

NYSLRS Evaluation and Enrollment FAQ's and Terms

WHO WILL BE REPORTED TO NYSLRS?

Any State Employee that is not enrolled in a Retirement system outside of NYSLRS will be reported to NYSLRS.

Term	Description
<p style="text-align: center;">NYSLRS Reportable Employee</p>	<p>Employees are reported to NYSLRS if they meet the following criteria:</p> <ul style="list-style-type: none"> • Employee is in Company NYS (New York State) or SIF (State Insurance Fund) <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Employee has no active Retirement Plan <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Employee has an active Retirement Plan with one of the following Plan Types: <ul style="list-style-type: none"> ○ 7Y – NYS Employees Retirement System ○ 7W- NYS Police and Fire Retirement System ○ 7R – No Retirement
<p style="text-align: center;">Not Reported</p>	<p>Employees are not reported to NYSLRS if they meet the following criteria:</p> <ul style="list-style-type: none"> • Employee is in Company CNY (CUNY), CSR (CUNY Scholarships), SCL (SUNY Scholarships) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Employees has an active Retirement Plan with one of the following Plan Types: <ul style="list-style-type: none"> ○ 7S – NYC Teachers Retirement System ○ 7T – NYC Board of Education Retirement System ○ 7U – NYC Employees Retirement System ○ 7X – NYS Teachers Retirement System ○ 7Z – Optional Retirement Plan or Voluntary Defined Contribution Plan <p>Please Note: PAY Transactions with an Action Reason of FAC (Factor Adjustment), PAV (Performance Advance) or SAC (Mass Salary Increase) will not be reported to NYSLRS unless the employee is enrolled in the NYS Police and Fire Retirement System or they have no active retirement plan.</p>

WHAT IF AN EXISTING MEMBER HAS A NEW JOB?

Any NYSLRS Reportable Employee that has an existing NYSLRS membership will be automatically enrolled if the new job matches their existing membership. If the new job does not match their existing membership with NYSLRS, they will be evaluated for mandatory enrollment.

WHO WILL BE EVALUATED FOR MANDATORY ENROLLMENT?

Any NYSLRS Reportable Employee without an active Retirement Plan in 7Y or 7W with one of the following Job Actions on the weekly file submitted by State Payroll will be evaluated for Mandatory Enrollment:

Job Action	Action Description
CCH	Concurrent Hire
DTA	Data Change
HIR	Hire
PAY	Pay Rate Change
POS	Position Change
REH	Rehire
XFR	Transfer

WHO WILL BE MANDATORILY ENROLLED IN ERS?

Any NYSLRS Reportable Employee that is evaluated and determined to be Regular, Full Time, Permanent, 12 Month, and earns at least the New York State minimum wage will be mandatorily enrolled in ERS.

Term	Definition
Regular	<p>Employees are considered regular by NYSLRS if they are reported as one of the following:</p> <ul style="list-style-type: none"> Regular/Temporary indicator on Job = Regular <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Appointment Code on Job = CTNG (even if Regular/Temporary = Temporary)
Full Time	<p>Employees are considered Full Time if they are reported to NYSLRS as both of the following:</p> <ul style="list-style-type: none"> Full/Part indicator on Job = Full Time <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Standard Hours on Job >= 40.0
Permanent	<p>Employees are considered permanent by NYSLRS if they are considered Regular and their Appointment Code on Job is one of the following:</p> <ul style="list-style-type: none"> ADM (Administration SUNY Only) CONT (Contingent Permanent) N/A (Not Applicable) INDF (Indefinite) PERM (Permanent) TEMP (Temporary) CTNG (Continuing SUNY Only)
12 Month	<p>Employees are considered 12 Month by NYSLRS if the Pay Basis Code on Job Data is one of the following:</p> <ul style="list-style-type: none"> ANN – Annual BIW – Biweekly CAL – Calendar (Only if Grade = 700) CYF – Calendar Year Full LEG – Legislative

Meets Minimum Wage	Employees are considered to meet the New York State minimum wage requirement for mandatory enrollment if the employee's Annual Wage is greater than or equal to the current year lowest published minimum wage rate set by the New York State Commissioner of Labor.
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WHO WILL BE MANDATORILY ENROLLED IN PFRS?

Any NYSLRS Reportable Employee in a Job Code identified as Police and Fire by NYSLRS unless they are currently retired from PFRS.

Term	Definition
P&F Job Code	Employees in a Job Code identified as Police and Fire by NYSLRS. This includes the following: <ul style="list-style-type: none"> • Employees that are VDC eligible • Employees that chose to remain in ERS (grandfathered) • Employees that do not meet the Minimum Wage Requirements • Employees that have the New York Retiree Indicator checked
NOT PFRS Retired	Employee is not identified as Retired from PFRS in the NYSLRS System.

WHO WILL NOT BE MANDATORILY ENROLLED IN ERS?

Any Employee that is not reported to NYSLRS or is reported to NYSLRS as 10 Month, Fee Basis, Hourly, VDC Eligible, Retired or SUNY Optional will **NOT** be mandatorily enrolled.

Term	Definition
Not Reported	Employees are not reported to NYSLRS if they meet the following criteria: <ul style="list-style-type: none"> • Employee is in Company CNY, CSR, SCL <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Employees has an active Retirement Plan with one of the following Plan Types: <ul style="list-style-type: none"> ○ 7S – NYC Teachers Retirement System ○ 7T – NYC Board of Education Retirement System ○ 7U – NYC Employees Retirement System ○ 7X – NYS Teachers Retirement System ○ 7Z – Optional Retirement Plan or Voluntary Defined Contribution Plan <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Job transactions with a Job Action of PAY and an Action Reason of FAC, PAV or SAC.
10 Month	Employees are reported as 10 Month if the Pay Basis Code is one of the following: <ul style="list-style-type: none"> • CAL – Calendar (if Grade ≠ 700) • CYP – Calendar Year Part • 21P – 21 Periods

Fee Basis	Employees are reported as Fee if the Pay Basis Code = FEE
Hourly	Employees are reported as Hourly if the Pay Basis Code = HRY
VDC Eligible	<p>Employees are reported as VDC Eligible if they are a NEW HIRE with a compensation rate greater than \$75,000 in one of the following bargaining units:</p> <ul style="list-style-type: none"> • 06 (Management Confidential) • 18 (Management Confidential State Police) • 46 (Military and Naval Affairs M/C) • 66 (Public Employment Relations Board 0801) • 79 (Legislative Commissions) • 98 (Temporary State Commissions) <p>This currently excludes bargaining unit 86 (Judiciary Man/Con & Judges) and all rehires, transfers and concurrent hires.</p>
Retired	Employees are reported as Retired if the New York Retiree Indicator is checked.
ORP Eligible	<p>Employees are considered ORP Eligible if they are in one of the following bargaining units:</p> <ul style="list-style-type: none"> • 08 (United University Professors SUNY) • 13 (Management Confidential SUNY)
Below Minimum Wage	Employees are considered below the minimum wage requirement if the employee's calculated Annual Rate is less than the current year NYS Annual Minimum Wage.