### **Payroll User Group Meeting**

May 3, 2018

Presented by
Retirement Redesign Project & State Payroll Services





# **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

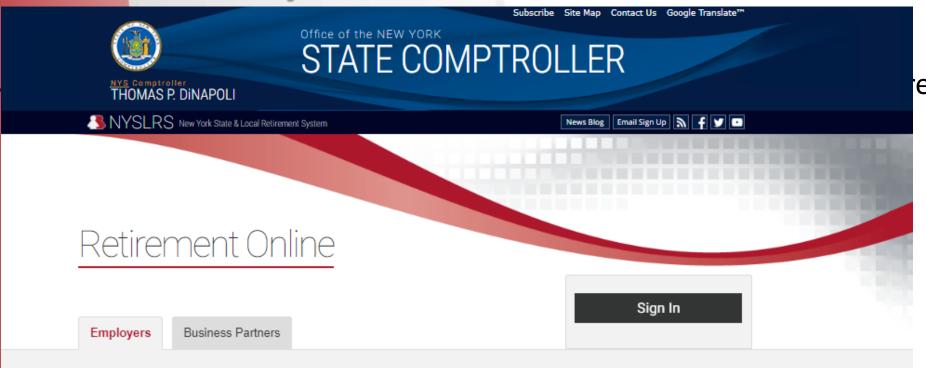
### Security & Contact Administration

 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?**



#### 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 <u>NYSLRS\_Employer\_Access@osc.state.ny.us</u>
- 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