



NYSTRS Employer Manual

Section 15: The Retirement/Benefit Processing Report

Section 15: The Retirement/Benefit Processing Report

Introduction

NYSTRS requires specific information from employers when members file for retirement (either service or disability retirement) or die while in service. The information is needed so we can accurately and efficiently calculate the member's pension and begin providing the retiree with a monthly benefit; or, provide death benefits to a beneficiary.

When a member dies in service or an application for retirement is received from an employee of a school district, SUNY, community college, the Education Department, School for the Deaf or School for the Blind, his/her name will appear on the Retirement/Benefit Report Processing – Outstanding Reports page of the Employer Secure Area (ESA).

If a member has not recently been employed at your location, you may be sent a *Statement of Salary Data (QTR-78.1)* form for completion in lieu of the above.

Regardless of employer, the information being requested is vital in order for the member to receive his/her full benefit. This information, as well as your monthly employer report, will be used to calculate the member's benefit.

Please note: NYSTRS is not able to notify districts of a member's intent to retire until after the member's date of retirement with the System.

Accessing and Completing the Retirement/Benefit Report

A list of your NYSTRS members can be located in the Employer Secure Area under Reporting > Retirement/Benefit Report Processing – Outstanding Reports. The Retirement/Benefit Report will be electronically submitted to NYSTRS once completed and approved by the district.

Title: Please select the most accurate information that reflects the member's position.

Last Day Salary Was Earned: This is usually the last day of a contractual obligation and not necessarily the date of the member's final paycheck.

Full-Time Employees: Enter last day of the full-time obligation.

Part-Time Employees: Enter the last day service was rendered prior to the date of retirement.

Disability Files Only:

Is the member still on payroll: Yes or No

If Yes – Provide Last Day Salary **Will** be Earned or select Unknown if the member will be paid for an undetermined period of time.

If No – Provide Last Day Salary Earned.



NYSTRS Employer Manual

Section 15: The Retirement/Benefit Processing Report

Compensation for Other Than Regular Duties: The fields represent the final school years. Indicate the total paid in the appropriate box. Please select “Yes” or “No” indicating whether the amount for each payment was reported on the monthly report. The only reason you would check “No” is when payments were made through accounts payable and they could not be included in your monthly reporting system. All payments made to members of NYSTRS are reportable when paid. The coding formatted for the payments will determine if the district will be billed. If you need assistance with the coding of payments made by your district, please call (800) 348-7298, Ext. 6220.

Unused Leave: List any payment received in exchange for unused sick, vacation, personal, compensatory or any other leave. If the district paid more than one type of leave in a single school year, separate and label each payment.

Retirement Incentive: List any payment made in anticipation of retirement other than for unused leave. Your teacher and administrator agreements may refer to these payments as termination, separation or severance pay; incentives; increments; or, stipends. A retirement incentive may be paid in a lump sum or in periodic payments.

Non-Regular Compensation: List payments for tax-sheltered annuities, car allowance, the waiver of health insurance, or any other one-time only increment that will not become part of the salary base. In addition, list the taxable value reportable to the Internal Revenue Service for fringe benefits such as employer-provided life insurance policies or automobiles.

Note: Do not list salary for teaching assignments such as summer school, adult education, tutoring, coaching, chaperoning, curriculum development or extra-curricular activities as non-regular compensation.

Additional Payments Made on or After the Date of Retirement: Please report all payments made on or after the retirement date shown. Identify these payments by type, providing the payment amount, date paid and date earned.

Please be aware, you must click “District Approved” to submit the completed report to NYSTRS.

In addition:

- Your Employer Reporting Contact will receive an email in the following situations:
 - **An outstanding report**
NYSTRS has not received the required final salary information for your retired employees. Please submit the information as soon as possible to ensure the member is receiving the correct retirement benefit.
 - **Additional information/comment is needed**
Your NYSTRS editor is requesting further information and/or has submitted comments for your review on the final salary information for a retired teacher.
- A list of reports which have been received, are pending NYSTRS review and are complete can be found on the Member Retirement Information Received and Pending NYSTRS review page.



NYSTRS Employer Manual

Section 15: The Retirement/Benefit Processing Report

- A list of outstanding reports can be found on the Outstanding Reports page.

For detailed instructions regarding the completion of this report, see **Retirement/Benefit Report Processing Instructions**.