



Regulation on Reporting for Elected or Appointed Officials

315.4 Additional reporting requirements for elected or appointed officials who work for a participating employer of the retirement system and are required to be reported to the retirement system.

(a) Record of work activities.

(1) Except as otherwise provided in this subdivision, any elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals, shall record his or her work activities for a period of three consecutive months. The elected or appointed official should extend the period of his or her record of work activities by the amount of time utilized for vacations, illness, holidays or other reasons during the three-month period. The record of work activities must represent months that are not unusually slow or busy. If a position is seasonal in nature, the record of work activities should be kept for an extended period of up to 12 months to capture an accurate account of work activities. In recording the description of work activities, such elected or appointed official shall include the start and end time of each activity performed. The elected or appointed official may also include activities performed outside the normal working hours that require his or her attention to attend to official duties, including responding to an emergency, attending an employer sponsored event or meeting with or responding to members of the public on matters of official business. During a period that an elected or appointed official is required to be on-call, he or she may only record the time actually spent performing a work-related activity. The elected or appointed official may not include activities that would not be considered work-related such as attending electoral or campaign events, socializing after town board meetings or attending a candidates' forum. The elected or appointed official's initial three-month record of work activities shall be completed within 150 days of commencing a new or subsequent term of office, or upon joining the Retirement System, on or after August 12, 2009. The elected or appointed official must sign the record of work activities attesting to its accuracy and submit it to the secretary or clerk of the governing board within 30 days of completion. Each such record of work activities and any subsequent recertification shall be retained by the employer for a period of at least 30 years and full and complete copies thereof shall be provided to the State Comptroller upon his or her request. A record of work activities shall not be valid for more than eight years from the date it was initially maintained. If the hours worked have not substantially or materially increased or decreased during the eight year period, the elected or appointed official may certify to such in writing to the governing board in lieu of maintaining a new record of work activities. The elected or appointed official must submit this certification to the governing board within 180 days of taking a subsequent term of office. If the hours worked have substantially increased or decreased during the eight year period, the elected and appointed official must prepare, sign and submit a new record of activities.

(2) In the event the elected or appointed official or the employer determines the initial recording of work activities for a period of three consecutive months is not representative of the average number of hours worked by the elected or appointed official, he or she must record work activities during the same calendar year for an alternative period of three consecutive months which is representative of the average number of hours worked by such official. Such record of work activities shall be signed by such elected or appointed official and submitted to the secretary or clerk of the governing board within 30 days of the completion of the record. The failure of an elected or appointed official to record, sign and submit a record of work activities within the required time frame shall result in the suspension of service crediting and retirement system membership benefits. The suspension of service crediting will remain in effect until such time as the elected or appointed official completes a record of work activities that complies with the requirements of this regulation and submits it to the secretary or clerk of the governing board. The record of work activities must be submitted to the secretary or clerk prior to the elected or appointed official ending service in that title.

(b) Completion of the standard work day and reporting resolution.

In addition to the reporting requirements set forth in section 315.3 of this Part, and for the sole purpose of reporting days worked to the retirement system, the governing board of a participating employer of an elected or appointed official shall establish, by resolution, a standard work day for each elective or appointive office or position using the standard work day and reporting resolution form provided by the retirement system or a form or format approved by the retirement system. Such standard work day and reporting resolution shall indicate:

- (1) the title of the position;
- (2) the first and last name of the elected or appointed official holding the position;
- (3) the last four digits of the social security number of each elected or appointed official;
- (4) the registration number of each elected or appointed official;
- (5) the number of hours prescribed as a standard work day equal to no fewer than six hours nor more than eight hours for each such elective or appointed office or position;
- (6) the full month, day and year of the commencement and expiration of the term for each such office or position.

For each elected or appointed official who is not paid hourly or does not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals and who has submitted a record of work activities pursuant to paragraph (a)(1) of this section, the employer shall indicate the average number of days worked per month in the resolution. In the event that the official has not recorded and submitted to the secretary or clerk of the governing board his or her record of work activities for a period of three consecutive months the employer shall so indicate in the resolution. The governing board shall determine whether activities listed on the record of work activities are official duties of the position. Activities that do not consist of official duties as described in paragraph (a)(1) of this section are to be excluded from the calculation of the average number of days worked per month to be listed on the standard workday and reporting resolution. Such standard work day and reporting resolution shall be adopted at the first regular meeting held after a record of work activities has been submitted. In the event an elected or appointed official submits a new record of work activities pursuant to paragraph (a)(ii) of this section, the governing board must pass an additional resolution for that individual amending the average number of days worked per month based on such record of work activities.

(c) Standard work day and reporting resolution: filing and posting requirements.

The standard work day and reporting resolution required by subdivision (b) of this section shall be prominently posted on the employer's website for a minimum of 30 days or, in the event the employer does not maintain a website available to the public, such standard work day and reporting resolution shall be posted on the official sign-board or at the main entrance to the office of the clerk for the municipality or similar office of the employer. After the 30-day posting period, the standard work day and reporting resolution shall be made available either through the website or upon request. The elected or appointed official's social security number (last four digits) and registration number must be omitted from the copy of the standard work day and reporting resolution that is publicly posted. A certified copy of the standard work day and reporting resolution and an affidavit of posting shall be filed by the secretary or clerk of the governing board with the Office of the State Comptroller within 15 days after the public posting period has ended. The failure of the governing board to adopt such standard work day and reporting resolution shall result in the suspension of service crediting and retirement system membership benefits for the elected or appointed official until such time as the standard work day and reporting resolution is adopted, posted and filed with the comptroller. In the event the governing board submits an additional standard work day and reporting resolution amending the average number of days worked per month for an elected or an appointed official pursuant to subdivision (b) of this section, such additional standard work day and reporting resolution shall be subject to the posting and filing requirements set forth in this subdivision.

(d) Reporting days worked on the monthly (quarterly/semi-annual/annual) report

Once a standard work day and reporting resolution is passed, the average number of days worked per month listed on the standard work day and reporting resolution must be provided to the individual(s) responsible for reporting days worked to the retirement system on the employer's behalf. These individual(s) must ensure that the days worked reported on the standard work day and reporting resolution are accurately converted to correspond with the official's payroll frequency and recorded on the report submitted to the retirement system. In the event that the report submitted to the retirement system does not reflect the average days worked per month documented on a standard work day and reporting resolution, then retroactive adjustments must be submitted for the period covered by the corresponding record of work activities. A record of work activities submitted by an elected or appointed official, pursuant to this section, should be used as the basis for his or her days worked reported for prior terms served in the same title, if no record of work activities was submitted for the prior terms.

*New York Codes, Rules and Regulations (NYCRR) Section 315.4 current through August 15, 2015

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the _____ / _____ hereby established the following standard work days for these titles and will

(Name of Employer) / (Location Code)

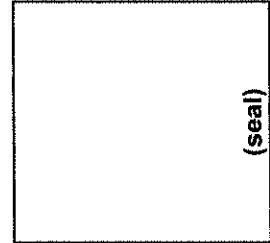
report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, _____, secretary/clerk of the governing board of the _____ of the State of New York,
 (Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on this _____ day of _____, 20____
 (Name of Employer)



(Signature of Secretary or Clerk)
Affidavit of Posting: I, _____ being duly sworn, deposes and says that the posting of the Resolution began on _____ and continued for at least 30 days. That the Resolution was available to the public on the: _____
 (Date) (Name of Secretary or Clerk)

- Employer's website at: _____
- Official sign board at: _____
- _____

(seal)

Instructions for completing the Standard Work Day and Reporting Resolution

A	B	C	D	E	F	G	H	I	J
Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Date	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials									
John Smith	0000	R11111111	Highway Superintendent	1/1/2018-12/31/2019	8.00	32.79		Weekly	
Michelle Jones	1111	R11111111	Town Justice	1/1/2018-12/31/2018	6.25		X	Bi-Weekly	X
Appointed Officials									
Joseph Grey	2222	R22222222	Planning Board Member	1/1/2018-12/31/2018	7.00	17.54		Monthly	

- A. Name:** The official's complete first and last name must be included for identification purposes.
- B. Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- C. NYSLRS ID:** The official's NYSLRS ID must be included for identification purposes. For security purposes, the NYSLRS ID can be omitted from the publicly posted version.
- D. Title:** All paid elected and appointed officials (who are active members of the Retirement System) and are not paid hourly and do not participate in a employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- E. Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- F. Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is **six**, while the maximum is **eight**. A SWD is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member only attends one three-hour boarding meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- G. Record of Activities Result*:** This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- H. Not Submitted:** This column must be checked if an official has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitted the ROA.
- I. Pay Frequency:** This column should be filled in with one of the following options: Annually, Bimonthly, Biweekly, Monthly, Quarterly, Semi-annually or Weekly.
- J. Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted via the *Submit Resolution for Official* link in Retirement Online.

*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website:
http://www.osc.state.nv.us/retire/employers/elected_appointed_officials/index.php

Received Date

Recertification of the Record of Activities

RS 2419
(Rev. 09/18)

Please type or print clearly
in blue or black ink

NYSLRS ID

--	--	--	--	--	--	--	--	--	--

Social Security Number [last 4 digits]

XXX-XX-

--	--	--	--

Retirement System [check one]

Employees' Retirement System (ERS)
Police and Fire' Retirement System (PFRS)

I, _____, certify that I completed a 3-month record of activities for the term that began _____ for my position as _____.

I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on _____ and ends on _____.

Signature of Member

Date

Employer Location Code: _____

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.



Received Date

Standard Work Day Resolution for Employees*

Please type or print clearly
in blue or black ink

Employer Location Code

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See Instructions for completing form on reverse side

RS 2418

(Rev. 12/19)

BE IT RESOLVED, that the _____, Location code _____, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)

On this _____ day of _____, 20 ____

_____ Date enacted: _____
 (Signature of Clerk)

I, _____, clerk of the governing board of the _____
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 20____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
 Set my hand and the seal of the

_____ (Name of Employer)

(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A) .

For important information and instructions – See Back Page



Instructions for completing the Standard Work Day Resolution

A	B
Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

Please note: the above table is a **sample**. The titles and values are for illustrative purposes only.

A. Title: You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all custodial staff six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.

B. Standard Work Day (Hrs/day): The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours an employee works. For example, if a clerk is only required to work three hours a day, the employer must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.

Example of One Week of an Elected/Appointed Official's Record of Activities

Record of Activities

Name John Smith
Title Town Supervisor
Employer South Anytown

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
January 7, 2019	Taxpayer mtg.	1:00 PM	2:00 PM	1
January 7, 2019	Return phone calls	2:00 PM	3:00 PM	1
January 7, 2019	Emergency call re: dog warden	12:00 AM	1:00 AM	1
January 8, 2019	Prepare speech for luncheon	12:00 PM	3:00 PM	3
January 8, 2019	Return phone calls	3:00 PM	4:00 PM	1
January 9, 2019	Routine correspondence	9:00 AM	11:00 AM	2
January 9, 2019	Guest speaker – luncheon mtg.	1:00 PM	3:00 PM	2
January 9, 2019	Return phone calls	6:00 PM	7:00 PM	1
January 10, 2019	Conference call with East and North Anytowns	9:00 AM	9:30 AM	0.5

January 10, 2019	Prepare for mtg. on 1/15	9:30 AM	11:00 AM	1.5
January 10, 2019	Return phone calls	6:00 PM	7:00 PM	1
January 11, 2019	Prepare speech and materials for 1/15 mtg.	9:00 AM	11:00 AM	2
January 11, 2019	Routine correspondence	11:00 AM	12:00 PM	1
January 11, 2019	Return phone calls	4:00 PM	5:00 PM	1
January 12, 2019	Committee mtg. on zoning	9:00 AM	12:00 PM	3
January 12, 2019	Return phone calls	4:00 PM	5:00 PM	1

Add New Row

Update Total 24

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

Signature

Date

Calculating Record of Activities Results and Days Worked

To calculate a Record of Activities (ROA) result, you must know the Standard Work Day (SWD) for the position and the total hours recorded on the three-month ROA.

Note: Calculation results should be rounded **up** to the next highest hundredth, even if you would round down under normal rounding rules. For example, a result of .083 would be rounded **up** to .09.

First, follow these steps:

1. Divide the total hours worked from the ROA by three to get the average hours worked per month.
2. Without clearing the calculator, divide the average hours worked per month by the SWD to get the average days worked per month (ROA result). Round up to the next highest hundredth.
3. If the member is an elected or appointed official, you must list the ROA result on a Standard Work Day and Reporting Resolution for Elected and Appointed Officials form (RS2417-A). If the member is not an elected or appointed official, the RS2417-A form does not need to be completed.

Next, follow these steps to determine the days worked to include on the monthly report:

1. Multiply the ROA result by 12 to get the total number of days the member works in a year.
2. Without clearing the calculator, divide the total number of days worked per year by the number of pay periods in the year to arrive at the days worked per pay period.
3. Without clearing the calculator, multiply this number by the number of pay periods on your next monthly report. The result should be rounded **up** to the next highest hundredth. Do not report more than the maximum number of days reportable (see the *Reporting* section, Section 6, of the Employer's Guide for more information).

Example #1

A mayor recorded 649.75 hours on his/her ROA.
The SWD is eight hours and the mayor is paid bi-weekly.

To calculate the ROA result to list on the Resolution:

1. $649.75 \div 3 = 216.58333$, which is the average number of hours per month
2. $216.58333 \div \text{the 8 hour SWD} = 27.07291$ (round up)
3. List 27.08 in the ROA Result column of the Resolution

Days to report on the monthly report:

1. $27.08 \text{ days worked per month} \times 12 \text{ months} = 324.96 \text{ days per year}$
2. $324.96 \text{ days per year} \div 26 \text{ bi-weekly payrolls per year} = 12.498461 \text{ days}$
3. 10 days* should be reported for each pay period on the monthly report

* If the total days to report for the month exceeds the maximum number of days reportable, then report only the maximum number of days. For example, for bi-weekly employers, report a maximum of 10 days per pay period.

Example #2

A board member recorded 186.25 hours on his/her ROA.
The SWD is six hours and the board member is paid weekly.

To calculate the ROA result to list on the Resolution:

1. $186.25 \div 3 = 62.08333$, which is the average number of hours per month
2. $62.08333 \div \text{the 6 hour SWD} = 10.34722$ (round up)
3. List 10.35 in the ROA Result column of the Resolution

Days to report on the monthly report:

1. $10.35 \text{ days worked per month} \times 12 \text{ months} = 124.20 \text{ days per year}$
2. $124.20 \text{ days per year} \div 52 \text{ weekly payrolls per year} = 2.38846 \text{ days}$
3. 2.38846 days should be reported for each pay period on the monthly report
4. For a four pay month, 9.56 days should be reported (9.55284 rounded up to the nearest hundredth).
For a month with five pays, 11.95 days (11.94230 rounded up) should be reported.

Note: Officials should extend their ROAs beyond three months to make up for any time they were absent during the three-month period.



Employer Reporting Basics

Maximum Days To Report

There is a maximum number of days worked you should report for an employee based on your pay frequency. For example, if your pay frequency is bi-weekly, a full-time employee would have ten days worked each pay period. When there are two bi-weekly payrolls paid in the month, report a maximum of 20 days worked; when there are three bi-weekly payrolls, report a maximum of 30 days. Employees paid weekly, semi-monthly or monthly may have different maximum days worked.

When you report the maximum number of days worked for an employee, that employee receives full-time service credit.

Report Frequency	Report Code ERS/PFRS	Pay Frequency	Report No More Than
Monthly	10/20	Weekly(4 pay periods)	20 days per month
		Weekly(5 pay periods)	25 days per month
		Bi-weekly (2 pay periods)	20 days per month
		Bi-weekly (3 pay periods)	30 days per month
		Semi-monthly or monthly	22 days for all months with 31 calendar days, 21 days for all others
Quarterly	13/23	-	65 days
Semi-annually	14/24	-	130 days
Annually	15/25	-	260 days

Rev. 5/13

Received Date

Adjustment Report Label for Pension Integrity Bureau

RS 5528
(Rev. 09/18)

Please type or print clearly
in blue or black ink

Employer Location Code

PLEASE COMPLETE THE FOLLOWING:

EMPLOYER NAME: _____

TODAY'S DATE: _____
(MM/DD/YY)

PLEASE DO NOT WRITE IN BOX BELOW

BEFORE YOU MAIL:

1. Totals on this label should only reflect amounts on the attached RS 5527's.
2. Are all negative entries on RS 5527 enclosed in parenthesis?
3. Are positive and negative entries shown in separate lines?
4. Have you enclosed your check for additional contributions reported?
5. Is your check payable to either "New York State and Local Employees' Retirement System" or "New York State and Local Police and Fire Retirement System"?
6. **REMEMBER:** Do not make negative entries to the Contribution Adj. column on RS 5527. For refunds, see instructions on reverse of RS 5527.

REPORT SEQUENCE #
STANDARD BATCH JOB: DDADJUST

BATCH NAME: DD _____

OPERATOR: _____ **DATE:** _____

VERIFIER: _____ **DATE:** _____

Total Days Adj.	
Total Days Should Be	
Total Salary Adj.	
Total Salary Should Be	
Total Cont. Adj.	
Total Cont. Should Be	
Total Report Check Amount	
Number of Pages in This Report	

INSTRUCTIONS FOR COMPLETING ADJUSTMENT REPORT LABEL (RS 5528)

EACH REPORT CODE MUST BE REPORTED SEPARATELY.

**DO NOT MAKE NEGATIVE ENTRIES TO THE CONTRIBUTION ADJ. COLUMN ON RS 5527.
 FOR A REFUND, SEE INSTRUCTIONS ON REVERSE OF RS 5527.**

- Enter the proper name of the public employer in the space provided.
- Enter your employer code (5 digits) in the space provided (header).
- Enter the date the label is completed in the space provided (Today's Date).
- Be sure that each total on RS 5528 equals the sum of the attached RS 5527 Adjustment Report(s).
- One RS 5528 may be used for several RS 5527's.
- Make a copy of the RS 5528.
- Staple the original RS 5528 to the RS 5527 Adjustment Reports.
- Keep a copy for your records.
- Attach your check for the "Total Contribution Adjustment" amount payable to the New York State and Local Employees' Retirement System or the New York State and Local Police and Fire Retirement System.
- Mail the complete package to the address shown above.
- If you have any questions, please contact the Pension Integrity Bureau at (518) 402-3815.



INSTRUCTIONS FOR COMPLETING ADJUSTMENT REPORT (RS 5527)

Members of the Police and Fire Retirement System cannot be included on the same Adjustment Forms with members of the Employees' Retirement System.

Please use this form to correct members' days worked, and/or salary earned and/or Additional member contributions.

FOR A REFUND PLEASE NOTE:

For a refund of member contributions, loans or service purchase overpayments, the employer must attach a separate memo listing the following: member's NYSLRS ID, member's name, month and year of overpayment, the amount of overpayment and the reason for refund is requested. If you require additional assistance please contact our Report Control Office at (518) 408-4146 or (518) 473-6793

Letters refer to areas on the sample form segment below.

- A. Employer Name:** Legal name of public employer
- B. Employer Code:** The five digit number assigned to each participating employer by the Retirement System.
- C. Report Code:** This is a 2 digit number assigned by the Retirement System to uniquely identify a report.
- D. Pages:** Please number each page of RS 5527 being submitted.
- E. Retirement NYSLRS ID:** Enter the member's NYSLRS ID.
- F. Emp Inst:** This field is only required for Enhanced Reporters. This is a member's Employment Instance.
- G. Member's Name:** Enter full name (last, first, middle initial)

A	EMPLOYER NAME:	B	EMPLOYER CODE:	C	REPORT CODE:
	Town of Sample		39999		60

Page 1 of 1

E	F	G		H	I	J	K	L	M
		Emp Inst	Member's Name:						
NYSLRS ID:		Last	First	M.I.	Report Period Month/Year:	Days Adjustment:	Days for Period Should Be:	Salary Adjustment:	Salary for Period Should Be:
R55555555	1	Gordon,	James	T	06 92	3.50	20.00	211.00	1411.77
R66666666	2	Brown,	Ruth	C	06 92	(5.00)	20.00	(300.00)	900.00
					N TOTALS	(1.50)	40.00	(89.00)	2311.77

O

Certified By:	Title:	Date:	Telephone Number:
ORIGINAL SIGNATURE REQUIRED	Supervisor	7/27/1992	(555) 111-1111

***Important:** All negative adjustments to days and salary must be in parentheses (), as in samples below. Positive and negative entries should not be entered on the same line.

Adjustment Report Label:(RS 5528) One copy of the label must be completed and attached to the first page of the Adjustment Report. Include the total(s) for all pages.

EMPLOYER NAME:	Total Days Adj.	(1 50)
Town of Sample	Total Days Should Be	40 00
TODAY'S DATE:	Total Salary Adj.	(89 00)
08/06/18	Total Salary Should Be	2311 77
	Total Cont. Adj.	6 35
	Total Cont. Should Be	42 35
	Total Report Check Amount	6 35
	Number of Pages in This Report	1

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