



Section 9: Service Crediting

Service Crediting

The service you provide via your monthly reports is accumulated from service days worked, service days from hours, and service days from fee and posted to each member's account. Once we have all monthly reports posted, this information, along with the member's salary information, is used in the generation of the comprehensive NYSTRS *Benefit Profile*.

Service Chart

Days of service are converted to months of credit using the following chart:

0 - 19 days	no credit
20 - 29 days	1 month
30 - 49 days	2 months
50 - 69 days	3 months
70 - 89 days	4 months
90 - 109 days	5 months
110 - 129 days	6 months
130 - 149 days	7 months
150 - 169 days	8 months
170 & above	9 months or 1 year

Adjustments

During the course of a member's career, it may be necessary for us to ask you for information regarding a member's SALARY RECEIVED for specific years. In that case you may be sent a **Uncredited Member Service (MAC-46)**, **Uncredited Member Service-Quarterly (MAC-44)**, or **Uncredited Member Service-Semi-Annual (MAC-44.1)** form.

- The MAC-46 form is used for requesting salary data for school years *prior to 1972-73*.
- The MAC-44 requests salary information for school years 1972-73 through 1992-93.
- The MAC-44.1 requests salary information for school year *1993-94 and after* when *semi-annual* reporting began.

The definitions of the salary terms used on these forms are identical to those used for employer reporting and are provided in **Section 2: Employer Reporting for School Districts** or **Section 3: Employer Reporting for Colleges**, as it applies to your employer. Employers are urged to take the same care in completing these forms as is used in other reports to the System. Specific attention should be given to the area of CONTRACT SALARY on the MAC-44 and MAC-44.1 forms. This area should reflect the full-time rate of pay as it would normally appear on your Employer Report. Questions regarding the completion of these forms should be directed to our Subsequent Service Unit at (800) 348-7298, Ext. 6075 (447-2900 if calling from the Albany area).



NYSTRS Employer Manual
Section 9: Service Crediting

Should you have reason to advise us of previously unreported salary or to correct salary reports previously submitted, a letter of explanation to our Subsequent Service Unit should suffice. Please provide us with ALL the salary information necessary for us to adjust our files, such as school year(s) affected, SALARY RECEIVED, SALARY EARNED, and CONTRACT SALARY. Members will be notified if service credit changes.