



# REPORTING TIPS

From the  
NEW YORK STATE  
TEACHERS' RETIREMENT SYSTEM

July 2012

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## **Important Reminders**

The following forms must be submitted for the school year indicated in parentheses. Click the link to access the form; you may then submit it electronically.

- [QTR-25.5](#) – *Salary Negotiations Status (2012-13)*
- [QTR-25.6](#) – *Contract Change Authorization (2012-13)*
- [QTR-32.2](#) – *Certification Statement (2011-12)*

## **Year-End Exception Report (YEER)**

Reminder: You should be receiving notification by email when your report(s) is available in the Employer Secure Area. YEER procedures are now available in Section 6 of NYSTRS' Employer Manual at [www.nystrs.org/Employers/Employer-Manual/06.pdf](http://www.nystrs.org/Employers/Employer-Manual/06.pdf).

While viewing the YEER in the ESA, remember that you must enter a comment before clicking the District Approved button. Once you approve the YEER, you will no longer be able to enter comments.

## **2011-2012 Estimated Bill**

Timely submission of your monthly reports is essential in calculating an estimated bill. The cut-off for receipt of monthly reports is Tuesday, July 31, 2012. For those districts that are missing monthly reports for the 2011-2012 school year: your estimated bill will be calculated using a percentage increase over last year's final bill.

## **Overpayment**

Districts should notify the System when an employee is overpaid. Overpayments are not useable in a member's benefit. Upon notification, the contributions will be removed and the district refunded.

## **Employer Secure Area**

For security reasons, ESA security administrators should periodically check the ESA and update the district's user information. Users who are no longer employed by the district should be deleted from the ESA. Security administrators have rights to add, modify and delete users and users' privileges.

When a district's email addresses change, security administrators are responsible for changing the email addresses of ESA users. Our Webmaster will change the CSA's email. The user will have to be deleted from the ESA and added back in with the new email address. After the change is submitted, a new UserID/Password will be sent to the user from [ESAWebAudit@nystrs.org](mailto:ESAWebAudit@nystrs.org).

Note: Districts must notify NYSTRS of email address changes by submitting the Employer Email Address/Payroll Vendor Information Form (QTR-81.1) which can be accessed at [www.nystrs.org/Employers/Employer-Forms/qtr-81-1](http://www.nystrs.org/Employers/Employer-Forms/qtr-81-1). This form can be sent to NYSTRS electronically. If districts' email addresses are incorrect, important mailings will not reach the intended recipients.

*These Tips are available on the Employers page of NYSTRS' website at [www.nystrs.org](http://www.nystrs.org).*