



## Holdover Pay/Prior Year Earnings Procedures

*This resource explains how districts report holdover pay and prior year earnings to ensure proper service credit.*

To ensure proper crediting for work in a prior school year, it is necessary to notify NYSTRS of the number of days that need to be credited to the last year.

Once we receive any Holdover Pay/Prior Year Earnings payments for any member who has not received a full year of service with you, we will request additional information. Once logged into the Employer Secure Area (ESA), from the "To Do List," navigate down to "Holdover Action Required" and click on the View button.

This page was created to allow employers to provide NYSTRS with the number of days the part-time member should receive credit for in the previous school year.

**Employer Secure Area**

To Do List Reporting Billing Membership CDS Earnings After Retirement District Reports Secure Message Account Management Log Out

**Welcome to the Employer Secure Area.**  
Welcome

Holdover pay was reported on your **7/1/2025** Monthly Report. The following members were reported with less than a full year of service credit in the previous school year. To ensure proper crediting of service, additional information may be required below.

**Instructions – complete one of the steps below, before clicking "District Approved":**

- If there should be additional service days in conjunction with the holdover payment reported, but not included on this month's report, please indicate the appropriate number of days in Column B.
- If service days were reported on the **7/1/2025** report that should be credited to the previous school year with the Holdover payment, please indicate that number in Column B; then check the box in Column C.
- If NO additional service credit is due for anyone on the list below, please check the box indicating no additional service credit is due.

I hereby certify the information indicated is corrected for the reported period shown below.  **District Approved**

**Save** Click to Save progress. Click District Approved to submit to NYSTRS.

**Monthly Report Begin Date:** 7/1/2025

Check here if there are no additional Days Associated with Holdover to report.

| EmpID | Last Name | Gross Pay Reported | Holdover Pay Reported | A. Total Days Reported | B. Days to be credited to Previous Year | C. The days entered in Column B were included in Total Days Reported (Column A) |
|-------|-----------|--------------------|-----------------------|------------------------|---|---|
| 077   | T...      | \$4637.84          | \$4637.84             | 0.00                   | <input type="text" value="0.00"/>       | <input type="checkbox"/>  |
| 09C   | L...      | \$4071.94          | \$3261.94             | 3.00                   | <input type="text" value="0.00"/>       | <input type="checkbox"/>  |
| 08E   | R...      | \$4051.34          | \$-454.82             | 10.67                  | <input type="text" value="0.00"/>       | <input type="checkbox"/>  |

You will be able to view the information from your monthly report to assist with completion of this new page. Column A is a display of the total days reported in that given month. If you have any members who should get additional days in the previous year, please enter those

days in Column B. If those days were included in your monthly report, just click the box and NYSTRS will deduct them from the current year and credit them to the prior school year.

If there are no additional days to be credited for anyone on the list, you can simply click "Check here if there are no additional days associated with the payment." Once you have finished these steps for everyone on the list, click "District Approved" to send the information to your NYSTRS contact.

If you need further assistance, please contact your NYSTRS editor.