



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



December 2018

Earnings After Retirement Reporting Feature Coming

The new Earnings After Retirement menu in the Employer Secure Area (ESA) we announced last month is on schedule for use in January. Staff who already have employer reporting rights will automatically have rights to the new feature. Others who process payments through accounts payable for retirees working in your district will need to be assigned Earnings After Retirement user rights by your chief school administrator or security administrator.

Beginning in January, you must use this feature to report the earnings of any NYSTRS retiree paid from a source **other than your district payroll**, including accounts payable, vouchers, grants, and third-party vendors or businesses.

Please Note: Payments made to NYSTRS retirees through regular payroll should **not** be reported through the Earnings After Retirement menu. Regular payroll payments must continue to be included in your monthly employer report. Employers are required to report earnings of all retired employees who receive a NYSTRS pension.

Are Your Pay Codes Up-to-Date?

Your pay codes must be reviewed periodically to ensure they are mapped to the appropriate pay category on the NYSTRS Employer Reporting interface. If it has been a while since they were last reviewed, please fax us a copy of your codes for evaluation. Be sure to include district name and contact information. Fax to (518) 447-4721.