



New York State Teachers' Retirement System
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Web Site: www.nystrs.org

George M. Philip, Executive Director

ADMINISTRATIVE
BULLETIN NO.

2005-1

SUBJECT:
*New Employer
Reporting Format*

TO: Chief School Administrators
College and University Presidents
School Contacts

DATE: January 2005

NEW EMPLOYER REPORTING FORMAT REQUIRED BEGINNING JULY 2005

As you were notified in July 2004 (*Administrative Bulletin 2004-7*), all participating NYSTRS employers will be required to utilize a new reporting process beginning in **July 2005**. Participation is **mandatory**.

The new format, which can be viewed on our Web site at www.nystrs.org by selecting "New Reporting Interface" on the Employers page, requires reporting:

1. Directly from your payroll system on a **monthly** basis;
2. Service days worked; and,
3. Salary paid in specific categories.

If you have a payroll vendor and they have not been in contact with you about the modifications necessary for you to report in this manner, we urge you to contact them and request a status update. **Remember: the deadline for full compliance is July 1, 2005.**

Additionally, all districts that have yet to send their payroll (a.k.a., earnings) codes to NYSTRS should do so immediately. For your convenience, we will translate them into the various fields of the new reporting format. These codes can be sent either by: (1) e-mail to employer@nystrs.state.ny.us; (2) fax to **518-447-2979**; or, (3) U.S. Postal Service to NYSTRS, 10 Corporate Woods Drive, Albany, NY 12211, attention Geraldine O'Neil. We will review the codes, contact you if any clarification is needed and return the new format equivalents to you promptly.

Once you receive this information from us, we suggest that you send us a test file. Please mark the file "**MONTHLY TEST FILE**" so that we can be sure it's treated accordingly. We will review the format and data, and provide feedback so that you will be assured of the accuracy of your report.

DO NOT DELAY THIS CONVERSION. Altering your reports to ensure compliance will require a significant amount of your time and attention. NYSTRS staff is available to work with you in order to achieve this common goal. Please contact Erica Mortimore at **800-356-3128, Ext. 4770**, if you have any additional questions.