



# REPORTING TIPS

From the

NEW YORK STATE  
TEACHERS' RETIREMENT SYSTEM

March 2014

## **Monthly Employer Reports**

Districts should use 1/1/1901 as a member's date of birth if the information is unknown at the time the monthly employer report is created. The correct date of birth should then be included on future employer reports.

## **Grievances and Settlement Agreements**

Districts are required by law to submit to NYSTRS any member's grievance or settlement agreement he or she enters into with the district.

## **Membership Application**

In order to simplify the assignment of a date of membership for optional memberships, we now only require a month and year field on the [Application for Membership](#) (NET-2) , as the System always uses the first day of the month.

The following explanation is now found on the application: *All optional memberships are assigned the first day of the month in which the member becomes eligible either by the withholding of required member contributions or by having rendered service on or after the application for membership was notarized.*

The above wording change will soon be found in the [Employer Secure Area's](#) (ESA) online registration process. Until the change is made, please use the first day of the month for all optional memberships.

As a reminder, in order for an optional membership to be considered valid, the employee must have had member contributions withheld from his/her earnings and/or rendered service on or after the date the *Application for Membership* is notarized.

## **403(b) Payments**

As a reminder, you should provide NYSTRS with a list of members who receive 403(b) payments in December and/or June. Please include the member's EmplID, payment amount, date of the payment, and an indication of what the money represents.

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**Employer Billing**

Email notification is sent when employer bills are available in the ESA.

The following designated ESA users have access to view the billing information: Chief School Administrator (CSA); Security Administrator; Employer Reporting User; and, Employer Billing User. Please be sure your business office contact is assigned as an Employer Billing User for billing purposes.

To determine who is assigned the ESA roles for your district, see “User Reports” on the Contacts Page.

Based on numerous requests from CSAs, we will soon remove CSAs from the billing email notifications. CSAs will still have access to view the bill, but will not receive the email.

**Retroactive Payment Survey**

On February 19, we emailed districts a survey to inquire about the reporting of retroactive payments on monthly employer reports. Thank you to those districts that completed the survey! Your responses have helped us determine how to simplify the reporting of these payments.

If you have not completed the survey yet, there is still time. Please [complete the survey](#) by March 18.

More information about the improved reporting will follow in a future issue of *Employer Reporting Tips*.

*These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).  
Contact us at (800) 356-3128, Ext. 6220 or [employer@nystrs.org](mailto:employer@nystrs.org) with any questions about the Tips.*