

Salary Explanation Page How-To Guide

This guide shows you how to use the Salary Explanation page in *Retirement Online* to complete and submit more detailed earnings information for your employees when they retire.

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

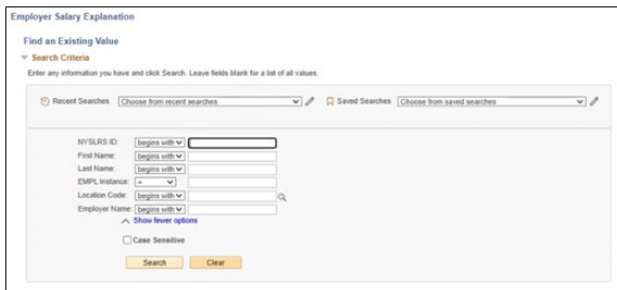
Step	Action
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1 From Account Homepage, click **Submit Salary Explanation**



2 You will be brought to the **Salary Explanation Search** page. Enter search criteria to find the Salary Explanation page of a specific employee or leave search fields blank and click the **Search** button to see a list of Salary Explanation 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.



3 In the search results, click anywhere in the row to go to the Salary Explanation page specific to that employee and employment instance (EMPL Instance).



Step

Action

- 4 The Salary Explanation page will prepopulate with the earnings information you previously reported for the employee. Each table of earnings information in the **Employer Salary Explanation Form** section corresponds to a specified Payroll End Date that you previously reported.

*Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Longevity	\$8,000.00	02/28/2023	02/28/2023
2 Regular Earnings	\$6,998.82		
3 Regular Overtime	\$1,413.22		
Total Earnings Amount	\$16,412.04	Payroll End Date	02/28/2023

- 5 You may see more than one table in the employee's **Employer Salary Explanation Form** section. If there are multiple Payroll End Dates for earnings that require additional explanation, each Payroll End Date will have its own table for you to break down earnings information.

*Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Longevity	\$8,000.00	02/28/2023	02/28/2023
2 Regular Earnings	\$6,998.82		
3 Regular Overtime	\$1,413.22		
Total Earnings Amount	\$16,412.04	Payroll End Date	02/28/2023

*Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Deferred Payment	\$3,553.25	12/31/2023	12/31/2023
2 Deferred Payment	\$10,553.25	01/31/2024	01/31/2024
3 Miscellaneous Non-Pensionable	\$8,666.02		
4 Regular Earnings	\$7,103.82		
Total Earnings Amount	\$29,878.34	Payroll End Date	01/31/2024

- 6 Break down the **Total Earnings Amount** by the type of pay (**Earnings Type**), and in some cases, also by the dates when the employee worked and earned the specified pay (**Earned Begin Date** and **Earned End Date**).

Use the **Select Earnings Type** drop-down menu to break the earnings down by [earnings code](#).

Note: In legacy reporting, NYSLRS classifies all earnings you initially report as regular earnings.


Salary Explanation Table

- 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 Payment/Balance of Contract

*Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Longevity	\$8,000.00	02/28/2023	03/31/2023
2 Regular Overtime	\$6,998.82		
3 Retro Payment/Balance of Contract	\$1,413.22		
4	\$0.00		
Total Earnings Amount	\$16,412.04	Payroll End Date	02/28/2023

Step	Action
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7 Some earnings types require earned dates. If dates populate, verify the **Earned Begin Date** and **Earned End Date** are correct. If needed, make adjustments and/or separate earnings information into additional rows.

When you add a row, the **Earned Begin Date** and **Earned End Date** fields are disabled initially. If you select an **Earnings Type** that requires the dates the employee worked and earned the specified pay, the **Earned Begin Date** and **Earned End Date** fields will become editable. For each, click the  icon and select the date.

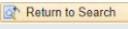


Holiday Payment	\$3,000.00		
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8 **Earned Begin Date** and **Earned End Date** *cannot* span more than one year. For payments that span longer than one year, add a row for each year of earnings you are providing an explanation for.



*Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Retro Payment/Balance of Contract	\$1,353.00	02/01/2022	01/31/2023
2 Retro Payment/Balance of Contract	\$2,000.50	02/01/2023	01/31/2024
Total Earnings Amount	\$3,353.50	Payroll End Date	01/31/2024


9 If only one row populates, do *not* delete the row. If you erroneously remove the only row of earnings information, **do not save the page**. Click the  button at the bottom of the page to return to the Salary Explanation Search page.

Once back at the Search page, search for the employee and click on the row for the search result. This will reload their Salary Explanation page so you can start again.

10 The **Total Earnings Amount** field is *not* editable. When you make adjustments to the earnings amounts in the **Employer Salary Explanation Form** table(s), all earnings must add up to the **Total Earnings Amount(s)**.




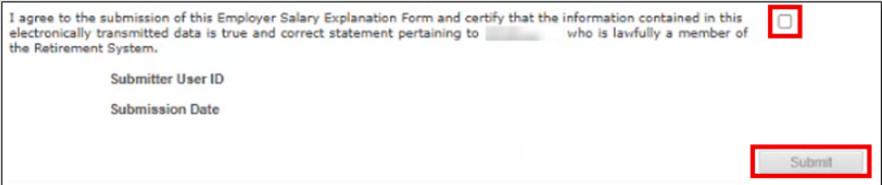
*Select Earnings Type	Earnings Amount	Earned Begin Date	Earned End Date
1 Longevity	\$8,000.00	02/28/2023	02/28/2023
2 Regular Earnings	\$6,998.82		
3 Regular Overtime	\$1,413.22		
Total Earnings Amount	\$16,412.04	Payroll End Date	02/28/2023

11 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.

12 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.

Step	Action
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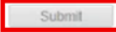
13 Read the statement, then select the **I agree** checkbox. Click the  button to submit the information to NYSLRS.
IMPORTANT: Once submitted, you will NOT be able to edit the information you entered. If there's an error, you will need to contact NYSLRS to request changes.



I agree to the submission of this Employer Salary Explanation Form and certify that the information contained in this electronically transmitted data is true and correct statement pertaining to [redacted] who is lawfully a member of the Retirement System.

Submitter User ID

Submission Date



14 Click the  button to return to the Salary Explanation Search page. If you entered information or made adjustments, click the  button first.

If You Need Help

If you have questions about the Salary Explanation 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).