



November 2020

Update on Reporting Earnings and Service Credit for Paid Leave Related to COVID-19

When a member is on leave under the Families First Coronavirus Response Act (FFCRA) or the Emergency Family Medical Leave Expansion Act (EFMLEA), please report this federal leave with the leave type "COV" and report the percentage of full pay received.

For service credit purposes, the member shall receive no less than 2/3 service credit for each day of paid leave under the FFCRA or EFMLEA. For example:

- Report full service credit for members receiving full salary while on this paid leave.
- Report 2/3 service credit for members receiving up to 2/3 of their full salary.
- NO service credit is reportable for:
 - Members on unpaid leave (e.g., typically the first two weeks under EFMLEA).
 - Members not being paid by a participating employer.

For the purpose of calculating a final average salary (FAS), only the amount actually paid to a member shall be reported and included in an FAS calculation for the member's pension.

Note that eligibility for FFCRA and EFMLEA is determined by the employer and must be in accordance with the law. The employer determines the amount of wages an employee is eligible for under FFCRA and EFMLEA. Members must be paid by a participating employer and reported on the payroll during this leave in order to earn service credit.

In accordance with our statutes, a member may only receive credit for service actually rendered and earned. If a member is not paid by a participating employer or reported on the payroll during a leave, the member will not receive service credit during that time period. Payment from a third-party vendor is not reportable to NYSTRS and does not earn an employee service credit.

You may refer to the Employer Reporting Manual Section 2, Page 4 (Reporting for School Districts) or Section 3, Pages 4-5 (Reporting for SUNY and Community Colleges) for more reporting details.

If you have questions, you may contact our Employer Reporting Unit at (800) 348-7298, Ext. 6220 or employer@nystrs.org.

Update Your Web Browser Now to Ensure Access to ESA

Transport Layer Security, or TLS, refers to the way electronic data in transit is encrypted when interacting with our website. All modern browsers (Microsoft, Google, Mozilla, Apple) are moving away from support of 1.0 and 1.1 versions this calendar year. From a security standpoint, NYSTRS can no longer support these outdated versions.

What does this mean for you? On January 1, 2021, if you are still using an outdated browser, you will not be able to access the Employer Secure Area (ESA). We encourage you to act now to upgrade your browser to a supported version to avoid issues with our website or any others you may access.

The link below provides details on the most common browsers. You may need to reach out to your local customer support team or helpdesk to upgrade your browser or verify your TLS capabilities.

<https://www.comodo.com/e-commerce/ssl-certificates/tls-1-deprecation-browsers.php>

Reminder: Beware of Sharing Information Containing Personally Identifiable Information (PII)

NYSTRS does not permit the transmittal of correspondence containing PII through unsecure email. Instead, the System uses a secure file transfer system called Biscom to ensure the safe transfer of documents. The Biscom email chain must be initiated by a NYSTRS employee.

Since some of you continue to work remotely, we are sending most of our employer correspondence via Biscom – in addition to fax or mail. The email you receive from us will contain a link to the Biscom server. You will be required to create a username and password (if you do not already have one set up) in order to retrieve the information from the server. While we understand that this creates an extra step in your process, it is essential to ensure the confidentiality of member information.