



REPORTING TIPS

From the
NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

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Important Reminders and Tips

1. Membership Verification Application in NYSTRS' Employer Secure Area (ESA)

To search for your employee in the Membership Verification section of the ESA, you must enter the first three letters of the employee's FIRST name.

ESA Password Reset

Beginning in November, NYSTRS will require all ESA users to reset their password once a year for security purposes.

2. Non-STRS Pay

The "Non-STRS Pay" field in your Employer Report is for money paid to a member that is not reportable to NYSTRS (e.g., for a district clerk, district treasurer, sports official, print shop monies, etc.). Non-STRS money is not usable in a member's benefit calculation; therefore, the district is not billed on these monies.

3. Adult Education

Money paid to a NYSTRS member for her or his teaching of adult education is not usable in the benefit calculation – unless it pertains to classroom teaching of an academic subject. Please refer to the following NYSTRS Administrative Bulletins for additional information:

- [2004-2: Reportability of Earnings in Extended-Day Programs;](#)
- [2004-6: Reporting of Earnings by School Districts;](#) and,
- [2006-7: Reporting of Summer Program Earnings.](#)

4. Emailing NYSTRS

Email should only be used for general questions or comments. To ensure the confidentiality of our members' information, we do not send personal information via email. We suggest you refrain from providing personal information (e.g., Social Security number, EmplID or name) when emailing NYSTRS.

In the near future, NYSTRS will have the ability to send secure messages to its participating employers. This will allow us to include identifying information in electronic messages. We will notify you when secured messaging is available; you will be required to create a username and password to access the confidential information in the secured message. If your district currently has secured messaging, you should already have the ability to send us questions regarding members.

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