



REPORTING TIPS

From the
NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

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We offer the following tips relative to efficient and effective Employer Reporting:

1. **Instructional Pay** – Service for salary reported as instructional should be reflected in “service days from hours” or “service days from fee.”
2. **Non-STRS money** - Only money for true non-STRS pay should be reported under this pay type. Termination pay and/or non-regular compensation (NRC) payments should be reported in the appropriate fields.
3. **We understand** payments are made to members through accounts payable and, as a result, the district does not have the ability to report the taxable fringe benefit payments to NYSTRS in the monthly employer reports. If your district has not reported employer paid IRC § 403(b) and IRC § 457 payments made through accounts payable to NYSTRS for the calendar year 2010, please do so now. The report should include:
 - Member name;
 - Emplid;
 - Date of payment;
 - Amount of payment;
 - Reason for payment; and,
 - Payment type.

Please send the district report to your NYSTRS Employer Reporting contact.

A copy of these tips will be available on the Employers' Page of NYSTRS' Web site.