

MONTHLY EMPLOYER REPORTING CORRECTION FORM - Adjustments (+/-) to Monthly Report Only

Reporting Month and Year:									
Name	NYSTRS EmplID	Social Security Number	Service Days	A: MTD Gross Pay	B: MTD Base Pay	C: MTD Instructional Pay	D: MTD Summer Pay	E: MTD Holdover Pay	F: MTD Partial Leave Pay
	% of Part Pay	G: MTD Retro Pay (Yr=_____)	H: MTD Retro Pay (Yr=_____)	I: MTD Retro Pay (Yr=_____)	J: MTD Awards Pay	K: MTD Termination Pay	L: MTD Non-Regular Comp Pay	N: MTD Post-Retirement Pay	MTD Plan/ Voluntary Contributions

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I hereby certify that according to our records, the above named member(s) taught in the public school of: _____ Location Code _____

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

Comments: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

This form should be used to identify any of the following circumstances:

- a. Corrections reported through payroll that are held over from a previous plan year. Please provide an explanation in the comment section.
- b. Adjustments to contributions previously reported.
- c. Payments paid to members by voucher.
- d. Retroactive payments (fields G, H, I) - please insert the year from which the money was actually earned in the column heading.
- e. Award Payments - please provide a copy of the agreement.
- f. Negative adjustments require explanations in the comments area.
- g. Taxable fringe benefits (see Non-Reg Comp Pay below)

Service Days

Service Days Worked

Required if the member is under contract or paid per diem. Should be the actual number of full-time days for which the employee has been paid for the month. Use the following for guidance:

Pay Frequency	#of Periods	Max Days
Weekly	4	20
Weekly	5	25
Bi-Weekly	2	20
Bi-Weekly	3	30
Semi Annually	2	20
Monthly	1	20

Service Days from Hours

Required if the member is paid by the hour. Compute as follows:
$$\frac{\text{Hours Worked}}{\text{Hours in a Standard School Day (never less than 6)}} = \text{Service Days}$$

(Some members may have Service Days: Worked, hours and fee.)

Service Days from Fees

Required if the member is paid for a fee-based assignment where no hours are available, such as coaching. Compute as follows:
$$\frac{\text{Fee Payment}}{\text{Daily Substitute Rate}} = \text{Service Days}$$

Gross Pay (Code A)

Total compensation received for the reporting period.

Base Pay (Code B)

Money paid as base contract salary including pay for team leader, department chair, coordinator, substitute teaching etc.

Instructional Pay (Code C)

Money paid for instructional after school activities and extra-curriculum activities such as tutoring, chaperoning, coaching, etc.

Summer Pay (Code D)

Money paid for teaching summer school.

Holdover Pay (Code E)

Money paid over the summer to a 10-month employee for work performed during the prior school year.

Partial Leave Pay (Code F)

Money paid while on leave at less than full pay and not reported as Base Salary Pay. This is usually a partial percentage of the base salary such as 50% for a sabbatical.

% of Part Pay

If the member is on a paid leave at less than 100%, indicate the percentage of pay received by the member. (Do not include members on unpaid leave.)

Retroactive Pay (Code G, H & I)

Money paid as a retroactive contract adjustment to the earliest or only year reported. Please include the year the money was actually earned in the heading.

Retroactive Effective Date

School year payment is retroactive to.

Awards Pay (Code J)

Money paid to an individual for a settlement, grievance, or litigation. All paperwork must be forwarded with this form.

Termination Pay (Code K)

Money paid as a result of cessation of employment because of retirement, severance, etc. This includes any payments made at the time of cessation or annually for retirement incentives, or unused sick, personal, and annual leave payments.

Non-Regular Compensation Pay (Code L)

Money paid as bonuses or one-time payments that are not included in member's base pay. This includes taxable fringe benefits, payment in lieu of health insurance, cash value of automobiles that are reportable to IRS, employer paid tax-sheltered annuities, etc.

Post-Retirement Pay (Code N)

Money paid as base salary pay or instructional pay, earned on or after the effective date of retirement.

Plan Contributions

Tier 4 contributions

Voluntary Contributions

Tier 1 Voluntary contributions