Payroll User Group Meeting

December 7, 2017

Presented by

Redesign Project

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Agency Level Contact Maintenance and Security

Summary

- Security & Contact Admins must be identified at each agency that does not currently use the BSC.

- A Contact Admin must be identified for agencies that currently use the BSC.

- Upon permission from the Agency, BSC will have Security & Contact Admins at each Agency they serve.

Benefits

- Security Admin manages all of the access rights for each agency.

- Contact admin manages all of the individuals that may need to receive communications for each agency.

- View only roles at Agency that use BSC services.

Contact & Security Administrator Roles

Employer Contact Administrators	Employer Security Administrators
• Maintains employer contact information for individuals with whom NYSLRS communicates about topics including payroll, billing, personnel, security, etc. • Completes periodic reviews and updates to employer contacts. This includes adding new contacts, removing old contacts, and modifying the demographic information of existing contacts.	• Requests *Retirement Online* system access for their location code for users who need it to do business with NYSLRS. • Monitors for fraud or suspicious activity. • Reports unusual activity to NYSLRS for follow up. • Remove access when necessary.

Questions & Inquiries

- **Please submit access forms by <u>December 31, 2017</u>**
- **For any questions regarding the blue/green employer access forms (or if you need a new one),**
  - Please contact the Employer Access team at **NYSLRS_Employer_Access@osc.state.ny.us**
- **For general Employer Retirement Online issues, support, or questions,**
  - Please contact the Retirement Online Employer Help Desk at **RetirementHelpDesk@osc.state.ny.us**
  - Or by phone at (844) 619-9614

State Employer Webinar

- **Date:** February 1, 2018

- This will be a joint presentation between State Payroll and NYSLRS Redesign Team to share the changes and benefits to State Agencies who will be impacted by the new *Retirement Online* system.

- The presentation will touch on some of the following topics:
  - Security/Contact Administrator Roles
  - New employer reporting features/benefits
  - Member Enrollment Changes
  - Project Timelines/Release Dates
  - Additional Training