



# REPORTING TIPS

From the

NEW YORK STATE  
TEACHERS' RETIREMENT SYSTEM

July 2013

## **Membership Verification and Registration**

Our newest addition to the [Employer Secure Area](#) (ESA) is now available: new member registration. Entering the basic information necessary to establish a membership requires little time.

Employers should first visit the Employer Secure Area's (ESA) Membership Verification page to determine if the employee is already a NYSTRS member. If the person is not a member, follow the steps in the [New Entrant Registration manual](#) to register the employee.

When registering a new member in ESA, refer to the member's completed [Application for Membership](#) (NET-2) to ensure the information you provide is accurate. The application must be submitted to NYSTRS to complete the member's registration. The member will receive a NYSTRS membership card once the System has completed the registration process.

## **Entering Earnings for Tier 6 Members**

Many districts have provided projected earnings for their Tier 6 members in the ESA. It's important to provide the projected earnings for any Tier 6 member listed on your district's Action Items page. This will avoid delays in processing your monthly employer reports.

Please refer to our [Tier 6 Overview](#) for reporting instructions.

Reminder: If a member whom you don't expect to work in your district in the school year appears on your Report Projected Earnings page, you may leave the information blank.

## **Monthly Employer Reports**

Any district employee who retired from a NYS public retirement system and works in a title reportable to NYSTRS must be reported on your monthly employer report.

July and August is the time of year NYSTRS performs year-end processing. As a result, we will be unable to immediately process your July monthly report when you submit it.

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Reminder: When reporting service days from fee (e.g., stipends for coaching), districts should try to determine an approximate number of hours for the fee-based assignment to be converted to service days from fee. In instances where the number of hours is unknown, the entry level teachers' salary should be used to calculate service credit. For additional information on reporting service, refer to [Section 2](#) of the Employer Manual.

Districts must provide NYSTRS with a list of Tier 1 members who receive non-regular compensation payments through accounts payable. Please include the member's EmplID, payment amount, date of the payment, and an indication of what the money represents.

### **Membership Application**

A new certification statement has been added to the [Application for Membership](#) (NET-2) to ensure employees are enrolled in the appropriate Retirement System.

Membership in NYSTRS is restricted to teachers as defined by Section 501-4 of the Education Law. Teachers must be in "UNCLASSIFIED SERVICE" pursuant to Section 35 of the Civil Service Law. (As not all "unclassified" positions are reportable to NYSTRS, please contact the State Education Department for guidance if necessary.) Note: In cases that are not clear to either Civil Service or the State Education Department, the Retirement Board shall determine whether a person is a teacher as defined by law.

### **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 (2013-14)*
- [QTR-25.6](#) – *Contract Change Authorization (2013-14)*
- [QTR-32.2](#) – *Certification Statement (2012-13)*

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

You should be receiving notification by email when your report(s) is available in the ESA. YEER procedures are now available in [Section 6](#) of the Employer Manual.

While viewing the YEER in 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.

### **2012-2013 Estimated Bill**

Timely submission of your monthly reports is essential in calculating an estimated bill. The cut-off for receipt of monthly reports is Friday, July 26, 2013. For those districts that are missing monthly reports for the 2012-2013 school year: your estimated bill will be calculated using a percentage increase over last year's final bill.

*These [Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).*