



REPORTING TIPS

From the
NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

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Important Information

A new feature has been added to the [Employer Secure Area \(ESA\)](#): The Year-End Exception Reports (YEER) will now be available in the ESA. The reports are generated after your district's June monthly report is processed. Hard copy reports will only be sent to districts that are not submitting monthly reports via the ESA. An e-mail notification will be sent to your district's ESA employer reporting contact once the reports are available for processing.

| <u>Report ID</u> | <u>Exception Report</u> | <u>Information Requested</u> |
|-------------------------|---|--|
| NYPA667-1 | Compares the earnings and/or annual base pay rate (ABPR) – Age 50 & over. | Reason for the large increase or a breakdown of the earnings/ABPR. |
| NYPA667-2 | Compares the service for a 100% increase or decrease – Age 50 & over. | Verify the service for both years or advise of a leave at partial pay. |
| NYPA667-4 | Negative cumulative total – Any age. | Provide a detailed explanation. |
| NYPA667-5 | Salary in excess of the ABPR 11 or 12 month employees – Age 50 & over. | Provide the reason or a breakdown. |
| NYPA667-6 | Leave of Absence – Any age. | Provide/confirm salary and service for employees reported on a leave. |
| NYPA667-7 | Blank Leave of Absence – Any age. | Notify NYSTRS of any employee on leave for the year who was not reported on the monthly reports. |

Reminder: File Transfer Protocol (FTP) capability is being phased out. All districts must submit monthly reports utilizing the ESA. This process is faster and easier than FTP. To date, we have 654 districts submitting monthly reports via the ESA. If you need help or assistance with the application, please contact your NYSTRS editor. We are ready and waiting to help you.