

# Reporting Tips

Courtesy of the New York State  
Teachers' Retirement System



April 2021

## Tier 6 Contribution Rates for the 2021-22 School Year Now Available

Contribution rates for the upcoming school year for your Tier 6 members who will have completed at least three years of service this current school year are now available in the [Employer Secure Area](#) (ESA) under Membership > Tier 6 Rates. The rates are based on what each member actually earned in regular compensation two years prior.

For Tier 6 members with less than three years of service, you must report their projected annual salary to NYSTRS, and we will determine their contribution rate. To find a list of members requiring projected salary information, check for “Tier 6 Action Items” in ESA under Membership.

For more information on Tier 6, including a chart showing contribution rates by salary, see the [Tier 6 Contributions](#) fact sheet or [NYSTRS Employer Manual Section 1: Membership](#), found on the [Employers](#) page of [NYSTRS.org](#). If you still have questions, call us at (800) 348-7298, Ext. 6220.

## Please Remember to Submit Membership Applications

Once you have completed the registration process for new members in ESA, you must also submit the original membership application to NYSTRS to complete the membership registration. After the application is received, NYSTRS staff will update the member’s contact information and beneficiaries and take appropriate action on any claims for prior service that may be indicated on the application.

## Do You Have a Security Administrator?

If you do not have a Security Administrator (SA) assigned to manage your school’s ESA account, please consider naming one.

The SA is a “super user” who can take over most of the roles assigned to the Chief School Administrator (CSA) or college president, including:

- Assigning rights to all other district ESA users for each available function in ESA.
- Removing rights if an ESA user leaves the district or changes positions and no longer requires rights to ESA.
- Resetting and resending passwords for district users, except for the CSA and the SA.
- Annually validating authorized district users.

Only the CSA or president may assign the SA for your district. For more information on the roles of the CSA and SA, see [Employer Manual Section 6: The Employer Secure Area](#).

## New Features Available for Members

Please be aware that NYSTRS has added several new features to help members get information and plan for retirement. Highlights include:

- Video versions of our [Pension & Retirement Education Program](#) (PREP) modules and the PREP workbook have been posted to the [Retirement Planning](#) section of our website.
- Using [MyNYSTRS](#), members can now update beneficiary designations, apply for disability retirement, and file for disability protection.
- Video [benefit consultations](#) may now be conducted through members' own personal electronic devices.