



Employer Secure Area and Tier 6

This resource explains how employers complete Tier 6-related tasks, including projected earnings and contribution rate review, in the Employer Secure Area (ESA).

The applications related to Tier 6 are located under “Membership” in ESA. Under the Membership tab, a bulleted list of items appears, including Verification, Registration, Tier 6 Action Items, Tier 6 Member Rates, and Deceased Member Notification.

Employer Secure Area

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

Membership
Welcome XXXXXXXXXX

- **Verification**
Verify NYSTRS membership, view contribution rates and provide projected earnings for applicable Tier 6 members.
- **Registration**
Register a new employee for NYSTRS membership and report Tier 6 projected earnings.
- **Tier 6 Action Items**
View and resolve Tier 6 member issues which require school district attention.
- **Tier 6 Member Rates**
View Tier 6 contribution rates for NYSTRS members who belong to your school district.
- **Deceased Member Notification**
Report the death of a member or retiree to NYSTRS.

Verification

Verification is used to verify NYSTRS membership, obtain an employee’s EmplID, view established contribution rates, and provide projected earnings for applicable Tier 6 members. Employers should use the Membership Verification application for every new employee working in a NYSTRS reportable title.

Employer Secure Area

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

Membership Verification
Welcome XXXXXXXXXX

Enter the Social Security number and at least the first three letters of the employee’s first name to retrieve his/her membership information. After you have entered information for the employee(s) you would like to verify, click *Submit*.

Print this page if you require a copy of this information for your records, as the information displayed will not be retained once you leave this page.

If you require assistance, contact our Membership department at (800) 348-7298, Ext. 6190

Social Security Number	First Name	EmplID	Status	Effective On	Contribution Rate
xxx xx xxx	Smith, John	+ XXXXXXX	Active	10/19/2012	XXXX-XXXX Earnings Required Click here to submit projected earnings.

The maximum number of entries is 50. You have created 1 row.

Clear

Verifying a Member

- a. You can verify membership for up to 50 people at a time.
 - o Click the plus sign to add rows to submit information for multiple people.
- b. Enter each employee's Social Security number and the first three letters of the first name.
- c. Once you have entered the information for all employees, complete CAPTCHA and click "Submit."
- d. If the person entered has been assigned an EmplID, it is displayed.
- e. If a contribution rate has been established for the member, it is displayed.
- f. If a contribution rate has not been established, click on the link to enter and submit the member's projected earnings to NYSTRS and a contribution rate will be provided.
- g. If the employee is listed with a status of "Not Found" and they meet the criteria for membership, you will need to register them and submit an [Application for Membership](#) (NET-2).

Please note: The information displayed on this page will not be retained when you use this link.

Verification Statuses

Active – The person has an active membership in NYSTRS.

Contact NYSTRS – The member cannot be identified in the NYSTRS system using the provided information. Call NYSTRS at 800-348-7298, ext. 6190 for more information.

Deceased – The member is deceased.

Former Member – The member is no longer active.

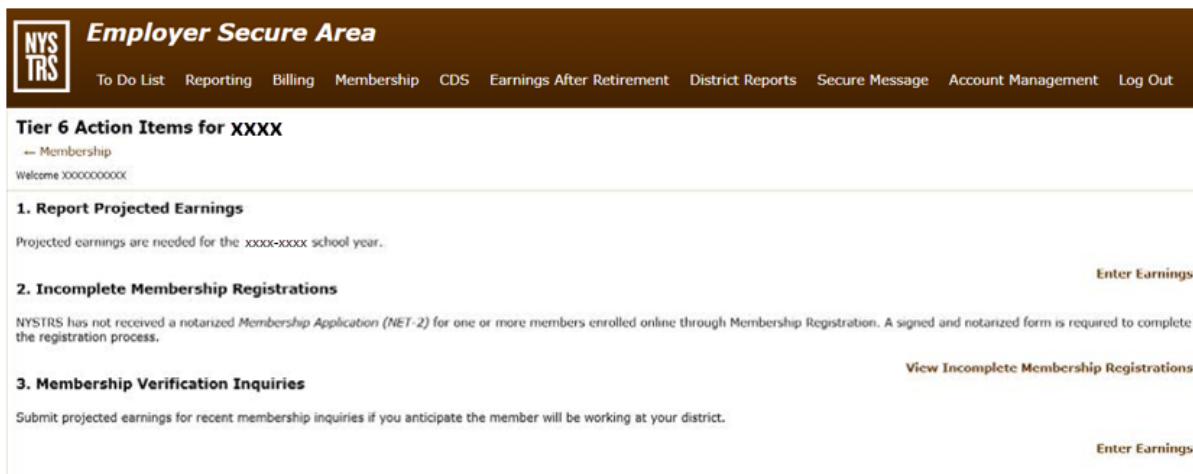
Not Found – This person is not in the NYSTRS system.

Service Retiree – The member is retired.

Status Change Pending – The member is in a status change. Call NYSTRS at 800-348-7298, ext. 6010 for more information.

Tier 6 Action Items

Tier 6 Action Items screen lists items for a specific member: report projected earnings, incomplete membership registrations, and membership verification inquiries.



The screenshot shows the 'Employer Secure Area' header with a navigation menu including 'To Do List', 'Reporting', 'Billing', 'Membership', 'CDS', 'Earnings After Retirement', 'District Reports', 'Secure Message', 'Account Management', and 'Log Out'. Below the header, the page title is 'Tier 6 Action Items for XXXX' with a breadcrumb trail 'Membership' and a welcome message 'Welcome XXXXXXXXXXXX'. The main content area is divided into three sections:

- 1. Report Projected Earnings**
Projected earnings are needed for the xxxx-xxxx school year.
[Enter Earnings](#)
- 2. Incomplete Membership Registrations**
NYSTRS has not received a notarized *Membership Application (NET-2)* for one or more members enrolled online through Membership Registration. A signed and notarized form is required to complete the registration process.
[View Incomplete Membership Registrations](#)
- 3. Membership Verification Inquiries**
Submit projected earnings for recent membership inquiries if you anticipate the member will be working at your district.
[Enter Earnings](#)

Report Projected Earnings

The Report Projected Earnings screen provides a list of Tier 6 members who were reported by the employer in the prior school year and do not have a contribution rate established for the next school year.

- Projected earnings can be entered for an individual member or multiple members.
- For an extensive member list, it is recommended that you periodically submit a group at a time.
- Enter projected earnings or select per-diem sub (if you expect the sub to earn less than \$45,000).
- Use your keyboard "Tab" button to navigate to the various input fields on the page.
- If you don't expect an employee to work for the employer in the current school year, click the "Remove" button to delete them from the list.
 - If the employee is expected to receive payment in the new school year for work completed in the previous school year (a holdover or retro payment), you will need to project earnings as earnings are billed on in the school year they are paid in, which is not necessarily the school year earned.
- Click "Continue" once you have entered all applicable information.
 - If necessary, you may modify the entered information by clicking "Edit Earnings."
- When all information has been confirmed and is ready for submission check "I have reviewed the projected earnings and per-diem sub designations and understand that once submitted, rate information cannot be changed." Then click "Submit to NYSTRS."
- After the projected earnings are submitted to NYSTRS, the member falls off the "Report Projected Earnings" list and is added to the "Tier 6 Member Rates" list.



Confirm Projected Earnings

Welcome XXXXXXXXXXXX

Please review the member information displayed below. If the projected earnings and/or per-diem sub designation(s) are correct then agree to the affirmation at the bottom of this page and click *Submit to NYSTRS*. If you need to make a correction, click *Edit Earnings*.

Once earnings information has been submitted to NYSTRS it cannot be changed.

EmplID	Name▲	School Year	Projected Earnings	Contribution Rate
XXXXXXXX	Lincoln, Abraham	XXXX-XXXX	\$66,000.00	4.50%

I have reviewed the projected earnings and per-diem sub designations above and understand that once submitted, rate information cannot be changed.

[Edit Earnings](#)

[Submit to NYSTRS](#)

Incomplete Membership Registrations

This list populates when NYSTRS has not received a notarized *Application for Membership (NET-2)* for one or more members enrolled online through Membership Registration.

Membership - Incomplete Membership Registrations

— Tier 6 Action Items

Welcome XXXXXXXXXXXX

NYSTRS has not received a notarized *Membership Application (NET-2)* for one or more members enrolled online through Membership Registration. A signed and notarized form is required to complete the registration process.

EmplID	Name	Date of Membership	Date Enrolled	Enrolled By
XXXXXXXX	Stone, Edward	xx/xx/xxxx	xx/xx/xxxx	XXXXXXXX
XXXXXXXX	Rose, Joann	xx/xx/xxxx	xx/xx/xxxx	XXXXXXXX
XXXXXXXX	Smith, Ellen	xx/xx/xxxx	xx/xx/xxxx	XXXXXXXX

Applications must be submitted to NYSTRS after the completion of the registration process. The list details the date of registration and who registered the employee.

Once the *Application for Membership* is received and processed, the employee will be removed from the Incomplete Membership list.

If an employee on the list is no longer employed by the school and there is not an *Application for Membership* to forward, please notify your NYSTRS editor.



Membership Verification Inquiries

Membership Verification Inquiries shows the list of Tier 6 members where an inquiry was made in Membership Verification, and the member does not have a contribution rate established (projected earnings are needed). This list provides the EmplID and member name and allows you to project the employee’s earnings to establish the member contribution rate for the listed school year. This list is temporary and is deleted when your active session ends (upon signing out of ESA).

Membership Verification Inquiries

← Tier 6 Action Items

Welcome XXXXXXXXXX

Displayed below are Tier 6 members you have recently inquired about through membership verification who do not have projected earnings.

Enter projected earnings or indicate the member is a per-diem sub. When you have finished, click *Continue* to confirm the information you have provided before final submission to NYSTRS.

This list of members without rates will be cleared once you log out of ESA. The list is limited to 50 members. If you inquire about more than 50 members, previous inquires will be removed from this list automatically.

EmplID	Name▲	School Year	Per-Diem Sub ¹	Or	Projected Earnings	Options
XXXXXXX	Smith, John	xxxx-xxxx	<input type="checkbox"/>		\$ <input type="text"/>	<input type="button" value="Remove"/>

1. Do not provide projected earnings if the member is a per-diem sub.



Tier 6 Member Rates

View Tier 6 contribution rates for NYSTRS members reported by the employer.

Tier 6 Member Rates

— Membership

Welcome xxxxxxxx

Tier 6 contribution rates for employees of your district, both projected and calculated, are listed in the below chart.

Save to CSV

Contribution rate changes should be set up in the district payroll system prior to the first payroll in July.

To view **all** Tier 6 contribution rates for employees reported in a specific year, select the school year from the drop-down menu.

To view **only** employees whose rate has changed from the prior school year, select the school year in the drop-down menu and click the box to the right of the drop-down menu.

Select End Year: 2026 Show Prior Year Rate Change

Submit

Note: Click *Remove* if you do not anticipate the member working during the given school year.

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Next Last

SSN	EmplID	Name▲	School Year	Contribution Rate	Calculated or Projected Rate	Prior Year Rate	Options
xxx-xx-	xxxxxxx	Smith, John	2025-2026	3.5%	Calculated	4.5%	Remove
xxx-xx-	xxxxxxx	Doe, Jane	2025-2026	3%	Projected	N/A	Remove
xxx-xx-	xxxxxxx	Member, John	2025-2026	3%	Projected	3%	Remove

- Each year contribution rate changes should be set up in the employer payroll system prior to the first payroll in July.
- Members working for multiple employers may have their rate established by another employer. Once a rate has been established for the school year it applies to all participating employers.
- If you don't expect an employee to work in your school in the school year indicated, click the "Remove" button to delete them from the list.
- Use the Select End Year drop-down and click Submit to choose for which school year you want to view member contribution rates.
- Use the checkbox next to the year drop-down to restrict the list to only members whose rate has changed since the prior school year.
- Use the "Save to CSV" button to export the list you are viewing to a spreadsheet.