



## 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. If necessary, you will be sent an **Uncredited Member Service - Annual (MAC-44.2)** form, which requests salary information for school year 2003-04 or later. If you need a form for service prior to 2003, you should request a form from your employer reporting editor at NYSTRS.

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 **Annual Base Pay Rate (ABPR)**. 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. If calling from the Albany area, use (518) 447-2900, Ext. 6075.

If you need to advise us of previously unreported salary or correct salary reports previously submitted, please send a letter of explanation to our Subsequent Service Unit. We may then request additional documentation, such as board notices or payroll reports if needed. 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 Annual Base Pay Rate (ABPR)**. Members will be notified if their pensionable earnings and/or service credit changes.