



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



February 2017

Reporting Earnings in Retirement

Employees of your district who also receive a NYSTRS' pension should be reported to this System along with all other active members, no matter the capacity in which they are employed. **All** earnings for that member should be reported – including earnings reportable to another retirement system. (Use the Non-STRS field on your monthly employer report for earnings reportable to another retirement system.)

Earnings reportable to NYSTRS include those:

- Paid on regular payroll;
- Employed as consultants;
- Paid by voucher;
- Paid through accounts payable;
- Paid from other NYS funds, such as grants; and,
- Employed through a third-party vendor.

With the exception of those employed as consultants, report these payments under NYSTRS Pay Type N: MTD Post Retirement Pay. (NYSTRS retirees working under consultant agreements must be reported on a **yearly** basis by sending a copy of the consultant's 1099 to NYSTRS in care of the Retired Member Services Unit.)

Let Us Help You Train Staff

If you have staff unfamiliar with (or who need a refresher course in) NYSTRS' reporting requirements, including loans and estimated or final bills, we can help. NYSTRS offers training for using its online [Employer Secure Area](#) (ESA). System staff will walk participants through ESA and answer any related questions. To schedule training, call our Employer Reporting/Billing Unit at (800) 348-7298, Ext. 6220 or the Loan Unit at Ext. 6080.

New ESA Features Coming Soon!

Additional functionality is coming to ESA. Among the items to be added soon are a Final Salary Report for Disability Retirement; a Death Benefit Final Report; and, a Final Salary Report for Retirees Who Haven't Worked for Two Years. Once these features are available, NYSTRS' online Employer Manual will be updated.

Maintaining ESA Security

Has someone in your office recently retired or changed jobs? If so, Chief School Administrators (CSAs) or Security Administrators (SAs) should update ESA user rights. Users who are no longer employed by the district, for example, should be deleted. It is also imperative that email addresses are accurate. Remember: Only the CSA and SA can add, modify or delete ESA users and their privileges.

*These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).
Contact us at (800) 348-7298, Ext. 6220 or employer@nystrs.org with any questions about the Tips.*