



To: Chief School Administrators
College and University Presidents
District Contacts
Employer Secure Area Contacts

Administrative Bulletin

Issue No. 2020-4

June 2020

NYSTRS Summer Hours; PREP Seminar Modules Available Online

This Administrative Bulletin covers two important topics. Please share this information with your administrative staff and teaching staff who are NYSTRS members.

Summer Hours

NYSTRS' building remains closed to the public until further notice due to the COVID-19 pandemic but staff are telecommuting and our phone lines remain open. Please be aware NYSTRS' operating hours will change for the summer. Beginning Thursday, June 25 our office hours will be 8 a.m. to 4:15 p.m. Monday through Thursday, and 8 a.m. to 12:30 p.m. Friday. These hours will remain in effect through Wednesday, Sept. 16.

We will return to our regular business hours of 8:30 a.m. to 4:15 p.m. Monday through Friday beginning Thursday, Sept. 17.

Also note NYSTRS will be closed Friday, July 3 in observance of Independence Day and Monday, Sept. 7 for Labor Day.

PREP Seminar Modules Available Online

Due to social distancing restrictions related to the COVID-19 pandemic, NYSTRS will not be holding group Pension & Retirement Education Program (PREP) seminars this summer or fall. However, members can now watch video versions of all our PREP seminar modules online at their convenience on the [Retirement Planning > Pension & Retirement Education Program](#) page at NYSTRS.org. We also plan to hold benefits presentations virtually over the coming months, and we will post news about this program shortly on our website.

Additionally, even though we are not holding in-person benefits consultations at this time, members can get all the important information they need in a phone consultation with one of our Retirement System representatives. Members can book an appointment through their MyNYSTRS account or by calling us at (800) 348-7298.

Administrative Bulletins dating from 2005 to the present are available on our website at [NYSTRS.org](#). Select Employers and visit the Administrative Bulletins page.