



**New York State Teachers' Retirement System**

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Web Site: [www.nystrs.org](http://www.nystrs.org)

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**ADMINISTRATIVE  
BULLETIN NO.**

**2003-6**

**SUBJECT:**

*Pilot Program for  
New Employer  
Reporting Format*

**TO:** Chief School Administrators  
College and University Presidents  
School Principals

**DATE:** July 2003

The New York State Teachers' Retirement System (NYSTRS) has spent the past year evaluating its existing employer reporting requirements and weighing options for streamlining the process. This review included analysis of our reporting format and internal processes, and an examination of how we collect and evaluate data from employers.

As a result of this exhaustive study, NYSTRS will implement changes to its employer reporting procedures beginning in July 2004. These changes should significantly reduce correspondence between your district and NYSTRS. In addition, it should eliminate the redundant record checking that is currently necessary when your employees retire.

Our new format will require three primary changes:

- Reporting directly from your payroll system on a **monthly** basis;
- Reporting of service days worked; and,
- Reporting of salary paid in specific categories.

The following districts (along with their respective payroll vendors) will be participating in a **pilot project starting July 2003.**

**School District**

Eden Central Schools  
 Kenmore Town of Tonawanda UFS  
 Lindenhurst Public Schools  
 Sachem Central Schools  
 Tuckahoe UFSD  
 Wayne Central Schools  
 Yorktown Central Schools  
 Broome-Delaware-Tioga BOCES  
 Colton Pierrepont Central Schools  
 Cayuga-Onondaga BOCES  
 Steuben-Allegany BOCES  
 Ogdensburg City School District;  
 Clifton Fine, Morristown, Heuvelton, Harrisville,  
 and Parishville Hopkinton Central Schools

**Payroll Vendor**

FAME  
 MUNIS  
 FINANCE MANAGER  
 PENTAMATION  
 PENTAMATION  
 INFOMATIC  
 INFOMATIC  
 MUNIS  
 E-MAP  
 WINCAP  
 WINCAP  
 TENEX

For more details about the new format, visit the NYSTRS Web site ([www.nystrs.org](http://www.nystrs.org)) and select "New Reporting Interface" on the Employer Page. Additionally, we will contact all districts periodically to share our pilot experiences and offer our assistance as your district prepares for this change.

If you have any questions or comments about this process, please contact **Erica Mortimore at [emortimo@nystrs.state.ny.us](mailto:emortimo@nystrs.state.ny.us) or (800) 348-7298, Ext. 4770.**