

# Reporting Tips

Courtesy of the New York State  
Teachers' Retirement System



February 2019

## Please Give Us Your Feedback

NYSTRS is conducting a survey to determine how satisfied you are with the employer services we provide. In the second week of February, you may receive an email from the Retirement System with the subject line, "Evaluation of NYSTRS' Employer Tools." Please be assured the email is legitimate.

The survey, which is being administered by Cobalt Community Research, should take no more than five or 10 minutes to complete and your responses will be confidential. We value your feedback and encourage you to participate. Your responses will help us serve you better.

## Are Your New Employees New to NYSTRS?

When you have new hires reportable to NYSTRS, always check the Membership Verification page in the [Employer Secure Area](#) (ESA) to see if they are already members of this retirement system. If they are, this page will display their EmplIDs and tiers, as well as contribution rates if applicable.

When filing your monthly employer reports, please include employees who decide not to join NYSTRS (if their membership would be optional) and who are not members of another public retirement system. We won't bill you on the earnings, but we will keep track of the service in case they decide to join NYSTRS later and buy back that prior service.

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