



March 2023

## Report Earnings After Retirement to NYSTRS

Although there is a [temporary suspension](#) of the earnings limit for retirees, employers are still required to provide earnings after retirement information to NYSTRS. Please be aware that earnings after retirement for the calendar year (Jan. 1 – Dec. 31) must be updated in the [Employer Secure Area](#) (ESA) no later than March 31 of the following year (e.g., 2022 earnings must be updated in ESA no later than March 31, 2023). Please refer to the [January 2021 issue of Reporting Tips](#) or [Section 20: Earnings After Retirement](#) of the [Employer Manual](#) for more details.

## Several NYSTRS Forms Recently Updated

NYSTRS recently updated several forms, including the [Application for Membership \(NET-2\)](#), the [Application for Retirement \(RET-54\)](#), and many more. Please be sure to discard old versions of our forms you may have on hand and use current versions from our website. All NYSTRS forms are available in the [Forms](#) section at NYSTRS.org.

## NYSTRS Must Review 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 and/or service are pensionable and to ensure they have been reported properly.

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

## Administrative Bulletin Addresses Reporting of Extended Day and Summer Programs

In early 2022, NYSTRS issued [Administrative Bulletin 2022-2](#) titled "Reporting of Compensation Earned In Extended Day and Summer Enrichment Programs," which clarifies reporting of compensation for teachers employed in extended day and summer enrichment programs. Please review this important bulletin to be sure your programs are being reported in accordance with this guidance. Questions regarding this bulletin should be directed to our Employer Reporting Unit at (800) 348-7298, Ext. 6220.

## What is an ABPR?

ABPR stands for Annual Base Pay Rate (also referred to as "contract salary") and it is the annual, full-time equivalent compensation rate for the member's primary assignment. The ABPR is a required field for all employees on your monthly report.

The ABPR should not include additional pay for coaching or extracurricular activities. The ABPR is typically found in the salary schedule of the applicable collective bargaining agreement for the member. Daily and hourly rates must be annualized reflecting the employment base pay for the member and the number of hours in a full school day. If the rate changes during the reporting month, the rate in effect at the end of the month should be reported.

For part-time employees, the ABPR is the annual compensation that would be paid to a teacher if they were performing the same duties on a full-time basis. A lump-sum payment cannot be used as a full-time ABPR.

If a member is rendering service only as a coach, tutor or basic adult education teacher, you are required to report a full-time ABPR. Calculation of that ABPR should be done using the most appropriate method detailed in the [Employer Manual](#).

The method of calculation will vary depending upon the type of position. More information, including examples, is available in [Section 2: Employer Reporting for School Districts](#) (pages 8-9), or [Section 3: Employer Reporting for SUNY and Community Colleges](#) (pages 9-10).

## **Be Sure to Update School District Contacts with NYSTRS**

Your district's [Employer Secure Area](#) (ESA) security administrator is responsible for granting and maintaining all ESA users for each available function of the portal, 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.

Please be sure to notify NYSTRS if your district has a new chief school administrator. To do so, 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 in ESA, found under Account Management, lists the names of the contacts from your district which are on file with NYSTRS. Please note 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.

**If you have suggestions for topics you would like covered in our Employer Reporting Tips, please email your suggestions to [employer@nystrs.org](mailto:employer@nystrs.org).**