



NYSTRS Employer Manual

Section 5: Employer Reporting Interface

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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.

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 a spreadsheet directly to us. The form can be faxed to NYSTRS Employer Reporting at (518) 447-4721 or (518) 431-8798.