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Administrative Bulletins and Reporting Tips Now Searchable by Topic

Have you ever searched for an Administrative Bulletin or issue of Reporting Tips for a particular topic? We have made that search easier! Recently we added a link to the top of the [Administrative Bulletins](#) and [Reporting Tips](#) pages at NYSTRS.org to enable you to access an index of these publications by topic.

Monthly Reporting Reminders

As a reminder, monthly reports are due to NYSTRS each month by the 10th business day of the following month. District Specific Issue Reports (DSIRs) should be responded to as quickly as possible after they are generated. Delays in the submission of monthly reports and/or DSIR responses impacts NYSTRS' ability to provide accurate information to members. These delays may also result in additional work for both NYSTRS Editors and participating employers as reporting issues are compounded over time. We appreciate your timely response so we may process our records and correct any issues quickly.

Each participating employer has an Editor who is their primary NYSTRS contact; the Editor's contact information is found at the top of the "To Do" list in the [Employer Secure Area](#) (ESA). Participating employers may also contact NYSTRS with general questions at (800) 348-7298, Ext. 6220 or employer@nystrs.org.

Grievances and Settlement Agreements

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

Until NYSTRS has completed our review and advised the district on the proper reporting, monies paid to an individual pursuant to a settlement, grievance or other litigation should be reported in pay category J: MTD Awards Pay. In all cases of awards payments (i.e., payment for previous year(s) or the current year), we require copies of all legal documents **and an explanation of how the payment was determined**. If payment is made outside regular payroll, a report should be sent to ensure proper crediting. The mandatory deductions for Tier 5 and 6 members should be withheld from such payments; however, service days should not be calculated for this pay category.

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

Member Name and Address Changes

NYSTRS often finds that members will update their name or mailing address with their employer but fail to update their contact information with NYSTRS. This hinders NYSTRS' ability to communicate with our members.

Please encourage members to keep their name and/or mailing address current with NYSTRS by using the *Member Name/Address Change* ([GRE-50](#)) form and submitting it to NYSTRS when they make an update with you as their employer.

Members with a MyNYSTRS account may also submit address change(s) in MyNYSTRS.

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