



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



November 2018

New ESA Feature Coming in January

Beginning in January, employers must use the Earnings After Retirement menu in the Employer Secure Area to report earnings after retirement for any NYSTRS retiree working for them but paid from a source **other than the district payroll**.

Please do **NOT** use the Earnings After Retirement menu to report payments made to NYSTRS retirees through your regular payroll. Regular payroll payments must continue to be included in your monthly employer report.

Please note that employers are required to report earnings of **all** retired employees who receive a NYSTRS pension. The NYSTRS online *Employer Manual* will be updated soon to reflect the new reporting feature.

It's Critical You Report a Member or Retiree Death

Employers should advise NYSTRS when an active member or retiree dies. The information you provide will help facilitate a timely payment of any death benefit which may be due the individual's beneficiary or estate.

Use the [Notification of Death of Member or Retiree](#) (RET-62) form to report this information by mail or fax to NYSTRS. You may download and print the form by clicking the link above or by calling us at (800) 348-7298, Ext. 6220 and requesting the form be mailed to you.

You may also call NYSTRS and report the death to a System representative.

To Report an Active Member Death:

Phone: (800) 348-7298, Ext. 6110

Fax: (518) 431-8797

To Report a Retired Member Death:

Phone: (800) 348-7298, Ext. 6140

Fax: (518) 431-8788

Death and Disability Benefit Processing

In addition to notifying NYSTRS as soon as you become aware of the death of an active or retired member, please place a high priority on completing all employer forms related to death benefits or disability retirements. Disabled retirees or the beneficiaries of a deceased employee may have an urgent need for their benefits, but NYSTRS cannot pay death or disability benefits until it has received retirement reports that verify salaries in the member's final years.

Death and disability forms you need to complete are found in the Reporting > Retirement/Benefit Report Processing area of the [Employer Secure Area](#). The forms can be sorted by type to make it easier to find what you need.

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.