



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



July 2015

Coming Soon: Paperless Loan Bills

Programming and testing is progressing on our new [Employer Secure Area](#) (ESA) feature that will allow you to access your monthly loan bills online. As a result, you'll be able to make necessary invoice adjustments within ESA. We expect to make this feature available in September.

Loan notifications and changes normally mailed to employers will instead be posted in ESA on a daily basis and stored for a year. We recommend you check ESA before running your payroll to see if deduction amounts should stop, start, or have changed. Electronic loan bills will be generated on the 25th of the month; paper bills will be discontinued.

In conjunction with this change, those who process loans exclusively should be assigned loan user rights by the chief school administrator or security administrator. This newly established loan role can only be assigned by the CSA or SA. Administrative staff with pre-existing employer reporting rights will automatically have rights to the new loan billing functionality.

Website Bookmarks/Favorites

On July 14 NYSTRS launched a new [website](#). Bookmarks and favorites saved prior to that date will not work for the new site. Please delete old NYSTRS.org bookmarks and favorites and create new ones.

Also, some employers are confusing ESA with MyNYSTRS on the redesigned website. MyNYSTRS is a members-only area without access to ESA. You can access ESA on the new site in one of the following ways:

- From the [Employers](#) homepage and all of its subpages, look for the gray box in the right-hand column titled Employer Secure Area.
- Hover over Employers at the top of any page. A blue mega-menu will appear. Select Employer Secure Area from the right-hand side of this menu.

DSIRs May Be Delayed

Most District Specific Issue Reports (DSIRs) based on July data will not be available until the beginning of August as we focus on preparing the Estimated Bill for the 2014-15 school year. We appreciate your patience.

NYSTRS.org Internet Browser Requirements

NYSTRS supports the most up-to-date versions of Mozilla Firefox, Google Chrome and Safari, as well as Internet Explorer 9.0 and newer. Our website, including ESA, may function on other browsers, but these alternate browsers are not officially supported by NYSTRS.

Reporting Holdover Pay

Holdover pay is money **earned** in the prior year but **paid** in July, August or September of the current year. Holdover payments should be reported on the monthly report in pay category E. MTD Holdover Pay, **not** in the retroactive pay category G. MTD Retro Earliest Prior Yr Pay.