



# Reporting Tips

*Courtesy of the New York State Teachers' Retirement System*



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## June 2015

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### 2014-15 Estimated Bill

Timely submission of your monthly reports is essential in calculating an estimated bill. The cut-off for receipt of all monthly reports for the 2014-15 estimated bill is Thursday, July 30, 2015.

Districts with outstanding monthly reports as of Aug. 1, 2015 will receive a 2014-15 estimated bill calculated using a percentage increase over last year's final bill.

In a related reminder, also remember to submit a [Certification Statement](#) (QTR-32.2) for the 2014-15 school year.

### Important Reminders

1. If your district has any contact changes the following forms should be submitted:
  - [District Contact Change](#) (QTR-81)
  - [Employer E-mail Address/Payroll Vendor Information](#) (QTR-81.1)

Reminder: The School District Contacts page, found under Account Management in the [Employer Secure Area](#) (ESA) lists the names of the contacts from your district which are on file with NYSTRS.

2. There is NO Payroll Deduction Notice (Loan Bill) sent in July and August since payment is not required.

### Year-End Exception Report (YEER)

You should be receiving notification by email when your report(s) is available in ESA. YEER procedures are available in [Section 6](#) of the Employer Manual.

While viewing the YEER in ESA, remember that you must enter a comment **before** clicking the District Approved button. Once you approve the YEER, you will no longer be able to enter comments.

### Accounts Payable Disbursements

Districts must provide NYSTRS with a list of Tier 1 members who receive non-regular compensation payments through accounts payable. Please include the member's EmplID, payment amount, date of the payment, and an indication of what the money represents. For more information, see [Section 4](#) of the Employer Manual.

## **DSIR Emails**

We recently discovered DSIR email notifications were not being sent upon processing of your monthly reports for the time period of April 27 – June 11. This issue has been corrected. Please check ESA to be sure you do not have any outstanding DSIRs to review.