

Payroll User Group Meeting

May 3, 2018

Presented by
Retirement Redesign Project & State Payroll Services



Office of the New York State Comptroller
Thomas P. DiNapoli

 **NYSLRS**
New York State & Local Retirement System
Colleen C. Gardner, Executive Deputy Comptroller

Retirement Online Updates

- **Thank you to those employers that have completed bronze and silver certification!**
- **We are extending the employer certification program, as well as the implementation of our system upgrades**
- **New Key Dates:**
 - Bronze Certification Due: May 31, 2018
 - Silver Certification Due: August 31, 2018
 - Targeted System Upgrade & RO Release: Spring 2019
- **Please continue to complete bronze and silver certification activities**
- **There are additional actions that agencies should continue to complete or will continue to receive notifications for**

Actions for Agencies to Continue

- **Member Enrollment**
 - Mail or fax new member registration forms to NYSLRS to process enrollments
 - Mail or fax subsequent employment applications to NYSLRS to process any changes in employment for active members
- **Employer Reporting**
 - Enter ERS/PFRS (NYSLRS) loan or arrears deductions into PayServ
 - OSC Payroll will be releasing a Payroll Bulletin to begin using the 'New York Retiree Indicator' in PayServ to mark employees that are retirees of NY public retirement systems

Actions for Agencies to Continue

- **Notifications/Communications**
 - Receive paper notifications for any members that are retiring from NYSLRS
 - Receive paper notifications for any members that start, stop, or change their payroll deductions for loans or service credit payments
- **Security & Contact Administration**
 - Actively update your employer contacts and security roles in Retirement Online before, during and after our May 2019 release
- **Employer Certification**
 - Complete bronze and silver certification activities


Are you Bronze Certified?





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Get Certified to Use Retirement Online

You can complete Bronze Certification by following three simple steps. Download [our three-step guide](#) now and see what's required. Employers should complete Bronze Certification by May 31, 2018. Not sure if you're already certified? Check our [Bronze Certified Employer list](#).

BRONZE CERTIFICATION TOOLKIT:

- » [Three Steps to Certification](#)
- » [Security Roles for Local Employers](#)

ALREADY BRONZE CERTIFIED? TAKE THE NEXT STEP:

- » [Local Certification Checklist — Start Silver Certification](#)

QUICK LINKS FOR RETIREMENT ONLINE:

- » [Get Ready Guide \(Local Employers\)](#)
- » [Questions & Answers \(Local Employers\)](#)

Questions & Inquiries

- **Bronze Certification**
 - Please submit blue/green access forms ASAP
 - 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