How You Can Receive All the Service Credit for Which You Are Eligible

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Member Relations Representatives
The Overview NYSTRS
Types of Service Credit

- Membership
- Prior Service
- Military
- Transfer
- Reinstatement

It is important to make sure you have all the service credit for which you are eligible, because it may affect when your benefits begin and how much you will receive.
Service Retirement Formula
Service Retirement Formula

Pension Factor

- The component of the pension calculation formula that is based on a member's total service credit
- The pension factor (and thus the pension) generally increases with additional service credit
The Membership Service Credit Overview
Membership Service Credit

**Mandatory Membership in NYSTRS:**
Full-time teachers, full-time (per annum) teacher assistants, and administrators

**Optional Membership in NYSTRS:**
Part-time teachers, substitutes, per diems, and part-time teacher assistants
Application for Membership Form

New members fill out the Application for Membership and give it to the district. The district completes their part and submits the form to NYSTRS.
Membership Service Credit

Membership service credit is rendered after your date of membership.

It includes duties such as:

Regular teaching
Substitute teaching
Summer school
Coaching
Club advisor

Generally speaking, members receive credit for any work they do which is involved in the teaching and supervision of students.
## Membership Service Credit

### Credit Chart

<table>
<thead>
<tr>
<th>Days of Service</th>
<th>Service Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 19 days</td>
<td>No credit</td>
</tr>
<tr>
<td>20 - 29 days</td>
<td>1 month</td>
</tr>
<tr>
<td>30 - 49 days</td>
<td>2 months</td>
</tr>
<tr>
<td>50 - 69 days</td>
<td>3 months</td>
</tr>
<tr>
<td>70 - 89 days</td>
<td>4 months</td>
</tr>
<tr>
<td>90 - 109 days</td>
<td>5 months</td>
</tr>
<tr>
<td>110 - 129 days</td>
<td>6 months</td>
</tr>
<tr>
<td>130 - 149 days</td>
<td>7 months</td>
</tr>
<tr>
<td>150 - 169 days</td>
<td>8 months</td>
</tr>
<tr>
<td>170+ days</td>
<td>9 mos. = 1 year</td>
</tr>
</tbody>
</table>

- Days of service are reported by employers.
- Days of service are converted into months of service credit by school year (July 1 – June 30).
- 20 full-time days in one school year = 1 month.
- 170 full-time days = 9 months (1 year).

You may earn a maximum of one year of service credit within one school year.
The Benefit Profile comes out every year in November.
Page 4 is where you’ll find your service history!
Benefit Profile

Your Maximum Annual Pension = Your Pension Factor x Age Factor (if applicable) x FAS
Overview

Prior Service Credit
Prior Service Credit

Credit that members can receive for New York State or New York City public employment before their NYSTRS date of membership.

Members must have two years of membership service credit to purchase prior service credit.

NYSTRS members are responsible to claim, and obtain verification of, their prior service credit.
Out-of-State Prior Service

**Tier 1**

Eligible to claim out-of-state public school teaching prior to their date of membership.

Maximum of 10 years of credit allowable, but any years that bring the member over 35 years of total service credit are not useable in the pension calculation.

**Tier 2**

Only eligible to claim out-of-state prior service credited to an earlier Tier 1 membership.

**Tier 3-6 members are not eligible to claim out-of-state prior service credit.**
Prior Service Credit

File a paper copy of the *Prior Service Claim* form or file on-line in your MyNYSTRS account.
Prior Service Credit

For prior service in a New York State public school district or SUNY college or university, use the Verification of New York State Teaching form.
Prior Service Credit

For prior service in a New York City public school, use the Verification of Uncredited New York City Department of Education Teaching form.
Prior Service Credit

For prior service in a New York State or New York City public agency, use the Verification of Other New York State Public Employment form.
Prior Service Credit

All of NYSTRS forms can be printed from our website at www.nystrs.org. The Forms section is a link on our home page.

Members can also call the System and we can mail or email the forms to them.
Prior Service Credit

The cost for prior service credit depends on your tier of membership:

**Tiers 1 and 2** – There is no cost.

**Tier 3** – For service other than a former Tier 3 membership, the cost is 3% of the salary earned during the period of the prior service.

**Tier 4** – The cost is 3% of the salary earned during the period of the prior service plus 5% interest compounded annually from the date of the service through the date of payment.

**Tier 5** – The cost is 3.5% of the salary earned during the period of the prior service plus 5% interest compounded annually from the date of the service through the date of payment.

**Tier 6** – The cost is 6% of the salary earned during the period of the prior service plus 5% interest compounded annually from the date of the service through the date of payment.
Prior Service Credit

For Tier 4 – 6 members, interest continues to accrue until the payment for the prior service credit is made. NYSTRS recommends that members purchase their prior service credit as early in their membership as possible.

The purchase of prior service does not change the member’s date and tier of membership.
Prior Subsequent Service Credit

Prior Subsequent service credit is available to members who had an opportunity to purchase credit for prior service but, before doing so, they reinstated or transferred in an earlier membership. As a result, that credit (which previously had been prior to their date of membership) is now subsequent to their current date of membership.
Prior Subsequent Service Credit

Chapter 675 Service

Chapter 675 of the Laws of 2006 allows members to obtain credit for service earned in another New York State public retirement system subsequent to their NYSTRS date of membership, even if their membership in the other system has ceased.

• To be eligible to claim this credit, they must have been an active NYSTRS member on or after June 30, 2006.

• The member must have at least two years of NYSTRS service.
Prior Subsequent Service Credit

Chapter 675 Service

To apply for this service credit, the member must file a *Claim for Service Credit Under Chapter 675 of the Laws of 2006* form.

Once NYSTRS verifies this service, we notify the member of the cost to purchase this service credit.
Chapter 352 Service

Chapter 352 of the Laws of 2002 allows members to obtain service credit for teaching in New York City public schools after their NYSTRS membership date.

• The New York City service must have been rendered prior to July 1, 1990 but after the member’s current date of membership in NYSTRS.

• They must have at least two years of NYSTRS service.

• They were not able to join the New York City Teachers’ or Board of Education retirement systems.
Prior Subsequent Service Credit

Chapter 352 Service

To apply for this service credit, the member must file a *New York City Subsequent Service Under Chapter 352 of the Laws of 2002* form.

Once NYSTRS verifies this service, we notify the member of the cost to purchase this service credit.
Filing a Prior Service Claim online in a member’s MyNYSTRS account is fast and easy.
Prior Service Credit

Information on claiming prior service credit is on pages 5 and 6.
Prior Service Credit

After the NYSTRS Prior Service Unit verifies the prior service credit, members can find an updated cost for their prior service online in their MyNYSTRS account.

Members can view the prior service credit they have purchased in their MyNYSTRS account.
The Military Service Credit

Overview

Military Service Credit
Military Service Credit

Chapter 548 of the Laws of 2000

Allows members to claim up to three years of military service rendered prior to joining NYSTRS.

To be eligible, the member has to:

• Be an active NYSTRS member, or retired on or after 12/21/1998
• Have at least five years of service credit since the date they last entered our System
• Have been on active military duty during one or more of the specified military periods
Military Service Credit

Chapter 548 Military Periods

World War II – 12/7/1941 through 12/31/1946
Korean Conflict – 6/27/1950 through 1/31/1955

Member received the Armed Forces, Navy or Marine Corps Expeditionary Medal for service in:
Lebanon – 6/1/1983 through 12/1/1987
Panama – 12/20/1989 through 1/31/1990

Member served in the theater of operations on or after 8/2/1990, including the Persian Gulf and Iraq.
Military Service Credit

Chapter 41 of the Laws of 2016

This Law removed the specific periods of war or conflict requirements of Chapter 548 of the Laws of 2000.

To be eligible, the member has to:

• Be an active NYSTRS member on or after May 31, 2016
• Have at least five years of service credit since the date they last entered our System
Military Service Credit

The cost for Chapter 548 or Chapter 41 Military Service Credit is based on the salary earned during the 12 months of credited service in the school year preceding the claim.

**For Tiers 1-5** – The cost is 3% of salary earned.

**For Tier 6** – The cost is 6% of salary earned.

The cost is good for one school year from the date of the cost letter sent to the member.

There is no interest charged on service granted under Chapter 548 or Chapter 41.
Military Service Credit

Section 243 – Interrupting Military Service

Allows members to claim up to four years of military service.

To be eligible, the member has to:

• Have been on active duty
• Be a teacher in the public schools of New York State and a NYSTRS member at the time of entry into military service.
• Return to public school teaching within one year after the date of discharge.
Military Service Credit

Section 243 – Interrupting Military Service

The cost for service under Section 243 is the amount the member would have contributed had their employment been continuous during the period of military service.

This payment is waived for Tier 3 or 4 members called to active duty from August 1, 1990 to December 31, 1992, and/or from September 11, 2001 to December 31, 2005.

The cost must be paid within five years of returning to public school teaching.
Military Service Credit

Uniformed Services Employment & Reemployment Rights Act (USERRA)

Allows members to claim up to five years of military service.

To be eligible, the member has to:

• Must be an active member of the retirement system and employed full-time under contract.
• The military service must be active duty service.
• Generally, the member would have to return to work within 90 days of their date of discharge.
• Requires reemployment effective after 12/13/1994.
Military Service Credit

Uniformed Services Employment & Reemployment Rights Act (USERRA)

There is no minimum service requirement to be eligible for military service credit under USERRA.

There is no cost for Tiers 1 and 2, or for Tier 3 and 4 members who stopped making mandatory contributions.

Otherwise, the cost is based on the salary the member would have received for the school years in which the military service occurred.
Military Service Credit

To claim your military service credit, submit a copy of your DD-214 Certificate of Release or Discharge from Active Duty form.
Military Service Credit

What if you don’t have a copy of your DD-214 form?

Just send a letter to the National Archives:

National Personnel Records Center
1 Archives Drive
St. Louis, Missouri 63138

Your documentation must specifically list all the following information:

• Date of entry or enlistment into active duty
• Date of discharge or terminal date of active duty
• Character of service
• Years, months and days of active duty
Military Service Credit

This publication contains all the information about the laws which allow NYSTRS members to claim military service credit for their service preceding their NYSTRS membership or interrupting their membership.
Military Service Credit

To claim your military service credit, submit a copy of your DD-214 Certificate of Release or Discharge from Active Duty form.
Military Service Credit

When a member purchases their military service credit, it’s listed on their service history in their MyNYSTRS account and on their Benefit Profile.
Overview

Transfer Service Credit
Transfer Service Credit

New York State & Local Retirement System

POLICE and FIRE Retirement System

New York City Police Pension Fund

NEW YORK CITY FIRE PENSION FUND

NYCERS | NYC EMPLOYEES’ RETIREMENT SYSTEM

Board of Education Retirement System
Transfer Service Credit

The transfer process allows members who have active memberships in two New York State or New York City public retirement systems to combine their memberships.

When a membership is transferred to another public retirement system:

- Retain earliest membership date
- Combine service credit (up to one year of service credit per school year) and salaries, which may lead to a higher retirement benefit
- The accumulated contributions and interest transfer to the new system
Service Credit Milestones

All Tiers
2 Years of Credit – You can obtain credit for eligible prior service.
5 Years of Credit – You are vested to receive a pension as early as 55.
    You can purchase credit for prior military service.
10 Years of Credit – Disability and vested death benefit coverage begins.

Tiers 1 and 2
20 Years of Credit – Your pension no longer includes a service-related reduction.
Service Credit Milestones

Tiers 3 and 4
20 Years of Credit – Your Pension Factor increases from 1.67% to 2% for the 1st 30 years.
30 Years of Credit – You can retire without an age factor as early as age 55.

Tier 5
25 Years of Credit – Your Pension Factor increases from 1.67% to 2% for the 1st 30 years.
30 Years of Credit – You can retire without an age factor as early as age 57.

Tier 6
20 Years of Credit – Your pension factor increases from 1.67% to 1.75% for the 1st 20 years.
Vesting Rules

For all tiers, when a member has five years of service credit, they are vested to receive a pension as early as age 55.

If a member has less than five years of service credit, their membership stays active for seven years after the end of the school year in which they last earned service credit (i.e., worked at least 20 full-time days), and then their membership ceases.

If the membership ends, 5% interest will no longer accumulate on the member’s contributions fund, so it should be withdrawn.
Transfer Service Credit

Eligibility to transfer

A member with an active NYSTRS membership can transfer that membership to an active membership in any of the other New York State public retirement systems (except New York City Police).

Before initiating a transfer, the member has to stop working in their job that’s reportable to the retirement system they are transferring out of. The member has to continue working in the job that is reportable to the retirement system they are transferring into after they stop working in their other job.
Transfer Service Credit

To transfer a NYSTRS membership to another system, complete a Request for Direct Transfer of Membership form and send it to NYSTRS.
Transfer Service Credit

To transfer out of another retirement system, contact the other system and file their transfer form.
Transfer Service Credit

Information on transferring a membership is on page 4.
Transferred service credit is listed as credit from the retirement system the member transferred out of on their service credit history in their Benefit Profile.
The

Overview

Reinstatement Service Credit
Vesting Rules

For all tiers, when a member has five years of service credit, they are vested to receive a pension as early as age 55.

If a member has less than five years of service credit, their membership stays active for seven years after the end of the school year in which they last earned service credit (i.e., worked at least 20 full-time days), and then their membership ceases.

If the membership ends, 5% interest will no longer accumulate on the member’s contributions fund, so it should be withdrawn.
Reinstatement Service Credit

If a member had a previous membership in NYSTRS or in any other New York State or New York City public retirement system, they are eligible to reinstate to their earliest date of membership. They will receive the service credited under that earlier membership along with any possible advantages of an earlier tier of membership.
Reinstatement Service Credit

NYSTRS members can elect reinstatement on the Application for Membership form when they join or rejoin NYSTRS.
Reinstatement Service Credit

If the member didn’t elect reinstatement on their Application for Membership form, they can fill out and submit the Election to Reinstate form.
The cost for reinstatement depends on your tier of membership:

**Tiers 1 and 2** – There is no cost.

**Tiers 3 - 6** – The cost is a one-time lump sum payment of the contributions refunded under the former membership plus 5% interest compounded annually through the date of the payment.
Reinstatement Service Credit

Members will be able to view their reinstated service credit in their MyNYSTRS account, and in their Benefit Profile, when the Reinstatement Unit has completed the processing of the reinstatement for Tiers 1 and 2, or processed the payment for the reinstatement for Tiers 3 through 6.
Reinstatement Service Credit

Information on reinstating a membership is on page 4.
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