

Employer Reporting and Adjustment Forms

NYS Payroll Users Group
May 4, 2017

Presented by: William Murphy



Office of the New York State Comptroller
Thomas P. DiNapoli



Adjustment Reports

Reasons to submit:

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

Adjustment Report
RS 2050
(Rev. 1/14)

DO NOT COMPLETE THIS FORM IF THIS INFORMATION HAS ALREADY BEEN SUBMITTED ON A SALARY AND SERVICE CERTIFICATION

Page 1 of 1

I certify that the adjustments on this form constitute a true, correct and complete accounting of all such adjustments. They have not been and will not be shown on any other report. I certify that each person actually worked the adjusted number of days or was paid the adjusted amount of salary, and that this data was determined according to Part 315 of Title 2 of the New York State Codes, Rules and Regulations.

| Use these columns only if check is enclosed | |
|---|-----|
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |
| 7 | 8 |
| 9 | 10 |
| 11 | 12 |
| 13 | 14 |
| 15 | 16 |
| 17 | 18 |
| 19 | 20 |
| 21 | 22 |
| 23 | 24 |
| 25 | 26 |
| 27 | 28 |
| 29 | 30 |
| 31 | 32 |
| 33 | 34 |
| 35 | 36 |
| 37 | 38 |
| 39 | 40 |
| 41 | 42 |
| 43 | 44 |
| 45 | 46 |
| 47 | 48 |
| 49 | 50 |
| 51 | 52 |
| 53 | 54 |
| 55 | 56 |
| 57 | 58 |
| 59 | 60 |
| 61 | 62 |
| 63 | 64 |
| 65 | 66 |
| 67 | 68 |
| 69 | 70 |
| 71 | 72 |
| 73 | 74 |
| 75 | 76 |
| 77 | 78 |
| 79 | 80 |
| 81 | 82 |
| 83 | 84 |
| 85 | 86 |
| 87 | 88 |
| 89 | 90 |
| 91 | 92 |
| 93 | 94 |
| 95 | 96 |
| 97 | 98 |
| 99 | 100 |

RETIREMENT SYSTEM USE ONLY

| | |
|-------------|------|
| Examined By | Date |
|-------------|------|

Use these columns only if check is enclosed

- **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 5-6, Albany, New York 12244-0001

Adjustment Report Label RS 2050-A

PLEASE COMPLETE THE FOLLOWING

(Rev. 2/12)

EMPLOYER NAME _____ REPORT CODE 0 _____

EMPLOYER CODE _____

TODAY'S DATE

| MO | DA | YR |
|----|----|----|
| | | |

PLEASE DO NOT WRITE IN BOX BELOW

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' Retirement System" or "New York State and Local Police and Fire Retirement System"?
6. REMEMBER: Do not make negative entries to the Contribution Adj. column on RS 2050. For refunds, see instructions on reverse of RS 2050.

REPORT SEQUENCE #

STANDARD JOB:

BATCH NAME:

OPERATOR:

VERIFIER:

DDADJUST

DD _____

Date _____

Date _____

Total
Days Adj. _____

Total Days
Should Be _____

Total
Salary Adj. _____

Total Salary
Should Be _____

Total Cont. Adj. _____

Total Cont.
Should Be _____

Total Report
Check Amount _____

Number of
Pages This
Report _____

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

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 | 80.00 | Regular Pay Salary Employee | 1107.15 |
| 3/9/2017 | 3/22/2017 | 4/5/2017 | 3/22/2017 | -8.00 | Salary Withholding Program | -110.71 |
| 3/23/2017 | 4/5/2017 | 4/19/2017 | 4/5/2017 | 80.00 | Regular Pay Salary Employee | 1107.15 |
| 3/23/2017 | 4/5/2017 | 4/19/2017 | 4/5/2017 | -8.00 | Salary Withholding Program | -110.71 |
| 4/6/2017 | 4/19/2017 | 5/3/2017 | 4/19/2017 | 80.00 | Regular Pay Salary Employee | 1107.15 |
| 4/6/2017 | 4/19/2017 | 5/3/2017 | 4/19/2017 | -8.00 | Salary Withholding Program | -110.71 |

Using Payroll Calendars to Complete Adjustment Forms

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

Period No.

▽

APRIL 2016

27

1

1

24

28

29

30

OCTOBER 2016

13

14

30

31

MAY 2016

2

3

22

23

24

25

26

27

28

29

31

NOVEMBER 2016

15

16

17

30

DECEMBER 2016

18

19

25

27

28

29

30

31

JANUARY 2017

20

21

29

30

31

FEBRUARY 2017

22

23

26

27

28

MARCH 2017

24

25

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27

28

29

30

31

NEW FISCAL YEAR...2017-2018

Period
No.

| APRIL 2017 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | | | |
| 26 | 2 | 3 | 4 | 5 | 6 | 7 |
| | 9 | 10 | 11 | 12 | 13 | 14 |
| 1 | 16 | 17 | 18 | 19 | 20 | 21 |
| | 23 | 24 | 25 | 26 | 27 | 28 |
| 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.

○ = 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
CURRENT

Period No.

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

APRIL 2016

SUN MON TUE WED THU FRI SAT

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

OCTOBER 2016

SUN MON TUE WED THU FRI SAT

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

MAY 2016

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

NOVEMBER 2016

SUN MON TUE WED THU FRI SAT

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30

JUNE 2016

SUN MON TUE WED THU FRI SAT

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30

DECEMBER 2016

SUN MON TUE WED THU FRI SAT

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

JULY 2016

SUN MON TUE WED THU FRI SAT

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

JANUARY 2017

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

AUGUST 2016

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

FEBRUARY 2017

SUN MON TUE WED THU FRI SAT

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28

SEPTEMBER 2016

SUN MON TUE WED THU FRI SAT

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30

MARCH 2017

SUN MON TUE WED THU FRI SAT

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31

NEW FISCAL YEAR...2017-2018

Period No. ▽

| APRIL 2017 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

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 known 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

Request for Previous Service
RS 5042

(Flow 6/41)

| By Whom Currently Employed | Department Where Now Employed |
|---|-------------------------------|
| (Indicate whether State, County, City, Town, Village, Special District, etc.) | |

[illegible]**ADDITIONAL TOTAL SERVICE CLAIMED**

Telephone Number

Signed _____

Helpful Links

- Salary Summary – Reportable and Not Reportable

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

- Employer's Guide

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

Happy Reporting and Adjusting!

Mail

NYSLRS
110 State Street
Albany, NY
12244-0001

Employer Reporting

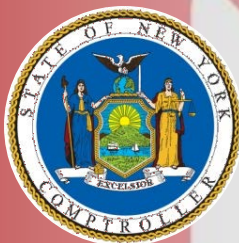
518-408-4147
518-402-3457

Call Center

1-866-805-0990
518-474-7736

Web

www.osc.state.ny.us/retire



Office of the New York State Comptroller
Thomas P. DiNapoli

