



NEW YORK STATE TEACHERS' RETIREMENT SYSTEM
10 Corporate Woods Drive, Albany, NY 12211-2395

OFFICE SERVICES ONLY

UNCREDITED MEMBER SERVICE - SEMI-ANNUAL
(Use Only For Service Rendered From 7/1/93 Thru 6/30/03)

INSTRUCTIONS: Please type or print in black ink and return to the System. Instructions regarding the completion of selected items below are printed on the reverse side of this form.

NAME	<i>Last</i>	<i>First</i>	<i>Middle Initial</i>	SOCIAL SECURITY NUMBER	EMPLID
STREET ADDRESS				CITY, STATE, ZIP CODE	

School Year	Contract Salary		Employment Base		Total Salary		Member's Contributions	If Leave of Absence		
	7/1 - 6/30	Period 1	Period 2	Period 1	Period 2	Received		Earned	Amount of Part Pay	Type*

I hereby certify that according to our records, the above named member taught in the public school of:

_____ **Location Code** _____

Salary information provided above is for service rendered in the unclassified title and, therefore, **billable** to the district.

AUTHORIZED SIGNATURE: _____

TITLE: _____ **DATE:** _____

* LEAVE OF ABSENCE TYPE:	
<u>CODE AS</u>	
SABBATICAL	1
SICK OR MATERNITY	2
MILITARY LEAVE	4

CONTRACT SALARY - This is the annual rate of compensation for the teacher's primary assignment. This figure includes the member's BASE SALARY PLUS ANY ADDITIONAL COMPENSATION FOR ADMINISTRATIVE DUTIES (e.g., DEPARTMENT HEAD, DEPARTMENT CHAIRMAN, TEAM LEADER, ETC.). This figure should not include monies paid for coaching, adult education or extra-curricular activities.

IF A TEACHER WHO RENDERS FULL-TIME SERVICE HAS A CONTRACT SALARY CHANGE DURING THE REPORT PERIOD, THE CONTRACT IN EFFECT AT THE END OF THE PERIOD SHOULD BE REPORTED TO THE SYSTEM. HOWEVER, IF A MEMBER RENDERS FULL-TIME AND PART-TIME SERVICE OR ONLY PART-TIME SERVICE AND IS PAID UNDER MORE THAN ONE CONTRACT SALARY DURING THE REPORT PERIOD, REPORT THE CONTRACT SALARY AT WHICH THE MOST SERVICE WAS RENDERED DURING THE PERIOD.

If a member is rendering service only as a coach, tutor, or adult education teacher, you MUST report a full-time CONTRACT SALARY. Calculation of that contract should be done using the most appropriate of the methods to be described.

Examples of calculating a full-time contract salary for members employed part-time are shown below:

POSITION	CALCULATION OF FULL-TIME CONTRACT SALARY															
a. HALF-TIME TEACHER	Multiply HALF-TIME rate by 2. Example: \$12,000 is \$12,000 x 2 = <u>\$24,000</u> ½ time rate															
b. PER DIEM OR SUBSTITUTE TEACHER EMPLOYED FOR THE FULL SCHOOL DAY	Multiply DAILY RATE by number of days in employment base. Example: \$70/day \$70 x 200 = <u>\$14,000</u> Base = 10 (200 days)															
c. HOURLY TEACHER	Multiply the number of hours in your school day by the hourly rate to get the daily rate, then use calculation for teacher paid per diem.															
d. HOURLY TEACHER ASSISTANTS	Use the lesser of the regular teacher's workday or the teacher assistant workday if the teacher assistant workday is at least 6 hours. If the teacher assistant workday is less than 6 hours, use the lesser of the regular teacher's workday or 6 hours to calculate the contract salary. Examples below: <table data-bbox="835 906 1921 1076" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Length of Regular Teacher Workday</th> <th style="text-align: center;">Length of Teaching Assistant Full-time Workday</th> <th style="text-align: center;">Hours To Be Used For Daily Rate</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">7¼ hrs.</td> <td style="text-align: center;">6¼ hrs.</td> <td style="text-align: center;">6¼ hrs.</td> </tr> <tr> <td style="text-align: center;">6½ hrs.</td> <td style="text-align: center;">5¾ hrs.</td> <td style="text-align: center;">6 hrs.</td> </tr> <tr> <td style="text-align: center;">7 hrs.</td> <td style="text-align: center;">7¼ hrs.</td> <td style="text-align: center;">7 hrs.</td> </tr> <tr> <td style="text-align: center;">5 hrs.</td> <td style="text-align: center;">5¼ hrs.</td> <td style="text-align: center;">5 hrs.</td> </tr> </tbody> </table>	Length of Regular Teacher Workday	Length of Teaching Assistant Full-time Workday	Hours To Be Used For Daily Rate	7¼ hrs.	6¼ hrs.	6¼ hrs.	6½ hrs.	5¾ hrs.	6 hrs.	7 hrs.	7¼ hrs.	7 hrs.	5 hrs.	5¼ hrs.	5 hrs.
Length of Regular Teacher Workday	Length of Teaching Assistant Full-time Workday	Hours To Be Used For Daily Rate														
7¼ hrs.	6¼ hrs.	6¼ hrs.														
6½ hrs.	5¾ hrs.	6 hrs.														
7 hrs.	7¼ hrs.	7 hrs.														
5 hrs.	5¼ hrs.	5 hrs.														
e. TEACHER PAID A LUMP SUM (flat fee) - e.g. summer school teacher	Divide lump sum by number of hours taught to get hourly rate, then use calculation for HOURLY TEACHER.															

SALARY RECEIVED - It must reflect the total of all salary actually paid to the teacher during a given school year. It should include all compensation for both the primary teaching assignment and extra duties: the only excludable salary is that paid for non-teaching duties such as bus driving or maintenance work.

SALARY EARNED - It must reflect all salary to which the teacher is entitled for a given school year, even though this amount may not have been fully paid to the teacher within the same school year.

Please explain any difference between salary received and salary earned. The circumstances in which salary earned and salary received will differ are:

- a. Holdover salary - payment made in July and/or August for service rendered in the preceding school year.
- b. Retroactive salary payments - money paid to a teacher during a given school year representing back pay in a previous year.
- c. Termination Pay (Tier 1 members joining before 6/17/71) - monies received in contemplation of the termination of a teacher's employment and payment for unused sick, vacation, or personal leave. Regardless of whether paid in a lump sum or in periodic payments, termination pay is to be in salary received amounts only.