



September 2023

New Feature: Update Your School District Contacts in ESA

Updating employer contact information has never been easier, thanks to a recent change in the [Employer Secure Area \(ESA\)](#)! ESA users designated as the Chief School Administrator or Security Administrator can now update the employer contact information on record with NYSTRS. Previously, employers had to use the [District Contact Change](#) form (QTR-81) to update a contact's information or designate a new contact.

Employers may still only update the Chief School Administrator by submitting the hard copy [District Contact Change \(CSA\)](#) form (QTR-81A) to NYSTRS.

Your district's Security Administrator is responsible for granting and maintaining all users for each available function of ESA, as well as removing rights if an ESA user leaves the district or changes positions. However, for questions, correspondence and billing, NYSTRS maintains contact information separate from ESA users. The School District Contacts page, found in ESA under Account Management, lists the names of the contacts from your district which are on file with NYSTRS.

If you need assistance updating contact information, please contact our Employer Reporting Unit at (800) 348-7298, Ext. 6220.

Tier 6 Member Rate Changes Available in ESA

The listing of Tier 6 contribution rates for members being reported by a participating employer are available in [ESA](#) under Membership > Tier 6 Member Rates. Employers should use the drop-down at the top of that page to view the contribution rates by school year.

NYSTRS has recently added a check box next to the year drop-down at the top of the page that will allow employers to see a list of only members whose contribution rate has changed since the prior school year. The goal of this feature is to make the annual updating of Tier 6 Member Rates easier for employers.

Did Your Lowest Entry Level Teacher Salary Increase?

Reminder: If you are using the lowest entry level teacher salary to calculate the service days for members being paid by stipend, you will need to update the data in your payroll system when the entry level teacher salary increases.

Mandatory or Optional Membership

Membership in NYSTRS is restricted to teachers as defined by Section 501-4 of the Education Law. Teachers must also be employed by one of our participating employers in unclassified service pursuant to Section 35 of the Civil Service Law. These are educational positions, generally considered to be professional in nature. Only title-eligible employees should be reported to NYSTRS.

Under certain conditions, membership in NYSTRS is mandatory as required by Section 503-1 of the Education Law. See Section 1: Membership of NYSTRS' Employer Manual to learn about the requirements for mandatory membership. The date of membership for an individual whose membership is mandatory is the first day the conditions for mandatory membership are satisfied. This is also the date you should begin the mandatory employee pension deduction.

Optional memberships are assigned the earlier of the first day of the month in which both service was rendered and the application was notarized, or member contributions were taken (service can be rendered after the month of notarization).

Review Your Incomplete Membership Registrations in ESA

Please review your updated Incomplete Membership Registrations list (available in [ESA](#) under Membership – Tier 6 Action Items) and provide NYSTRS with the [Application for Membership](#) (NET-2) for each member listed as soon as possible.

As stated in [Section 1: Membership](#) of NYSTRS' Employer Manual, eligible employees joining the System must complete and have notarized an *Application for Membership* (NET-2) and return it to your business office. You, as the employer, must then complete Part 2 of the application and mail the original to NYSTRS.

It is necessary and important that we receive these applications from you in a timely manner to ensure we have the member's contact and beneficiary information on file. This also ensures proper service crediting to their records. Once we receive the member's application, they will be notified of their completed membership registration and they will be removed from your Tier 6 Action Item list.

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