



# REPORTING TIPS

From the

## NEW YORK STATE TEACHERS' RETIREMENT SYSTEM

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### **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 \(RET-62\)](#) 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](#).

Contact us at (800) 356-3128, Ext. 6220 or [employer@nystrs.org](mailto:employer@nystrs.org) with any questions about the Tips.