

Reporting Tips

Courtesy of the New York State
Teachers' Retirement System



May 2022

New Legislation Impacts NYSTRS Members

Legislation enacted as part of the state budget now allows Tier 5 and 6 members to vest with five years of service credit, makes changes to the Tier 6 member contribution rate calculation, and extends the suspension of the \$35,000 cap on earnings in retirement for retirees who return to work at a public school district or BOCES. The legislation was enacted as Chapter 56 of the Laws of 2022. For more information, refer to [Administrative Bulletin 2022-4](#).

Revised Tier 6 Contribution Rates for the 2022-23 School Year Now Available

Contribution rates for the upcoming school year for Tier 6 members who will have completed at least three years of service this current school year were posted in the [Employer Secure Area](#) (ESA) in early April, but were quickly removed when new legislation altered the earnings to be used in the member contribution rate calculation for the 2022-23 and 2023-24 school years.

In accordance with the new legislation, NYSTRS has updated the member contribution rate calculation to include only earnings reported in the following pay categories:

- B: MTD Base Salary Pay
- E: MTD Holdover Pay/Prior Year Earnings
- F: MTD Partial Leave Pay
- G: MTD Retro Earliest Prior Yr Pay

Please note that once the member contribution rate is calculated, it is still applied to all pensionable earnings, including earnings for extracurricular programs, for each school year.

You can find the recalculated member contribution rates in ESA under Membership > Tier 6 Rates.

For Tier 6 members with less than three years of service, you must report their projected base 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.

What is Instructional Pay?

[Section 2](#) and [Section 3](#) of the Employer Manual provide explanations for all the pay categories reported to NYSTRS.

The pay category C: MTD Instructional Pay is defined as "monies for reportable duties paid in the form of a stipend or hourly rate in addition to the base salary." This pay category is intended to be used for reporting earnings other than

regular full-time or part-time employment.

Please note that the new legislation referenced above now excludes this pay category from the earnings used in calculating the Tier 6 member contribution rate for the 2022-23 and 2023-24 school years. Earnings in this category, however, are still considered pensionable, and members must pay the applicable contribution rate on these earnings. Service days should also be calculated and reported for monies in this pay category.

Coaching and payment for supervision of clubs or extracurricular activities are examples of payments appropriate for the instructional pay category. However, we sometimes see regular full-time or part-time employment (including substitute teaching and adjunct teaching) reported erroneously in the instructional pay category. Regular full-time or part-time pay should be reported in the B: MTD Base Salary Pay category.

You should refer to your last contract review letter from NYSTRS or contact your NYSTRS editor (or our Employer Reporting unit at (800) 348-7298, Ext. 6120) if you have questions about what pay category you should be using to report payments.

Beware of NYSTRS Imposters

While we encourage members to consult with their own financial advisers as they plan for retirement, please note that NYSTRS does not endorse any financial advisers or planning services.

Periodically, NYSTRS receives reports from members and employers of financial advisers or other entities that imply an association with NYSTRS. For example, they may establish an email address that contains “nystrs” within the email, or title workshops or content with references to the New York State Teachers’ Retirement System. Please encourage members to examine the fine print in these advertisements, and report any to NYSTRS that do not make it clear in their fine print that they are not actually associated with NYSTRS.

You can also refer members to the section of our website titled “[Beware of NYSTRS Imposters](#)” for more information.

Expiration of Temporary Passwords for New ESA Users

New users for the [Employer Secure Area](#) (ESA) can only be created by either the chief school administrator (CSA) or the security administrator (SA) for a district. When a new ESA user is created, a username and password will be sent to the new user via separate emails from ESAWebAudit@nystrs.org. After the new user has successfully logged in with the temporary password, they will be required to change the password and select a security question.

Please note that temporary passwords expire after 30 days. In the event a new user has not logged in within 30 days and the temporary password has expired, the CSA or SA for the district will need to request a new temporary password on the Account Management page in ESA.