



**To:** Chief School Administrators  
College and University Presidents

## **Administrative Bulletin**

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### **Employer Secure Area Now Accepts Employer Reports**

Submitting monthly employer reports to NYSTRS is now easier and more convenient than ever, thanks to an enhancement to its Employer Secure Area (ESA). Employers can now simply upload their reports online through the ESA, eliminating the need to send them via file transfer protocol (FTP).

To initiate this new feature, each employer's security administrator or chief school administrator must grant reporting rights to the appropriate personnel. If your district's reports are submitted by a BOCES or vendor, rights must be granted to the person in charge of your reporting.

To submit a report, simply login to the [ESA](#) from the [Employers page](#) at [www.nystrs.org](http://www.nystrs.org) and select the "Employer Reporting" tab. Then select "Upload Files" and follow the instructions provided. This new Web submission system ensures NYSTRS will immediately receive employers' secure reports.

The "Employer Reporting" section of the ESA will also feature a "Submitted Files" tab where employers can view the reports previously submitted. Meanwhile, the "Pending Files" tab will show the status of uploaded reports, as well as any errors the report may contain. If errors are found, instructions will be provided for correcting the report.

In addition to submitting monthly reports online, the ESA provides employers with the convenience of verifying their employees' membership status with NYSTRS.

For additional information about the ESA's features, please refer to [Section 6: The Employer Secure Area](#) of our [Employer Manual](#), which is available on our Web site.

Approximately 90% of participating employers have activated their ESA accounts. If your district has yet to activate its account, please do so now. Should you need to obtain your district's login credentials, send an e-mail to [esawebmaster@nystrs.state.ny.us](mailto:esawebmaster@nystrs.state.ny.us). To ensure the secure submission of your reports, district employees should not share a username and password; each user should be assigned their own login credentials.

*Administrative Bulletins dating from 2000 to the present are available on our Web site at [www.nystrs.org](http://www.nystrs.org). Select the [Employers](#) tab and visit the [Administrative Bulletins](#) page.*