



**NEW YORK STATE TEACHERS' RETIREMENT SYSTEM**  
**10 Corporate Woods Drive, Albany, NY 12211-2395**

OFFICE SERVICES ONLY

**UNCREDITED MEMBER SERVICE - ANNUAL**  
**(Use Only For Service Rendered On Or After 7/1/2003)**

**INSTRUCTIONS:** Please type or print in black ink and return to the System. Instructions regarding the completion of selected items below are printed on the reverse side of this form.

<b>NAME</b>	<i>Last</i>	<i>First</i>	<i>Middle Initial</i>	<b>SOCIAL SECURITY NUMBER</b>	<b>EMPLID</b>
<b>STREET ADDRESS</b>				<b>CITY, STATE, ZIP CODE</b>	

School Year 7/1 - 6/30	Annual Base Pay Rate	Employment Base	Days of Full Service Worked	Total Salary		Member's Contributions	If Leave of Absence		
				Received	Earned		Amount of Part Pay	Type*	% of Full Pay

I hereby certify that according to our records, the above named member taught in the public school of:  
 \_\_\_\_\_ **Location Code** \_\_\_\_\_

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

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>* LEAVE OF ABSENCE TYPE:</b>	
	<u>CODE AS</u>
SABBATICAL	1
SICK OR MATERNITY	2
MILITARY LEAVE	4

**ANNUAL BASE PAY RATE** - This is the annual rate of compensation for the teacher's primary assignment. This figure includes the member's BASE SALARY PLUS ANY ADDITIONAL COMPENSATION FOR ADMINISTRATIVE DUTIES (e.g., DEPARTMENT HEAD, DEPARTMENT CHAIRMAN, TEAM LEADER, ETC.). This figure should not include monies paid for coaching, adult education or extra-curricular activities.

IF A TEACHER WHO RENDERS FULL-TIME SERVICE HAS A CONTRACT SALARY CHANGE DURING THE REPORT PERIOD, THE CONTRACT IN EFFECT AT THE END OF THE PERIOD SHOULD BE REPORTED TO THE SYSTEM. HOWEVER, IF A MEMBER RENDERS FULL-TIME AND PART-TIME SERVICE OR ONLY PART-TIME SERVICE AND IS PAID UNDER MORE THAN ONE CONTRACT SALARY DURING THE REPORT PERIOD, REPORT THE CONTRACT SALARY AT WHICH THE MOST SERVICE WAS RENDERED DURING THE PERIOD.

If a member is rendering service only as a coach, tutor or adult education teacher, you MUST report a full-time CONTRACT SALARY. Calculation of that contract should be done using the most appropriate of the methods to be described.

Examples of calculating a full-time contract salary for members employed part-time are shown below:

POSITION	CALCULATION OF FULL-TIME CONTRACT SALARY															
a. HALF-TIME TEACHER	Multiply HALF-TIME rate by 2. Example:        \$12,000 is $\$12,000 \times 2 = \underline{\$24,000}$ ½ time rate															
b. PER DIEM OR SUBSTITUTE TEACHER EMPLOYED FOR THE FULL SCHOOL DAY	Multiply DAILY RATE by number of days in employment base. Example:        \$70/day $\$70 \times 200 = \underline{\$14,000}$ Base = 10 (200 days)															
c. HOURLY TEACHER	Multiply the number of hours in your school day by the hourly rate to get the daily rate, then use calculation for teacher paid per diem.															
d. HOURLY TEACHER ASSISTANTS	Use the lesser of the regular teacher's workday or the teacher assistant workday if the teacher assistant workday is at least 6 hours. If the teacher assistant workday is less than 6 hours, use the lesser of the regular teacher's workday or 6 hours to calculate the contract salary. Examples below:  <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Length of Regular Teacher Workday</th> <th style="text-align: left; border-bottom: 1px solid black;">Length of Teaching Assistant Full-time Workday</th> <th style="text-align: left; border-bottom: 1px solid black;">Hours To Be Used For Daily Rate</th> </tr> </thead> <tbody> <tr> <td>7¼ hrs.</td> <td>6¼ hrs.</td> <td>6¼ hrs.</td> </tr> <tr> <td>6½ hrs.</td> <td>5¾ hrs.</td> <td>6 hrs.</td> </tr> <tr> <td>7 hrs.</td> <td>7¼ hrs.</td> <td>7 hrs.</td> </tr> <tr> <td>5 hrs.</td> <td>5¼ hrs.</td> <td>5 hrs.</td> </tr> </tbody> </table>	Length of Regular Teacher Workday	Length of Teaching Assistant Full-time Workday	Hours To Be Used For Daily Rate	7¼ hrs.	6¼ hrs.	6¼ hrs.	6½ hrs.	5¾ hrs.	6 hrs.	7 hrs.	7¼ hrs.	7 hrs.	5 hrs.	5¼ hrs.	5 hrs.
Length of Regular Teacher Workday	Length of Teaching Assistant Full-time Workday	Hours To Be Used For Daily Rate														
7¼ hrs.	6¼ hrs.	6¼ hrs.														
6½ hrs.	5¾ hrs.	6 hrs.														
7 hrs.	7¼ hrs.	7 hrs.														
5 hrs.	5¼ hrs.	5 hrs.														
e. TEACHER PAID A LUMP SUM (flat fee) - e.g. summer school teacher	Divide lump sum by number of hours taught to get hourly rate, then use calculation for HOURLY TEACHER.															

**SALARY RECEIVED** - It must reflect the total of all salary actually paid to the teacher during a given school year. It should include all compensation for both the primary teaching assignment and extra duties: the only excludable salary is that paid for non-teaching duties such as bus driving or maintenance work.

**SALARY EARNED** - It must reflect all salary to which the teacher is entitled for a given school year, even though this amount may not have been fully paid to the teacher within the same school year.

**Please explain any difference between salary received and salary earned. The circumstances in which salary earned and salary received will differ are:**

- a. Holdover salary - payment made in July and/or August for service rendered in the preceding school year.
- b. Retroactive salary payments - money paid to a teacher during a given school year representing back pay in a previous year.
- c. Termination Pay (Tier 1 members joining before 6/17/71) - monies received in contemplation of the termination of a teacher's employment and payment for unused sick, vacation, or personal leave. Regardless of whether paid in a lump sum or in periodic payments, termination pay is to be in salary received amounts only.