



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, their 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 their 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 **was earned**.



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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 should be reported when paid; however, employers will only be billed for contributions on pensionable payments (determined by the category reported for the payments). If you need assistance with the coding of payments made by your district, please call (800) 348-7298, Ext. 6220. If calling from the Albany area, use (518) 447-2900, Ext. 6220.

Unused Leave: For 10-month employees, please report all unused leave (payment for unused sick, vacation, compensatory, etc.) together in the “unused leave” category. For administrators, we may ask for additional details.

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 that you must click *Save* and then 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.



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- 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.
- 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**.