



Benefit Profiles Sent to NYSTRS Members

Annual *Benefit Profiles* for the school year ended June 30, 2025 have been posted to members' secure online [MyNYSTRS](#) accounts. Members who opted for a paper copy of their personal membership statements will receive one in the mail.

Please encourage members to review their *Benefit Profile* each year to ensure the accuracy of their service and salary information, as well as beneficiaries on record with NYSTRS. Issues or inconsistencies will be easier to resolve now than when a member starts to prepare for retirement.

Members paid July through September for service rendered in the prior school year (i.e., holdover earnings) may not see those earnings reflected in their *Benefit Profile*. This can occur if the data was not yet available when *Profiles* were processed in early October. Updated earnings information will appear in MyNYSTRS as employer monthly reports are processed.

Loan Billing Made Simple

Districts can view and process monthly loan bills in the [Employer Secure Area](#) (ESA). The district contact will receive an email when the bill is available. Any updates made after the bill was generated – such as payment changes or satisfied loans – will appear as notifications. Payment is due by the 10th of the month following the issuance of the loan bill.

Submitting an electronic payment through Automated Clearing House (ACH) is the most convenient method for districts to pay their loan bill. ACH payments streamline processing by NYSTRS, reduce the risk of mailing delays, and include email confirmation once submitted. Once you have reviewed and reconciled the monthly loan bill on the ESA, selecting “Submit ACH Payment” will bring you to the Paymentus site to submit an electronic payment.

Find more details in the [Employer Manual: Section 14: Loans](#).

Contact our Member Loan unit at loans@nystrs.org with any questions regarding employer loan billing.

Tips on Processing Benefit Reports

When a member applies for retirement or dies in service, their name will appear on the Retirement/Benefit Report Processing – Outstanding Reports page in the [Employer Secure Area](#) (ESA).

Please complete these reports as soon as possible, prioritizing reports for deceased members. This way, NYSTRS can accurately and efficiently calculate the retiring member's pension to begin providing them with a monthly benefit, or, in the case of a deceased member, we can expeditiously begin providing death benefits to their beneficiary.

To Identify Reports for Members Who Have Died in Service:

1. Navigate to the Reporting tab in the ESA.
2. Select Retirement/Benefit Report Processing.
3. Click the "Form Type" column header, which will sort the various types of requests.
4. Look for any report with the form type of "Death" to process first.

If we need additional information, you will receive an email directing you to check the Comments Required button on the Retirement/Benefit Report Processing – Outstanding Reports page in ESA.

To View Records of Reports Already Submitted:

1. Navigate to the Reporting tab in the ESA.
2. Select Retirement/Benefit Report Processing.
3. Under "For submitted reports," select "View submitted reports completed or pending review by NYSTRS."
4. This brings you to the Member Retirement Information Received and Pending NYSTRS Review page. There, you can view completed reports, download PDFs, and see the current processing status.

For more detailed instructions, consult the [Retirement/Benefit Report Processing Instructions](#) resource referenced in [Section 15](#) of the [Employer Manual](#). If additional information is needed, your assigned NYSTRS editor will contact you.

For questions, reach out to your assigned editor, or contact the Employer Reporting Unit at 800-348-7298, ext. 6020 or employer@nystrs.org.

*These Reporting Tips are available on the Employers/Reporting Tips page at nystrs.org.
Contact us at 800-348-7298, ext. 6220 or employer@nystrs.org with any questions.*