



August 2023

Holdover Pay/Prior Year Earnings

The 2023-24 school year is underway! Please check your Monthly Overview on the [Employer Secure Area](#) (ESA) because holdover action may be required for your July and/or August 2023 report(s). We are unable to process the files until we are notified how to properly apply these payments. You must also advise us if there are service days associated with the holdover money.

We request that you kindly respond in a timely manner, as this information is required to generate your District Specific Issue Report (DSIR) and to ensure accurate salary and service for the 2022-23 school year is included in members' *Benefit Profile* as of 6/30/23.

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

Verifying or Registering New Employees

When you have a new hire reportable to NYSTRS, always check the Membership Verification page in ESA (found under the Membership menu) to see if the employee is already a member of this retirement system. If they are already a NYSTRS member, you will find their date of membership and EmplID. If the employee is not already a member, please have them complete NYSTRS' [Application for Membership](#) (NET-2) and return it to you.

Once you receive the completed NET-2, you may register the employee as a NYSTRS member via ESA (please make sure to enter the expected earnings to establish their member contribution rate). **Be sure to then forward the completed membership application to NYSTRS.**

If the employee's membership in NYSTRS is optional, please do not register them for membership until they have actually rendered service.

Refer to [Section 1 of the Employer Manual](#) for additional information regarding requirements for mandatory and optional memberships.

Updated Payee Name and Mailing Address for Loan Payments

Employers should make checks for monthly loan payments payable to "NYSTRS – Loans." Checks for all other payments to NYSTRS should be payable to "NYSTRS." Listing a consistent payee on checks will help NYSTRS streamline the processing of payments and be sure they are applied to the correct liability.

We have also changed the address to mail your **monthly loan payments only**. Please use the following address when submitting checks for members' monthly loan deductions:

New York State Teachers' Retirement System
P.O. Box 5522
Binghamton, NY 13902-5522

If you print NYSTRS' address on your check and mail your payment in a window envelope, please be sure to update the payee name (i.e., NYSTRS – Loans) and print the address for loan payments to the P.O. Box listed above.

If you have any questions regarding employer loan billing, please contact NYSTRS' Loan Unit at (800) 348-7298, Ext. 6080.

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