

| Office of the New York State Com | 3S System | | Reco | eived Date | E | Re | porting | Work Da Resolutio | on f |
|--|------------------------------|---------------------------------|--|--------------------------------------|----------------------|--|-----------------------|----------------------|----------------------|
| in blue of black ink Employer Location Code | | SEE | INSTRUCTIONS FOR COMP | LETING FORM ON | REVERSE SIDE | | | RS 2 | |
| BE IT RESOLVED, that the | Town of Anywhere | | / 123 | 1101 | by established the | e following star | ndard work day | ys for these titles | (Rev.11) s and wi |
| report the officials to the New | York State a | (Name of Em nd Local Retirem | ployer) ent based on their record of ac | (Location Code) tivities: | | | _ | | |
| Name | Social Security Number | NYSLRS ID | Title | Current Term Begin & End Dates | Standard Work Day | Record of Activities Result | Not Submitted | Pay Frequency | Tier |
| Elected Officials: | | | | | | | | 10 10 | |
| John Smith | 0000 | R0000000 | Highway Superintendent | 1/1/2020-12/31/2023 | 8.00 | 32.79 | | Bi-weekly | |
| Michelle Jones | 1111 | R11111111 | Reciever of Taxes | 1/1/2020-12/31/2024 | 6.00 | N/A | | Bi-weekly | |
| Michael Hall | 2222 | R22222222 | Town Justice | 1/1/2020-12/31/2024 | 6.25 | | | Bi-weekly | |
| Appointed Officials: | | () | | | | | | 11 | |
| Joseph Gray | 3333 | R33333333 | Planning Board Member | 1/1/2021-12/31/2021 | 7.00 | 17.54 | | Monthly | |
| Jane Doe | 4444 | R12345678 | Animal Control Officer | 1/1/2020-12/31/2022 | 6.00 | 5.29 | | Monthly | |
| | | | | | | | | | |
| I, Alice Clerk | cretary or Clerk) | | , secretary/clerk of the governi | ng board of the TO | wn of Anyw | here | , of the | e State of New Y | ork, |
| on file as part of the minutes | of such meet | ing, and that same | e original resolution passed by e is a true copy thereof and the the seal of the <u>Town of Anys</u> | whole of such origi | nal | eting held on the on the on the on the on the on the one of the on | ne 3da day of Jani | uary 202 | 1_, |

Items Required to be listed on the RS2417A

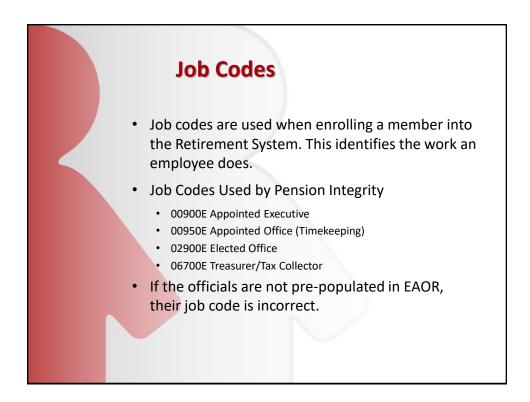
- First and last name of the official
- Last four digits of social security number
- NYSLRS ID
- Official's title
- The official's current term of office
- Standard Work Day- minimum of 6.00 hours and maximum of 8.00 hours
- ROA result
- Check mark if the official has not submitted an ROA
- Official's pay frequency
- Check mark if the official is a Tier 1 member
- Use page two (RS2417B) if the municipality has more than three each of elected and appointed officials.
- Raised seal on affidavit of posting

| Sample Entries | | | | | | | | | |
|----------------------|------------------------------|-----------|------------------------|--------------------------------------|----------------------|-----------------------------------|------------------|------------------|--------|
| 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: | | 1 | | | | | | | |
| John Smith | 0000 | R00000000 | Highway Superintendent | 1/1/2020-12/31/2023 | 8.00 | 32.79 | | Bi-weekly | |
| Michelle Jones | 1111 | R11111111 | Reciever of Taxes | 1/1/2020-12/31/2024 | 6.00 | N/A | | Bi-weekly | ✓ |
| Michael Hall | 2222 | R22222222 | Town Justice | 1/1/2020-12/31/2024 | 6.25 | | ✓ | Bi-weekly | |
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| Joseph Gray | 3333 | R33333333 | Planning Board Member | 1/1/2021-12/31/2021 | 7.00 | 17.54 | | Monthly | |
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| | | | | | | | | | |
| | | | | | |) | | | |

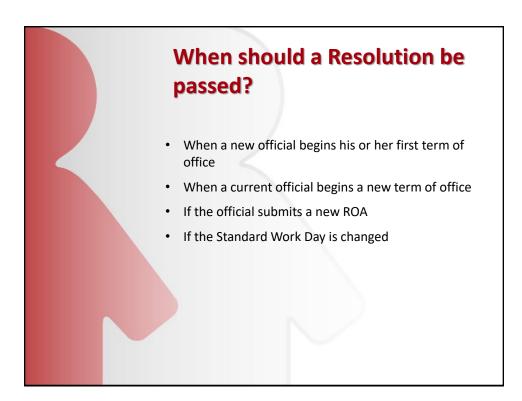
| Detirement On | Retirem | nent On | line | |
|-----------------------------------|--|--|--|---|
| Retirement Or BNY | SLRS | | | Thomas P. DiNapoli State Comptroller |
| NYSLRS Website • Account Homepage | | | You are signed in a | Help Contact Us IS Sign out |
| Welcome, | | | | Last Login: 08/29/2019 11:08 AM |
| | Notifications | I want to | | |
| | You have no Notifications at this time | Change My Password Manage My Security Profile View My Scheduled Events Find Documents Upload a Member Document | Manage Contact List Manage Security Access Submit Resolution For Official Update My Account Email | |
| | | See NYSLRS News | | |
| | My Cases | | | |
| | You hav | ve no open cases at this time | | |
| | | | | |

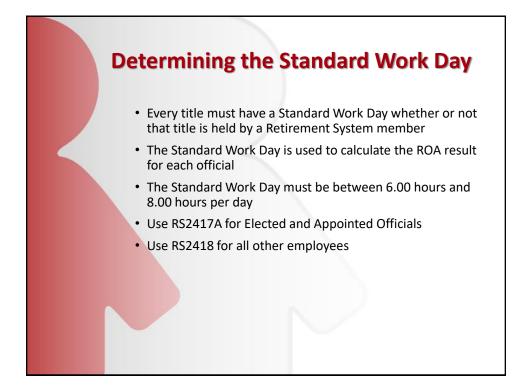


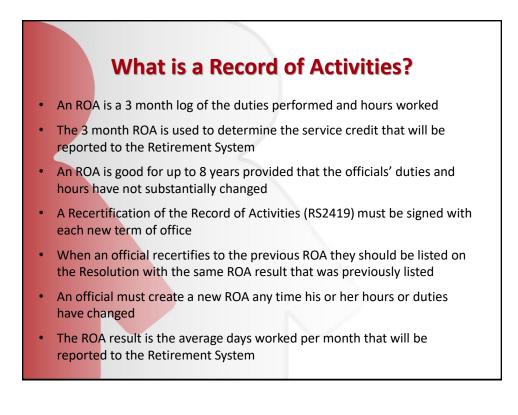
| | | | Retirem | ent Online | | |
|----------------------|-------------------|----------------|----------|-------------------------------|-----------------------|-----------------------|
| Elected and App | ointed Offic | ial Resolution | Search | | | |
| Elected and Appointe | ed Official Resol | ution Search | | | | |
| *Location Cod | | Q Last Name | *Re | tirement System V Job Code | | Search |
| List of Members | | | | Fir | nd View All 🖉 🞚 | First 🕚 1 of 1 🛞 Last |
| NYSLRS ID | Last Name | First Name | Job Code | Job Effective Date | Last Resolution Date | View Add |
| | | | | | | Cancel |



| | Job Codes (continued) |
|---|---|
| 1 | Send an email to request job code changes |
| | To Pension Integrity Send Cc |
| | Subject Job Code Change |
| | Hello, |
| | Please update job codes for the following officials |
| | Mike Smith- Elected Office- Location Code 99999 Joe Doe- Appointed Executive- Location Code 99999 Jane Smith- Appointed Office (Timekeeping)- Location Code 99999 |
| | Thank you |
| | |







| Example | e of One Week of an Elected/App | ointed Official's | Record of Activit | ies | January 10, 2019 | Prepare for mtg. on 1/15 | 9:30 AM | 11:00 AM | 2.5 | |
|------------------|---|-------------------|-------------------|-------|---|---|------------------|----------------------|-----------|--|
| | Record of A | tivities | | | January 10, 2019 | Return phone calls | 6:00 PM | 7:00 PM | 1 | |
| | e John Smith | | | | | | | | | |
| | e Town Supervisor r South Anytown | | | | 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 | |
| Activity Log | | | | | January 11, 2019 | Return phone calls | 4:00 PM | 5:00 PM | 1 | |
| | row for each activity. You must inclu late, activity, start and end times, and | | | | January 12, 2019 | Committee mtg. on zoning | 9:00 AM | 12:00 PM | 3 | |
| only enter | numbers (i.e. 2.75). | | | | January 12, 2019 | Return phone calls | 4:00 PM | 5:00 PM | 1 | |
| | ew row, click the "Add New Row" but e number of hours, click the "Update | | | | , 2015 | inclum prioric cars | | | | |
| | | | | | Add New Row | | | | | |
| Date | Activity | Start Time | End Time | Hours | | | | Update Total | 24 | |
| 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 | 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 | | | | | |
| anuary 7, 2019 | Emergency call re: dog warden | 12:00 AM | 1:00 AM | 1 | worked during the three-month period. Once you have completed recording activities for a three-month period, print this worksheet and | | | | | |
| January 8, 2019 | Prepare speech for luncheon | 12:00 PM | 3:00 PM | 3 | sign and date t | | unee-monun per | ioo, print this work | sneet unu | |
| January 8, 2019 | Return phone calls | 3:00 PM | 4:00 PM | 1 | With my signat | ture, I attest to the accuracy of the r | ecord provided a | bove. | | |
| 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 | Signature | | Dat | e | | |
| 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 | | | | | | |
| | Page 1 of | 2 | | | | Page 2 c | f 2 | | | |
| | | | | | | | | | | |

| Sa | ample entries | s: | | |
|-----------------|-------------------------------|------------|----------|-------|
| 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 |

| Recertifi | cation of the Record of Activi | ties |
|-----------|---|------|
| | Control of the few free free free free free free free | |
| | Signature of Member Date | |
| | 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 locally maintained. Please keep this form on file in your records and submit a copy to NYSLRS only upon request. | |

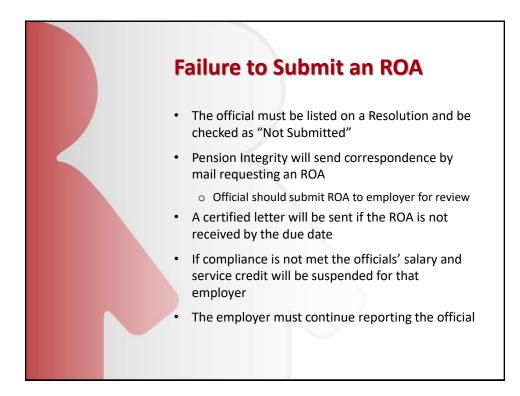
| ROA Due Dates | | | | | | | | | |
|--|----------------------|--------------------|--|--|--|--|--|--|--|
| DAY 1 | DAY 150 | DAY 180 | | | | | | | |
| Term of Office / Appointment Begins | Complete Your ROA By | Submit Your ROA By | | | | | | | |
| January 1, 2023* | May 30, 2023 | June 29, 2023 | | | | | | | |
| April 1, 2023 | August 28, 2023 | September 27, 2023 | | | | | | | |
| July 1, 2023 | November 27, 2023 | December 27, 2023 | | | | | | | |
| January 1, 2024 | May 29, 2024 | June 28, 2024 | | | | | | | |
| April 1, 2024 | August 28, 2024 | September 27, 2024 | | | | | | | |
| July 1, 2024 | November 27, 2024 | December 27, 2024 | | | | | | | |

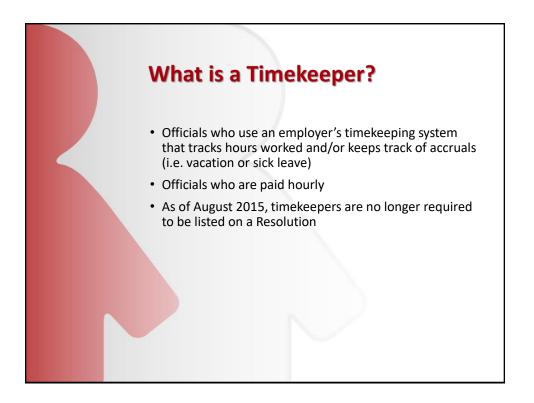
Appropriate Time

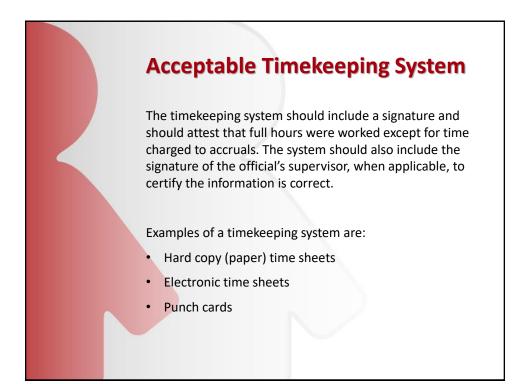
- Answering constituent phone calls
- Attending municipality sponsored events
- Discussing issues with constituents while out of the office
- Attending municipality's board/committee meetings
- Preparing for municipality meetings
- Community activities in partnership with the municipality

The Governing Board must review each entry listed on the ROA to determine if the entries are appropriate. The Board must exclude any duties that are not job related from the calculation.

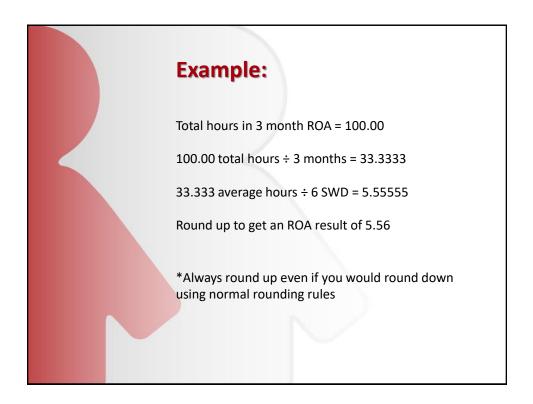


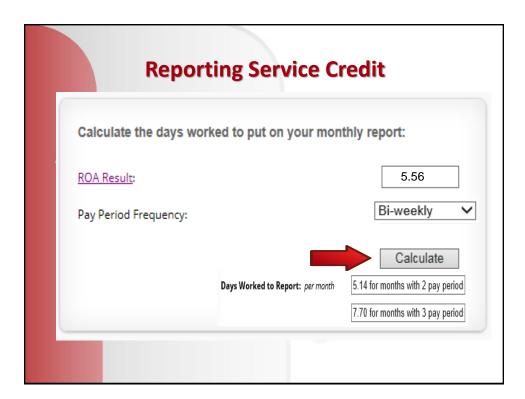


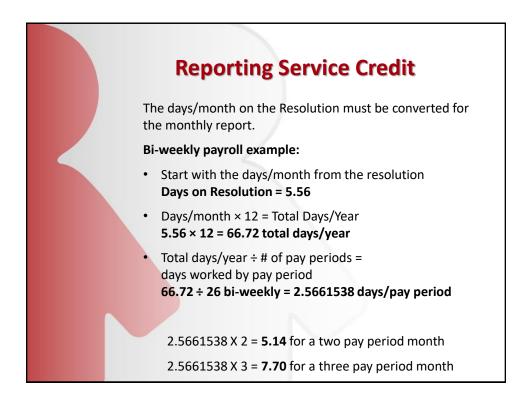


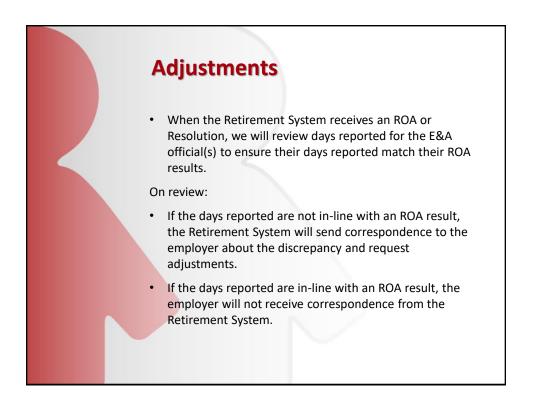


| Calculate the ROA result: | |
|---|-----------|
| Total Hours Recorded on the <u>ROA</u> : | 100 |
| Number of Months used to Calculate the ROA: | 3 🗸 |
| Note: must be a minimum of three months. | |
| Hours in <u>Standard Work Day</u> : | 6 🗸 |
| | Calculate |









| Employee Source Data | |
|--|---|
| Payroll End Date▲ Days Total Pensionable Earnings Earnings | |
| | Elected and Appointed Official Resolution Form |
| Empl Record 1 07/31/2019 10.77 \$1,720.36 \$1,720.3 | Jane Doe NYSLRS ID R12345678 |
| Job Code 00900E 08/31/2019 10.77 \$1,720.36 \$1,720.3 | Location Code 12345 Town of Anywhere |
| | icial Information |
| 09/30/2019 10.77 \$1,720.36 \$1,720. | Detailed Job Title Animal Control Officer |
| 10/31/2019 10.77 \$1,720.36 \$1,720. | Term Begin Date 01/01/2020 Term End Date 12/31/ |
| 11/20/2010 10.77 \$1.720.26 \$1.720.2 | Standard Work Day Hours 6.00 Record of Activities Result 5.29 |
| hy 11/30/2019 10.77 \$1,720.30 \$1,720. | Resolution Date 05/26/2020 Pay Frequency Monthly |
| 12/31/2019 10.77 \$1,720.32 \$1,720. | Monthly Report Calculation 5.29 |
| 01/31/2020 10.77 \$1,763.37 \$1,763. | |
| 02/29/2020 10.77 \$1,763.37 \$1,763. | |
| 03/31/2020 10.77 \$1,763.37 \$1,763. | |
| 04/30/2020 10.77 \$1,763.37 \$1,763.3 | |
| | |
| 05/31/2020 10.77 \$1,763.37 | |

| | State Comptroller | | Received | d Date | | | | Pens | ljustment ion Integr | Report fo ity Burea |
|---|---------------------|---------------------------------------|--|---------|-----------------------|----------------|-------|----------------------------------|-------------------------|-----------------------------------|
| 110 State Street, Albany, M Please type or print | lew York 12244-0001 | | | | | | | | | |
| in blue or black ink Employer Location | and the | | | | | | | | | RS 552 |
| 1234 | 5 | SEE INSTRUCT | TIONS FOR COMPLE | TING FO | RMONR | EVERSE S | DE | | | (Rev. 05/ |
| 0 | O NOT COMPLETE | E THIS FORM IF THIS INFORM | ATION HAS ALREAD | Y BEEN | SUBMITT | ED ON A S | ALARY | AND SERVIC | E CERTIFICATIO | N |
| Employer Name | Town | of Anywhwere | Employer Code: | 1234 | 5 | Report Code | | | Page | ho |
| NYSLRS ID: | Emp Inst | Member's Name: | Last 4 digits of Social Security Number: | Repo | nt Period th/Year: | Day Adjustn | | Days for Period Should Be: | Salary Adjustment: | Salary for Period Shoul Be: |
| R12345678 | 1 | Doe, Jane | 0000 | 01 | 20 | (5 4 | 3) | 5.29 | | |
| | | | | 02 | 20 | (5 .4 | 8) | 5 .29 | | |
| 20 | | | | 03 | 20 | (5 .4 | - | 5.29 | | |
| | 1 | | | 04 | 20 | (5 .4 | 8) | 5 .29 | | |
| | | | | 05 | 20 | (5 .4 | 8) | 5.29 | | |
| | | | | | | • | | | | |
| | | | | | | | | | | |
| | | | | | | 0.00 | | | | |
| | | | | | | | | | | |
| | | | | | | 3.00 | | | | • |
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| | - | | | | | • | | • | • | • |
| - | | constitute a true, correct and comple | | TOT | | (27 4 | 0) | 26 45 | | |

Who is responsible for these tasks?

Every municipality is different. Some places share tasks while others have specific positions that deal with each task.

Typically:

- The Clerk prepares the Resolution
- The Board reviews the ROA's and the Resolution prior to passing
- The Bookkeeper/Payroll Staff receives the Resolution and reports days worked based on ROA results

