE

H = HOLIDAY

INSTITUTION AGENCIES 2016-2017 ON A CURRENT BASIS

(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 March 31 - April 13	April 14
No. 2 April 14 - April 27	April 28
No. 3 April 28 - May 11	May 12
No. 4 May 12 - May 25	May 26
No. 5 May 26 - June 8	June 9
No. 6 June 9 – June 22	June 23
No. 7 June 23 - July 6	July 7
No. 8 July 7 - July 20	July 21
No. 9 July 21 - August 3	August 4
No. 10 August 4 - August 17	August 18
No. 11 August 18 - August 31	September 1
No. 12 September 1 - September 14	September 15
No. 13 September 15 - September 28	September 29
No. 14 September 29 - October 12	October 13
No. 15 October 13 - October 26	October 27
No. 16 October 27 - November 9	November 10
No. 17 November 10 - November 23	November 23
No. 18 November 24 - December 7	December 8
No. 19 December 8 - December 21	December 22
No. 20 December 22 - January 4	January 5
No. 21 January 5 - January 18	January 19
No. 22 January 19 - February 1	February 2
No. 23 February 2 - February 15	February 16
No. 24 February 16 - March 1	March 2
No. 25 March 2 - March 15	March 16
No. 26 March 16 - March 29	March 30

Non-Member Service Credit

- Any service that predates the member's date of membership is know as Non-Member Service
- Non-Member service cannot be requested with an adjustment form
- Non-Member service must be requested using a Request for Previous Service Credit form RS5042

Previous Service Credit Form RS5042

Request for Previous Service RS 5042

	Steel, Albany, New York 12244-0001											(F	av. 6/11
Name	D.O.B.	Registration I	Number	S.S. Number		Previou You Ma	us Nam ay Have	ne Been	Using				
	nt or Type)			D									
By Whom Currently Employ	(Indicate w	whether State, County, City, Town, Wilage, Speci	al District, etc.)	Department Where Now Employed									
	RECORD (OF ADDITIONAL SERVICE NOT INC	CLUDED IN FORMER STATEMENT	OF SERVICES INCLUDING MILITARY	SERVI	ICE							
Public employer you	T T		FROM			то	LENGTH OF		TH OF S	ERVICE			
worked for during previous services claimed (i.e-State, County, Town, etc.)	Name of Department or Agency for that employer	Name of Retirement System (If you were a member)	Registration Number (During provious membership-if known)	Title of Position(s)	Mo.	Day	Year	Mo.	Day	Year	Mo.	Day	Your
This form is to request additi	ional retirement service credit			ADD	TIONAL	TOTAL	SERVIC	E CLA	MED				
Current Home Address				Telephone Number									
Current Home Address	No. St	trod		Signed									
City		Stato	Zip Code	segmu									

Helpful Links

 Salary Summary – Reportable and Not Reportable

http://osc.state.ny.us/retire/word_and_pdf_d ocuments/employers_files/employer_repor ting/vo1700d_ref_chart_salary_summary.pdf

Employer's Guide

http://osc.state.ny.us/retire/word_and_pdf_d
 ocuments/employers_files/employer_guide
 .pdf

Happy Reporting and Adjusting!

Mail

NYSLRS 110 State Street Albany, NY 12244-0001

Employer Reporting

518-408-4147

518-402-3457

Call Center

1-866-805-0990

518-474-7736

Web

www.osc.state.ny.us/retire



