

# Reporting Tips

Courtesy of the New York State  
Teachers' Retirement System



July 2021

## Payment for Unused Leave

Monies paid for unused sick, annual, vacation, personal leave, etc., which occur at any point in a member's career should be reported as termination pay. Retirement incentive monies or monies paid to a member in exchange for termination of employment as negotiated in the Collective Bargaining Agreement (CBA), regardless of whether received in a lump sum or in periodic payments, should be reported as K: MTD Termination Pay. For more information on pay categories, please review Employer Manual [Section 2: Employer Reporting for School Districts](#) and [Section 3: Employer Reporting for SUNY and Community Colleges](#), available in the [Employers](#) section of [NYSTRS.org](#).

## How to Report Loan Payments During the Summer

Loan payments are NOT required for any members (10, 11, or 12-month) in July and August, so you will not receive any payroll deduction notices during those months. However, if you do choose to submit loan payments during the summer, the payment MUST be accompanied by documentation that clearly indicates the deduction period and how much money is to be applied for each member. Without such documentation, NYSTRS will be unable to apply the payments. For assistance, contact our Loan unit at [loans@nystrs.org](mailto:loans@nystrs.org).

## Year-End Exception Reports (YEERs)

Year-end exception reports (YEERs) will be available in the [Employer Secure Area](#) (ESA) once the System has processed your district's June monthly report. When available, please complete the Year-End Certification Report at your earliest convenience.

Please pay particular attention this year to the section regarding leaves of absence at partial pay. You may have a greater number of employees in this section than in prior years due to COVID. Please refer to the [November 2020](#) issue of Reporting Tips for details the System has previously provided regarding the reporting of partially paid leaves.

The YEER form is prefilled with the monthly reporting data you provided us. We offer this service to make the process easy and efficient for you. This online process eliminates the need for you to complete and mail a paper form to the System.

## Holdover Pay/Prior Year Earnings

The 2021-22 school year is under way! Holdover Action may be required for your July and/or August 2021 report(s). We are unable to process the files until we are notified how to properly apply these payments. Please respond to this at your earliest convenience because we cannot generate the corresponding District Specific Issue Reports (DSIRs) until that step is completed. Please note that any edits regarding Holdover pay for full-time employees will be listed on the corresponding DSIR. It is important to have this answered as soon as possible so that the salary and service for the 2020-21 school year will be included on the member's *Benefit Profile*.

It is important to ensure that part-time members are given credit in the appropriate school year for all the days they worked. When an employee(s) receives a payment in July, August or September for work performed in the previous school year, it is imperative to report the appropriate days of service to match the payment. This credit is especially important to part-time employees. This feature will allow you to provide NYSTRS with the number of days due in the previous school year.

The Reporting > Monthly Overview > Holdover Pay/Prior Year Earnings page displays the directions for completion, but the instructions can also be found in [Holdover Pay/Prior Year Earnings Procedures](#).