



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



April 2015

Monthly Adjustment Bills

All monthly adjustment bills are now only available through the [Employer Secure Area](#) (ESA). If your district has an adjusted bill, you will receive an email from NYSTRS and will need to login to ESA for the details. These details can be saved to a spreadsheet or printed out.

To verify which staff members are set up as Employer Billing Users, view Account Management > ESA Users within ESA. If the appropriate staff member(s) are not receiving this email, please have your ESA Security Administrator adjust the rights.

The Bottom Line: Paper invoices are no longer sent to the district, but all invoices will be available within ESA for two years.

New ESA Feature: Member Service Credit

A new Member Service Credit report is now available in ESA showing total service credit for all NYSTRS members currently on your monthly reports. Date of membership and tier information is also included.

The report can be found on the District Reports page. To save or print a copy of the detail, select either the "Save to CSV" or "Save to PDF" button.

Service credit in this report will reflect all service credited as of the most recently posted monthly file.

Who should be reported to NYSTRS?

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. However, not all unclassified positions are reportable to NYSTRS. Contact the state Education Department for guidance.

Note: In cases that are not clear to either Civil Service or the Education Department, the NYSTRS Board shall determine whether a person is a teacher as defined by law.

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