



## Section 5: Employer Reporting Interface

### Introduction

NYSTRS' employer reporting interface is designed to help employers reduce record checking and correspondence with the System that is required when your employees retire. The format requires reporting:

- Directly from your payroll system on a monthly basis.
- Service days worked.
- Salary paid in specific categories.

If you have any questions, please call the System at (800) 348-7298, Ext. 6220.

### Employer Reporting Interface: A Guide to File Layout

The **Employer Reporting Interface: A Guide to File Layout** provides an overview of the reporting system and instructions. Additional details can be found in our **Reporting of Earnings FAQs**.

*You will need Adobe Reader to view the Guide. If you don't have it, download a **free copy**.*

Note: If you are unable to submit your monthly report in the format indicated above, you may instead use the **Monthly Employer Reporting Spreadsheet** to submit your file to us via ESA. Files must be submitted in one of the following formats: .TXT .DAT .CSV.

Corrections: If you need to correct any information previously reported, you can do so by completing the **Monthly Employer Reporting Correction Form (ERP-1)** or sending directly to us a spreadsheet containing the information required on the ERP-1 form. The form can be faxed to NYSTRS Employer Reporting at (518) 447-4721 or (518) 431-8798.