

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

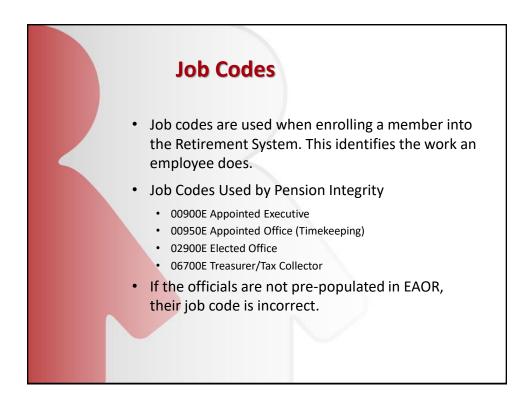
- First and last name of the official
- Last four digits of social security number
- NYSLRS ID
- Official's title
- The official's current term of office
- Standard Work Day- minimum of 6.00 hours and maximum of 8.00 hours
- ROA result
- Check mark if the official has not submitted an ROA
- Official's 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	
Appointed Officials:									
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	
)			

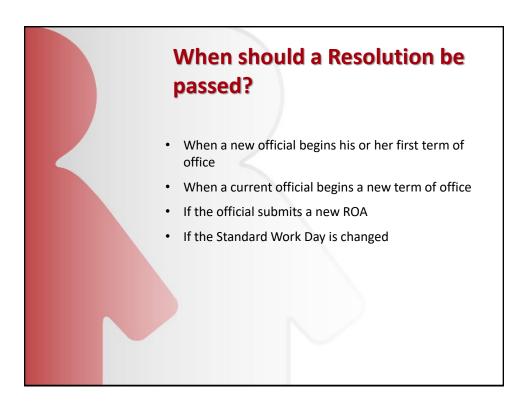
Detirement On	Retirem	nent On	line	
Retirement Or BNY	SLRS			Thomas P. DiNapoli State Comptroller
NYSLRS Website • Account Homepage			You are signed in a	Help Contact Us IS Sign out
Welcome,				Last Login: 08/29/2019 11:08 AM
	Notifications	I want to		
	You have no Notifications at this time	Change My 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		

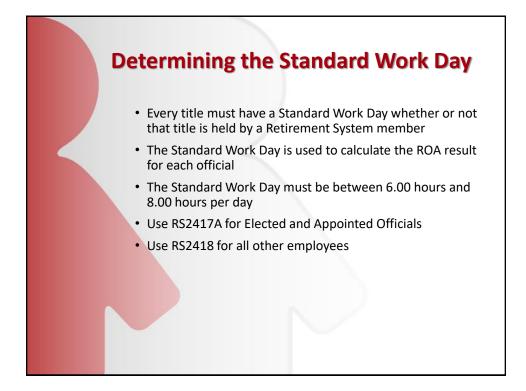


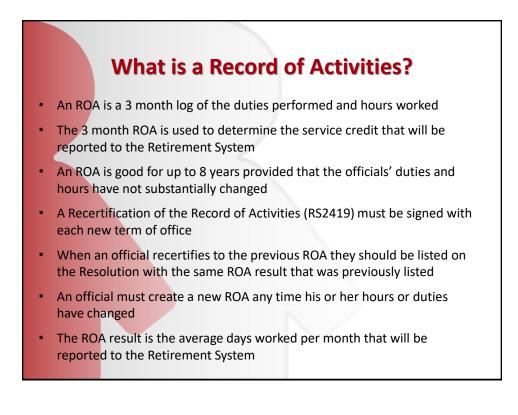
			Retirem	ent Online		
Elected and App	ointed Offic	ial Resolution	Search			
Elected and Appointe	ed Official Resol	ution Search				
*Location Cod		Q Last Name	*Re	tirement System V Job Code		Search
List of Members				Fir	nd View All 🖉 🞚	First 🕚 1 of 1 🛞 Last
NYSLRS ID	Last Name	First Name	Job Code	Job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

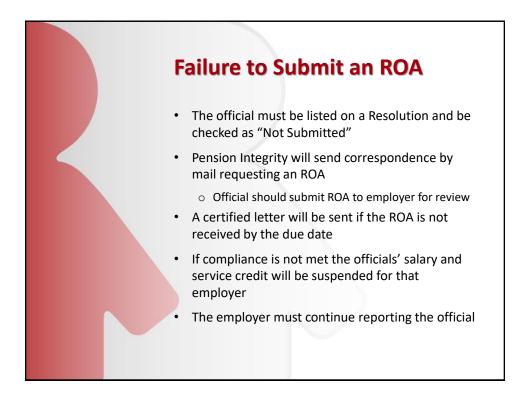
ROA Due Dates									
DAY 1	DAY 150	DAY 180							
Term of Office / Appointment Begins	Complete Your ROA By	Submit Your ROA By							
January 1, 2023*	May 30, 2023	June 29, 2023							
April 1, 2023	August 28, 2023	September 27, 2023							
July 1, 2023	November 27, 2023	December 27, 2023							
January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

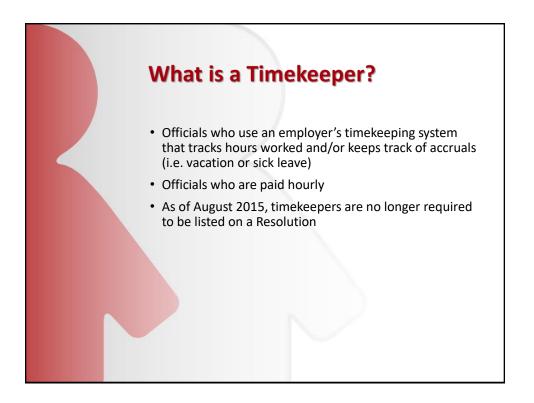
Appropriate Time

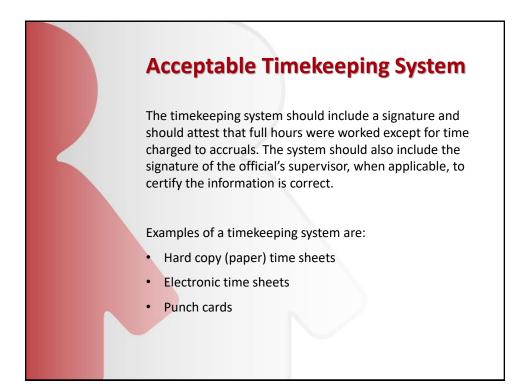
- Answering constituent phone calls
- Attending municipality sponsored events
- Discussing issues with constituents while out of the office
- Attending municipality's board/committee meetings
- Preparing for municipality meetings
- Community activities in partnership with the municipality

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.

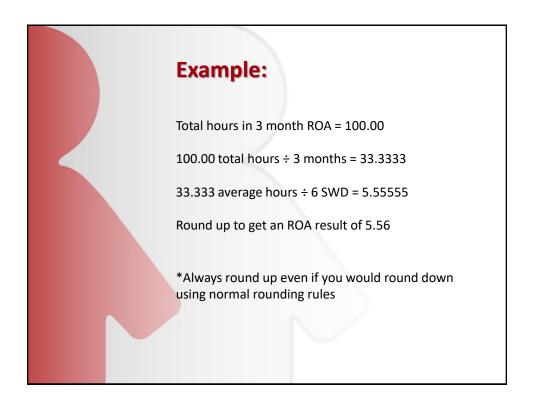


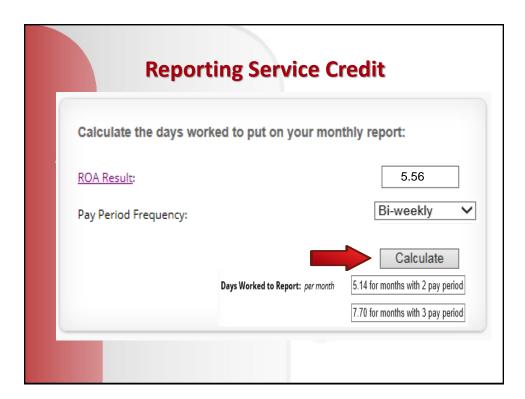


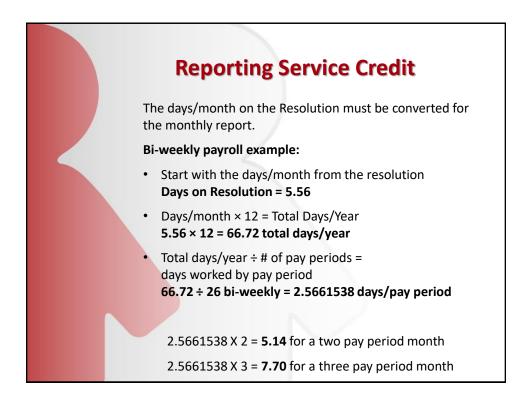


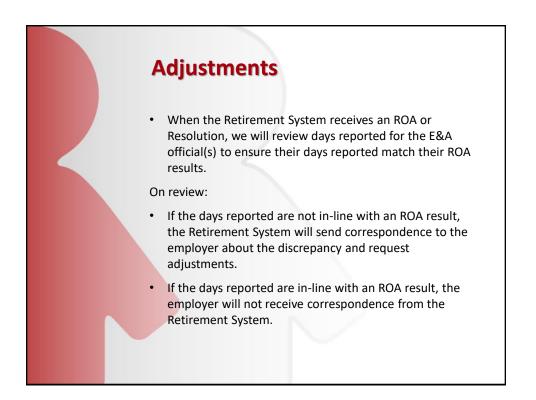


Calculate the ROA result:	
Total Hours Recorded on the <u>ROA</u> :	100
Number of Months used to Calculate the ROA:	3 🗸
Note: must be a minimum of three months.	
Hours in <u>Standard Work Day</u> :	6 🗸
	Calculate









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				•
	-					•		•	•	•
-		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

