



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



August 2015

Loan Bills Now Available in the ESA

Loan Billing is the newest feature of the [Employer Secure Area](#) (ESA)! Districts will now receive their monthly loan bills online and any necessary invoice adjustments may be made online.

This new feature launches with the September 2015 loan bills, which are expected to be available in the ESA on Aug. 25. Your district's employer reporting user and loan billing user, a newly created ESA role (see below), will receive an email when the bill is available for viewing and processing.

Please note these changes to the loan billing process:

- Electronic loan bills will be run on the 25th of each month (instead of the 15th which was past practice). The bills will be stored in the ESA for one year.
- NYSTRS will no longer mail loan notifications that reflect changes since the last bill. You must log in to the ESA to review notifications. We recommend you check ESA before running your payroll to see if deduction amounts should stop, start or have changed.
- Rights to Access Loan Billing in the ESA:
 - Loan Billing Role: A loan billing role has been added to the ESA. An employee who processes loans exclusively should be assigned loan billing user rights. As a reminder, only the district's chief school administrator and security administrator may assign or change ESA rights. Administrative staff with pre-existing employer reporting rights will automatically have rights to the loan billing feature.
 - Viewing and Processing the Bill: The loan bill may be viewed by the chief school administrator, security administrator, loan billing user, and, employer reporting user.
 - Processing the Bill: Loan billing and employer reporting users may process the loan bill. As indicated above, an employee who processes loans exclusively should be assigned loan billing user rights by the chief school administrator or security administrator.

Please refer to the [Loan Billing Procedures](#) to help you process your loan bill. The procedures are also available in [Section 6](#) of the Employer Manual.

ESA User Validation

Security administrators and some chief school administrators recently received an email asking them to verify their district's ESA Users. Employees no longer at the district should be deleted from the ESA. Access rights should otherwise be updated or removed for staff that has changed positions.

ESA Passwords

All ESA users are required to change their passwords on a yearly basis. Users will be forced to change their password when logging into the ESA.

YEER Reports

It's important for your district's Year-End Exception Report (YEER) to be completed. If you haven't already done so, please complete the YEER as soon as possible.