



Year-End Exception Report (YEER)/Certification Report Procedures in the Employer Secure Area

This resource explains how employers review and certify Year-End Exception Reports (YEERs) and Certification Reports in the Employer Secure Area (ESA).

The Year-End Exception Report (YEER) is generated after your June monthly report is processed. An email notification will be sent to the Employer Reporting Contact from the School District Contacts page.

To access the report, you will log in to the Employer Secure Area (ESA) and navigate to Reporting from the Applications menu. Select "Year-End Exception Reports/Certification Reports." You may also access the report through the action item on your To Do List.

Report Statuses

District Response Requested: Report needs to be reviewed and approved by the employer.

District Approved, Pending TRS Review: The employer has responded and selected "District Approved." Your editor will receive notification to review the employer responses.

Complete: A NYSTRS editor has approved the reports during the most recent year.

After the reports are generated for the most recent year, the prior year will be closed for editing regardless of whether the employer or NYSTRS approved. Please contact your NYSTRS editor if you have comments to provide.

Certification

Month	Number of Employees Reported	Member Contributions	Gross Salaries Reported	Base Salaries Reported
July	543	\$19,213.08	\$1,042,154.00	\$113,568.27
August	560	\$29,205.58	\$2,014,757.75	\$505,308.74
September	1,136	\$168,279.59	\$8,859,761.16	\$8,395,760.03
October	1,160	\$169,731.15	\$8,934,044.07	\$8,471,365.02
November	1,167	\$171,268.14	\$8,932,474.51	\$8,462,812.76
December	1,167	\$175,850.12	\$9,089,088.53	\$8,477,055.53
January	1,166	\$173,686.47	\$8,910,480.08	\$8,421,925.26
February	1,154	\$173,253.30	\$9,023,493.74	\$8,422,930.63
March	1,158	\$168,777.55	\$9,439,757.78	\$8,338,390.26
April	1,156	\$166,982.60	\$8,966,214.49	\$8,281,230.25
May	1,156	\$167,070.66	\$8,892,060.02	\$8,301,118.26
June	1,153	\$400,247.34	\$21,114,268.37	\$20,405,972.70

Each year, all employers must confirm their payroll vendor and certify the accuracy of the data reported to NYSTRS. The monthly data display is a summary of the monthly reports posted for the employer, and lists the month, number of employees reported, member contributions, gross salaries reported and base salaries reported.

The figures provided include all changes made to the reports prior to NYSTRS posting them and therefore the figures provided may differ from the submitted monthly reports. Please refer to your monthly DSIRs to assist in the reconciliation and to clarify discrepancies.

If you see any errors or discrepancies, provide this information in the District Comment section. If a payroll file was inadvertently left off a monthly report, you should contact your NYSTRS editor immediately as it will be necessary to send corrections.

Year-End Exception Reports

All other reports are determined by the information the employer submitted during the year. The employer may receive no additional reports or multiple YEERs. Below is a description of each type of YEER you may receive, from Report ID, Exception Report and the information requested.

Report ID	Exception Report	Information Requested
NYPA667-1	Compares the earnings and/or annual base pay rate (ABPR) – Age 50 & over.	Reason for the large increase or a breakdown of the earnings/ABPR.
NYPA667-2	Compares the service for a 100% increase or decrease – Age 50 & over.	Verify the service for both years or advise of a leave at partial pay.
NYPA667-4	Negative cumulative total – Any age.	Provide a detailed explanation.
NYPA667-5	Salary in excess of the ABPR 11- or 12-month employees – Age 50 & over.	Provide the reason or a breakdown.
NYPA667-6	Leave of Absence – Any age.	Provide/confirm salary and service for employees reported on a leave.
NYPA667-7	Blank Leave of Absence – Any age.	Notify NYSTRS of any employee on a leave of absence for the year who was not reported on the monthly reports.

The employer should provide a comment for each member who appears on a YEER. As with a DSIR, a comment can be added for an individual member or entered and applied to all listed members. An asterisk (*) next to Comment indicates that a comment has already been entered.

Please note: The NYSTRS comment box appears at all times.



After reviewing and commenting on each section you must click “Reviewed.” When you have reviewed the report in its entirety, click “District Approved.”

Leaves of Absence

For NYSTRS purposes, members are considered to be on a leave of absence if they are on a **paid leave** of absence in accordance with their collective bargaining agreement. A member is not considered to be on a leave of absence if they are using their personal leave accruals or if they are not being paid by the employer.

After you have approved the report, employers will always receive a blank Leave of Absence report. This provides employers with the ability to report any employee on a leave of absence.

If the employer finds that there was not a leave of absence on the report and there should have been, or they find a member was missing from the Leave of Absence section of the report, the employer must click on the “Leave of Absence” link on this page prior to clicking “Approve.” You will be directed to a separate page to manually enter additional leaves of absence.

District [redacted] Year-End Certification/Exception Report for the School Year Ending 2025 - District Approved Confirmation

Welcome [redacted] (Last Login: [redacted])

Are you sure you would like to approve the Year-End Exception Reports for the school year ending 2025? Once approved you will be unable to add any further comments to the reports.

Please Note: You have not reported any additional members who were on a leave of absence at partial pay during the school year ending 2025. Please confirm that this is correct.

You may report a leave of absence on the [Leave of Absence](#) page.

There are no additional leaves of absence to report.

Cancel

Approve

When additional leaves of absence are saved, they will be compiled into a report and displayed along with any other reports.

If there are no additional leaves of absence to report, the employer must confirm this by checking “There are no additional leaves of absence to report.” Once the final “Approved” is selected, you can no longer enter new leaves of absence or add or update comments.