

Accrued Payments & Leave Credits Page How-To Guide


Local Legacy Reporting

This guide shows you how to use the Accrued Payments and Leave Credits page in *Retirement Online* to complete and submit final payment and service information when your employees retire.

Important: Do not complete the Accrued Payments and Leave Credits page until you have made final payments to the employee *and* submitted your monthly report with the employee’s final payment information.

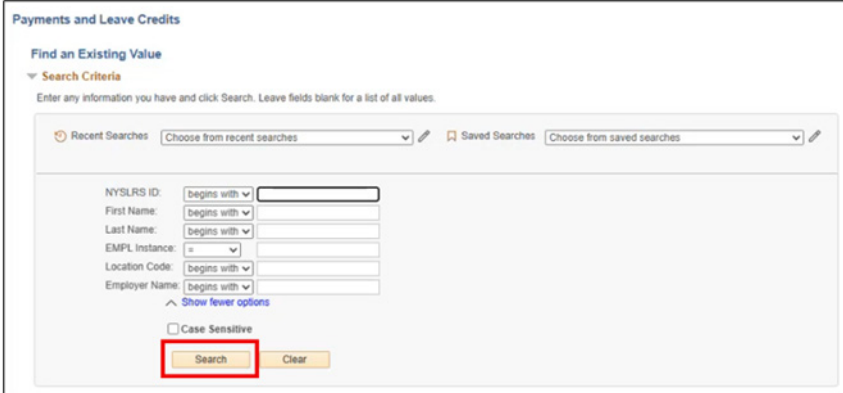
If the employee has more than one employment instance, you must complete *separate* Accrued Payments and Leave Credits pages for *each* instance.

Note: If accessing the page from the link within a notification, [skip to step 4](#).

Step	Action
1	<p>From Account Homepage, click Submit Accrued Payments and Leave Credits.</p> 

You will be brought to the **Payments and Leave Credits Search** page. Enter search criteria to find the Accrued Payments and Leave Credits page of a specific employee or leave search fields blank and click the **Search** button to see a list of Accrued Payments and Leave Credits pages for your location.

Note: If you are an employer contact for more than one location and you leave the search fields blank, when you click the **Search** button, you will see a list of Accrued Payments and Leave Credits pages for *all* applicable employer location codes.

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Step**Action**

In the search results, click anywhere in the row to go to the Accrued Payments and Leave Credits page specific to that employee and employment instance (EMPL Instance).

3

Search Results
1 rows

View All | First 1 of 1 Last

NYSLRS ID	First Name	Last Name	EMPL Instance	Location Code	Employer Name
R11545055			50	20060	

For number one, click the  icon and select the payroll end date for the monthly report that includes the employee's final payment information. This is usually the last day of any given month.

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1. Enter the Payroll End date of the member's final report:


After you select a date, the **Final Report Reconciliation** table and **Load Final Report** button appear.


Note: For PFRS members, not all sections or questions on the Accrued Payments and Leave Credits page will display because NYSLRS captures this information using PFRS payroll records requests.

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For number two, click the  icon and select the last day the member was last on the payroll. If they left payroll before retiring, use the last day on payroll.

2. Enter the last day the member was on payroll:

For number three, if the employee had any approved leave (not just medical leave) since the date they were last paid, select **Yes**. The **Leave Begin Date** and the **Leave End Date** fields will appear. For each, click the  icon and select the date.

Otherwise, select **No**.

6

Note: Approved leaves of absence should end before the date of retirement or the date of retirement must be changed until after the leave period.

3. Has the member been granted an approved leave of absence since the last date paid?

Yes No

Leave Begin Date

Leave End Date

7

For number four, enter the number of days (*not* hours) of unused, unpaid sick leave that the employee had remaining at retirement. If unused, unpaid sick days were credited to the employee at retirement, enter days. If not, leave zero in this field.

4. Enter the total number of Unused Unpaid Sick days credited at retirement:

Click the **Load Final Report** button to populate information in the **Final Report Reconciliation** table.

This is what you reported for the employee during the report period you entered during step four of this guide. Make sure this is the **final** monthly report.

8 **Note:** The following will **not display** on an employee's Accrued Payments and Leave Credits page if the employee was a member of PFRS. NYSLRS uses PFRS payroll records requests to capture this information instead.

- **Load Final Report** button
- **Statement number five** ("Verify that all the information for the Final Report is correct...")
- **Question number six** ("Was the member paid any Lump Sum Vacation Pay near the time of retirement?")

For number five, verify the **Earnings Types** and **Earnings Amounts** in the Final Report Reconciliation table are correct. If needed, make adjustments and/or separate earnings information into additional rows.

In the Final Report Reconciliation table, the employee's earnings (Earnings Amount) must be broken down by the type of pay (Earnings Type), and in some cases, by the dates when the employee earned the specified pay (Earned Begin Date and Earned End Date).

In legacy reporting, NYSLRS classifies all earnings you report as regular earnings. Review these earnings and if not all earnings qualify as regular earnings, use the **Select Earnings Type** drop-down menu to break the earnings down by [earnings code](#).

Important: Do *not* include the employee's earnings for vacation in this table. Refer to step 14 for Lump Sum Vacation pay.

9

The screenshot shows a web application interface for a final report reconciliation. At the top right, it displays "Date of Retirement 07/29/2025" and "Case ID 54479056". Below this, there's a section for "Accrued Payments" with a dropdown menu open, listing various earnings types such as "Deferred Payment", "Elected Appointed Reporting", "Grievance Arbitration", "Holiday Payment", "Longevity", "Miscellaneous Non-Pensionable", "Miscellaneous Pensionable", "Non-Pensionable Overtime", "Private Entity OT Public Safety", "Private Entity Overtime", "Recurring Bonus Payment", "Regular Earnings", "Regular Overtime", "Retro Overtime", and "Retro Payment/Balance of Contract". The main table has columns for "Earnings Amount", "Earned Begin Date", and "Earned End Date". The first row shows an earnings amount of "\$0.00". At the bottom, the "Total Earnings Amount" is "\$23,202.17".

Some Earnings Types require earned dates. If you select an Earnings Type that requires you to provide dates for the earnings, the **Earned Begin Date** and **Earned End Date** fields will become editable. For each, click the icon and select the date.

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This close-up shows a row in the table where the "Earnings Type" is "Holiday Payment" and the "Earnings Amount" is "\$3,000.00". The "Earned Begin Date" and "Earned End Date" fields are now active and highlighted with a red border, indicating they are ready for date selection.

Step

Action

Click to add a row or click to delete a row in the **Final Report Reconciliation** table.

Important: If only one row populates, do *not* delete the row.

Note: For payments that span longer than one year, add a row for each year of earnings you are reporting.

Example: A total of \$6,000 in retroactive overtime payments occurred between January 2023 and September 2024. Break the \$6,000 down by year:

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Final Report Reconciliation					
*Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date		
1 Retro Overtime	\$2,000.00	01/31/2024	09/30/2024		
2 Retro Overtime	\$4,000.00	01/31/2023	12/31/2023		

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If you erroneously remove the only row of earnings information, you can click the **Load Final Report** button to reload earnings information and start again.

If you make adjustments, all earnings must add up to the **Total Earnings Amount** which is *not* editable.

13

Final Report Reconciliation					
Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date		
1 Regular Earnings	\$20,202.17				
2 Holiday Payment	\$3,000.00				
Total Earnings Amount		\$23,202.17			

For question number six, if you paid Lump Sum Vacation to the employee after they retired (terminated or separated from employment), select **Yes**. The **Lump Sum Vacation Pay** table will appear.

Otherwise, select **No** and skip to step 19.

14

6. Was the member paid any Lump Sum Vacation Pay near the time of retirement? Yes No

Earnings Amount	Days Earned	Payroll End Date		
1				

In the **Lump Sum Vacation Pay** table, the employee's earnings (**Earnings Amount** and **Days Earned**) must be broken down by the date paid (**Payroll End Date**).

Enter the amount paid to the employee for accrued and unused vacation time in the **Earnings Amount** field.

Enter the number of accrued and unused vacation days that the employee earned in the **Days Earned** field.


15

If needed, separate information into additional rows.

6. Was the member paid any Lump Sum Vacation Pay near the time of retirement? Yes No

Earnings Amount	Days Earned	Payroll End Date		
1 \$2,093.00	62.50	06/30/2023		

Step	Action
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Click the  icon and select the payroll end date for the paycheck that included the amount paid for vacation. If you paid out the employee more than once, you must provide a break down—use a separate row for each payment (Earnings Amount and Days Earned) based on the date paid (Payroll End Date).

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6. Was the member paid any Lump Sum Vacation Pay near the time of retirement? Yes No

	Earnings Amount	Days Earned	Payroll End Date
1	\$2,093.00	62.50	06/30/2023 

17 Click  to add a row or click  to delete a row in the table.

18 Click the  button to retain the information you’ve entered. This allows you to leave the unsubmitted page and return at a later time to continue entering or adjusting information.

Important: The **Save** button does *not* submit the information to NYSLRS.

19 Once you’ve entered in all information, **carefully check and verify all information** on the page before submitting it to NYSLRS. This crucial step ensures the member’s retirement date and retirement benefit are accurate.

Read the statement, then select the **I agree** checkbox. Click the  button to submit the information to NYSLRS.

Note: You must select the checkbox to enable the  button.

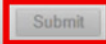
IMPORTANT: Once you submit the page to NYSLRS, you will NOT be able to edit the information you entered. If there’s an error, you will need to contact NYSLRS to request changes.

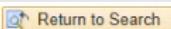

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I agree to the submission of this Statement of Accrued Payments and Leave Credits Form and certify that the information contained in this electronically transmitted data is the true and correct statement pertaining to _____ who is lawfully a member of the Retirement System.

Submitter User ID _____

Submission Date _____



21 Click the  button to go back to the Accrued Payments and Leave Credits Search page. 

If You Need Help

If you have questions about the Accrued Payments and Leave Credits page or for help accessing *Retirement Online*, use our [help desk form](#) (select **Monthly Employer Reporting** or **Retirement Online Troubleshooting** from the dropdown) or call 866-805-0990 (press 1 to access the employer menu, then follow the prompts).