



REPORTING TIPS

From the
NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

July 2011

Important Reminders

1. The following forms, which can be transmitted online, must be submitted for the new school year (2011-2012):

- [QTR-25.5](#) – *Salary Negotiations Status*.
- [QTR-25.6](#) – *Contract Change Authorization*.

Keep Your Contact List Current

To view information currently on file for your district, log in to the Employer Secure Area (ESA) using the following link: <https://secure.nystrs.org/esa/security/logon.aspx>.

The Contacts page lists the names of contacts from your district on file with NYSTRS. Please use form **QTR-81 – District Contact Change** to update a contact's information or designate a new contact for chief school administrator, chief school administrator's authorized designee, employer reporting contact, or the (FTP) electronic filing contact. Access this form at www.nystrs.org/Employers/Employer-Forms/qtr-81. If you need further assistance, please contact NYSTRS at (800)348-7298, Ext. 6220.

The contacts listed may not be the same as the ESA users. To obtain a list of employees with ESA rights, select "User Reports" on the Contacts page. You may sort the list based on your preferences.

Please use form **QTR-81.1 – Employer E-Mail Address/Payroll Vendor Information** to notify the System of an e-mail address change for the chief school administrator, designated contact and/or FTP contact in your system. This form is also used to provide the name of your district's payroll vendor. The form, which can be transmitted online, is available at www.nystrs.org/Employers/Employer-Forms/qtr-81-1.

If you have any questions, you may contact the Employer Reporting unit at (800) 348-7298, Ext. 6220.

Leaves of Absence

The full-time annual base pay rate (contract salary) should be reported for members on a leave of absence at part pay. For additional information on reporting leaves of absences, please see the following sections of our Employer Manual: [Section 2: Employer Reporting for School Districts](#) and [Section 4: Reportable Salaries](#).

Questionnaire

If you have not completed the questionnaire sent to you in May 2011 from jcalabro@nystrs.state.ny.us, please fill it out and return it as soon as possible.

These Tips are available on the Employers page of NYSTRS' Web site at www.nystrs.org.