



REPORTING TIPS

From the
NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

November 2011

Important Reminders

1. **Employer Secure Area (ESA)**: All districts must utilize the ESA. If you have not signed up, please do so as soon as possible. We are in the process of migrating from FTP for file submission. If you have any questions about accessing the ESA, please call your Employer Reporting contact.
2. **DSIRs (District Specific Issue Reports)**: In September we announced the introduction of online DSIRs in the ESA. To ensure this new application was working as well as intended, we printed the DSIRs and mailed them until now. As of October 24, 2011, however, we have stopped printing DSIRs and sending them to any district submitting reports through the ESA. We are confident this new online process will be easier for the districts.
3. **New Hires**: It is important to verify membership status for all new hires in your district with titles reportable to NYSTRS. This should be done through the Membership Verification application in the ESA.
4. **Collective Bargaining Agreements (CBAs)**: Please send signed copies of your district's superintendent, administrator, teacher and teaching assistant contracts, and any other collective bargaining agreements for titles reportable to NYSTRS, once they have been fully executed. (This should also include any MOAs or MOUs.)
5. **Extra Class**: If you have an employee who is teaching an extra class, please be sure to check the CBA to see if this extra salary should be included as part of the ABPR (annual base pay rate) or if it should be reported as instructional. Please contact your editor if you have questions.