

Reporting Tips

Courtesy of the New York State
Teachers' Retirement System



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New Resource: Employer Prior Service FAQs & Guide to Completing Prior Service Verification Forms

A new guide has been added to [Section 12: Prior Service](#) in the [Employer Manual](#) to provide detailed instructions for employers on completing the [Prior Service Verification](#) (PRS-3) form for members. The guide also answers employers' frequently asked questions, including "What does prior service cost?" and "Why are there different prior service verification forms? Which one do I use?" We trust this new guide will be a valuable resource for employers.

Updating School District Contacts in ESA and with NYSTRS

Your district's security administrator is responsible for granting and maintaining all users for each available function of the [Employer Secure Area](#) (ESA), as well as removing rights if an ESA user leaves the district or changes positions. The security administrator cannot update their own information or the chief school administrator's or college president's information in ESA.

To update the chief school administrator, the district must submit the [District Contact Change CSA](#) (QTR-81A) form. NYSTRS will then send a username and temporary password to the new chief school administrator.

The school district contacts page, found in ESA under account management, lists the names of the contacts from your district which are on file with NYSTRS. Please note that this information cannot be updated through ESA and may differ from listed ESA users. Please use the [District Contact Change](#) (QTR-81) form to update a contact's information or designate a new contact.

If you need further assistance, please contact our Employer Reporting Unit at (800) 348-7298, Ext. 6220.

Grievances and Settlement Agreements

Districts are required by law to provide NYSTRS with signed copies of any grievance, arbitration award or settlement agreement a member enters into with the district. It is critical that we evaluate these agreements as soon as possible to determine whether these payments are pensionable and to ensure they have been reported properly.

Please consult NYSTRS' [Employer Manual](#) for additional information. [Section 2](#) of the manual references awards pay (page 13), while [Section 4](#) addresses arbitration awards, settlements, grievances and litigation (page 1).

Holdover Pay/Prior Year Earnings Days

Part-time employees/substitutes who work in late June may be paid for those workdays in July, August, or September, but that service and those earnings should be credited to the previous school year. These payments should be reported under Pay Category E: Holdover Pay /Prior Year Earnings. Once NYSTRS receives the monthly file, the district will receive a notification that there is holdover action required for any employee with holdover pay who was not full-time in the

previous year. The district must provide us with the number of days applicable to those prior year earnings so we can determine if those part-time employees are entitled to more service credit.

For more information regarding holdover pay, please see [Section 6](#) of the [Employer Manual](#).

As always, if you need any help, just call your Employer Reporting unit at (800) 348-7298, Ext. 6220. We would be happy to walk you through the process!

What's New for Members

NYSTRS recently added a new document to our website at NYSTRS.org called [When a Member Falls Ill or Passes Away](#). This document provides guidance for what to do if an active member is critically ill or facing a significant surgery, as well as how to notify NYSTRS if an active or retired member passes away.

Please note that it is important to notify NYSTRS of a member's death as soon as possible. If additional information (like a death certificate) is needed, NYSTRS will notify the next of kin, and that information can be submitted at a later date.

If you have suggestions for topics you would like covered in our Employer Reporting Tips, please email your suggestions to employer@nystrs.org.