



## March 2024

### Register for our April 9 Employer Webinar on Tier 6 Contribution Rates

NYSTRS is pleased to host our first Employer Reporting Webinar! Join us [April 9, 2024, at 10 a.m. for "All About Tier 6 Member Contributions."](#) This live 30-minute webinar will cover everything you need to know about Tier 6 member contributions: how they are calculated, when they are updated, and how to find more information in the Employer Secure Area (ESA). [Register for the webinar now.](#)

If you would like to schedule a general employer training session, please contact our Employer Training & Outreach unit at [employereducation@nystrs.org](mailto:employereducation@nystrs.org).

### March 31 Earnings After Retirement Reporting Deadline Nears

Although there is a temporary suspension of the earnings limit for some retirees who are working in retirement, 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 ESA no later than March 31 of the following year (**e.g., 2023 earnings must be updated no later than March 31, 2024**). Please refer to the [January 2021 issue of Reporting Tips](#) or [Section 20: Earnings After Retirement](#) of the [Employer Manual](#) for more details.

### Delegates Needed to Fill Midterm Vacancies

There are 286 districts with vacancies eligible to be filled during our special election period. Employers with openings in both the delegate and alternate positions of a ticket have until Oct. 1 to hold a special election.

Delegates/alternates elected will serve until the current term ends July 31, 2025. Delegates and their alternates serve an important role as liaisons between NYSTRS and members at their school district. Delegates are also responsible for electing three teacher members of NYSTRS' Board at the Annual Delegates Meeting held each fall.

To see if your district has any vacancies to fill, go to the [Delegates/About Delegates](#) page at [NYSTRS.org](http://NYSTRS.org) and select [Delegates: 2023-25 Term](#). Here you will also see how many delegates your district is allowed and who currently represents your district.

Each district's chief school administrator (CSA) or the CSA's designee is responsible for establishing reasonable election procedures, holding elections and reporting the results to NYSTRS. If there is only one candidate for a position, no formal vote is necessary. Election results must be reported to NYSTRS by Oct. 6. Any newly elected delegates and alternates begin serving as soon as election results are reported.

For more information about the important role delegates serve and the election process, visit the [Delegate Election & Annual Meeting](#) page at [NYSTRS.org](http://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).

## **How to Report Overpayments**

If you overpay a member and need to report the adjustment(s) to NYSTRS, you may include negative days and/or negative earnings on your monthly report. If the adjustment is for a prior school year(s), you should list the total negative amount in the pay category G: MTD Retro Earliest Prior Yr Pay and use the Retro Action Required link for that month's report to provide the breakdown of the negative earnings for each school year applicable.

[Section 2: Employer Reporting for School Districts](#) (page 15) of the Employer Manual has additional information on reporting docked days of prior year negative adjustments.

## **Update Your School District Contacts in ESA**

In 2023, NYSTRS added functionality to the [Employer Secure Area](#) (ESA) that permits ESA users designated as the Chief School Administrator or Security Administrator to update the employer contact information on record with NYSTRS. Formerly, 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 who are on file with NYSTRS.

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