To: Chief School Administrators  
College & University Presidents  
School Contacts (via e-mail)

NYSTRS Launches Online Membership Tutorial for Employers

When processing new hires, employers are often unsure whether a NYSTRS membership is mandatory or optional. The Retirement System now has an easy and convenient solution for making the determination: the “Mandatory/Optional Membership” tutorial, which is available in the Employers section of nystrs.org.

School personnel responsible for enrolling members in NYSTRS can watch the video tutorial for a thorough explanation of the key differences between mandatory and optional membership. The interactive, self-guided tutorial clarifies important details, such as:

- What is mandatory membership?  
- What is optional membership?  
- What to consider when adding employees to NYSTRS reports.  
- Who should join NYSTRS?  
- What are the advantages of NYSTRS membership?

After completing the tutorial, viewers can test their knowledge with the “Mandatory/Optional Membership Quiz.”

The tutorial and quiz can be accessed by clicking on the Employer Tutorials tab on the left-hand menu of the Employers page of our Web site. Be sure to visit this page again in the future, as additional tutorials will be added.