**Employer Secure Area (ESA) Redesign and Change**
Just launched: A redesigned ESA providing easier, more intuitive navigation.

While most functionality remains the same, one significant enhancement was made to retroactive payment reporting: Districts now have the ability to input retroactive payment information into a user-friendly grid instead of submitting a spreadsheet for five or less years of payments. The revised procedures are now available in Section 6 of the Employer Manual.

Other changes include:
- If there is a change to an ESA user’s email address you will no longer need to delete the account and create a new account. Simply change the user’s address on the User Account Management page.
- The Account Management menu now has an ESA Users page to determine who from your district has access.

**Reporting a Member or Retiree Death**
Employers should advise the System when a NYSTRS active member or retiree dies. The information you provide will help facilitate payment of any death benefit which may be due the individual's beneficiary or estate. *It is not necessary to report the death of a teacher who is not a System member.*

The [Notification of Death of Member or Retiree (RET-62)](https://www.nystrs.org) form enables employers to report a death to NYSTRS. For additional information, refer to Section 8 of the Employer Manual.

**Grievances and Settlement Agreements**
Districts are required by law to submit to NYSTRS any grievance or settlement agreement a member enters into with the district. Please consult the Employer Manual for additional information; Section 2 refers to Awards Pay and Section 4 refers to Arbitration Awards, Settlements, Grievances and Litigation.

**403(b) Payments**
Please provide NYSTRS each December and/or June with a list of Tier 1 members who receive 403(b) payments. Be sure to include the member’s EmplID, payment amount, date of the payment, and an indication of what the money represents.

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