

## NEW YORK STATE TEACHERS' RETIREMENT SYSTEM DISTRICT RETROACTIVE PAY PROCEDURES

In an effort to simplify the reporting of retroactive pay to NYSTRS, the System has modified the way districts will report retroactive pay. This process will eliminate the need for most retroactive pay DSIR messages. See the **Employer Reporting Interface – Monthly File Layout** below for modifications you will need to make to the monthly reporting file.

### Overview

Retroactive pay is monies paid to a member during a current school year for salary payable in one or more prior school year(s). Ex: a late contract settlement.

To report retroactive pay in the monthly reporting file, include a single retroactive payment amount for each employee in pay category **G.MTD Retro Earliest Prior Yr Pay**, then do one of the following:

- Select a single year in which all payments should be applied to all employees; **OR**
- Enter up to 5 years of retroactive payments for each individual (the new easy to use grid); **OR**
- Submit a separate retroactive spreadsheet that breaks out the total amount into the appropriate years. See the attached [Retroactive Payments](#) document for additional information.

### Additional Notes

1. The following pay categories should no longer be used:

- H: MTD Retro Next Prior Yr Pay
- I: MTD Retro Latest Prior Yr Pay
- Retro Contract Multiple Year Flag
- Retro Contract Start Year

2. Reporting Holdover Pay


Holdover Pay is monies earned in the previous year, but paid in July, August or September of the current year. Report these earnings in **E: MTD Holdover Pay/Prior Year Earnings**, in the retroactive pay category.

Examples of Holdover Pay include:

- 10-month teachers electing to be paid over the summer (i.e., 26 payrolls instead of 21).
- Substitutes handing in a late time sheet.

## Step 1

Submit your monthly file through the Employer Secure Area.

**Employer Secure Area**

ReportingBillingMembershipCDSDistrict ReportsAccount ManagementLog Out

**Upload a Monthly Report**

← Reporting

Welcome XXXXXXXXXX

Please use the form below to upload your monthly report to NYSTRS. A monthly report must be one of these file types: data (.dat); delimited text (.txt); or, comma separated values (.csv). Please note this file may take a few moments to process before it is made available to view on the Employer Secure Area.

- Browse to the monthly report.**


Browse...
- Click *Upload* to submit the monthly report.**

Upload

NYSTRS processes your file

## Step 2

If the monthly file contains retroactive pay, an email notification will be sent to the ER Contact. The Monthly Overview page will display the new status of “Retro Action Required.” Click on the link.

**Employer Secure Area**

ReportingBillingMembershipCDSDistrict ReportsAccount ManagementLog Out

**Monthly Overview**

← Reporting


Welcome XXXXXXXXXX

Below is an overview of your employer reporting submissions. For instructions on completing your online DSIR, please refer to the Employer Manual: [Section 6: The Employer Secure Area](#).

Month	Overall Status <sup>[1]</sup>	DSIR Report	Additional DSIR Info <sup>[2]</sup>	Retro Year Ending
July 2014	Complete	<div>ReviewPDF</div>	<div>ReviewPDF</div>	<a href="#">2014</a>
August 2014	Complete	<div>ReviewPDF</div>	N/A	<a href="#">2014</a>
September 2014	Complete	<div>ReviewPDF</div>	<div>ReviewPDF</div>	<a href="#">2014</a>
October 2014	District Approved, Pending TRS Review	<div>ReviewPDF</div>	N/A	N/A
November 2014	<div>Retro Action Required</div>	N/A	N/A	N/A

### Step 3

To properly allocate the retroactive pay amount to the appropriate year, you will need to select one of the options below. If you have any questions, please contact your employer reporting contact.

**Employer Secure Area**

Reporting   Billing   Membership   CDS   District Reports   Account Management   Log Out

**Retroactive Payments**   [\(Retroactive Pay Procedures\)](#)

Welcome XXXXXXXXXX

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For the reporting period of **11/2014**, Retroactive Pay was reported in Pay category **G MTD Retro Earliest Prior Yr Pay**.

Please indicate how these payments should be applied. You have three options:

A) Select a single year in which all payments should be applied.

B) Enter up to 5 years of retroactive payments for each individual.

C) Upload a Retroactive Pay spreadsheet file to indicate how the retroactive pay up to 10 years should be applied.

Choose one selection below, add any requested information, and click 'Continue'

☒ **A) Single year retroactive payment. Apply to:**

Choose Payment Year

☐ **B) Enter multiple year payments for up to 5 years.**

☐ **C) Upload a Retroactive Pay spreadsheet for up to 10 years.**

Use NYSTRS' [Retroactive Pay Spreadsheet Template](#) to create a Retroactive Pay spreadsheet if you do not currently have a spreadsheet.

Retroactive Pay Spreadsheet File:

#### A) Select a single year in which all payments should be applied.

Choose Payment Year

Choose Payment Year

2013/2014

2012/2013

2011/2012

2010/2011

2009/2010

2008/2009

2007/2008

2006/2007

2005/2006

2004/2005

2003/2004

A confirmation page appears where you either “Submit” or “Cancel” your selection.

The screenshot shows the 'Employer Secure Area' header with navigation links: Reporting, Billing, Membership, CDS, District Reports, Account Management, and Log Out. The main heading is 'Retroactive Payment Confirmation' with a link to '(Retroactive Pay Procedures)'. Below this, it says 'Welcome XXXXXXXXXXXX'. A message states: 'Retroactive Pay reported for 11/2014 should be applied to the 2011/2012 year earnings. Click 'Submit' to confirm or 'Cancel' to make another selection.' At the bottom, there are two buttons: 'Cancel' and 'Submit'.

**B) Enter up to 5 years of retroactive payments for each individual.**

The screenshot shows the 'Employer Secure Area' header with navigation links: Reporting, Billing, Membership, CDS, District Reports, Account Management, and Log Out. The main heading is 'Retroactive Payments' with a link to '(Retroactive Pay Procedures)'. Below this, it says 'Welcome XXXXXXXXXXXX'. A message states: 'Please enter the Retroactive Payment amount per year for each member listed below that received Retroactive Pay as reported in your 11/2014 file. Note: If the 'Total reported Retroactive Pay' for any member below is incorrect please contact NYSTRS. When you have entered and reviewed that the retroactive payment information is correct, click 'District Approved' to submit to NYSTRS. Once approved, data can only be changed by contacting NYSTRS. Otherwise, click 'Save' to save your current work or 'Cancel' to return to the previous page.' There are two buttons: 'Save' and 'District Approved'. Below this is a table with two sections. The first section is for 'Smith, John (XXXXXXXXXX)' with a total reported retroactive pay of 499.37. The second section is for 'Jones, Ann (XXXXX5640)' with a total reported retroactive pay of 212.27. Each section has a table with columns for years: 2014/2015, 2013/2014, 2012/2013, 2011/2012, and 2010/2011. Each column has a text input field with '0.00' entered. At the bottom left, there is a link 'Back to Top of Page'.

2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
0.00	0.00	0.00	0.00	0.00


  

2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
0.00	0.00	0.00	0.00	0.00

Periodically click “Save,” as you will be timed out after 2 minutes of inactivity, and any unsaved data will be lost.

After you have entered and reviewed that the retro information is correct, click “District Approved” to submit to NYSTRS. Once approved, data can only be changed by contacting NYSTRS.

After clicking “District Approved,” a confirmation page appears where you either “Submit” or “Cancel” your entries.



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[Reporting](#) [Billing](#) [Membership](#) [CDS](#) [District Reports](#) [Account Management](#) [Log Out](#)

**Retroactive Payment Confirmation** [\(Retroactive Pay Procedures\)](#)  
Welcome XXXXXXXXXX

You have entered the following Retroactive Payment information for your **11/2014** file.  
Please review the information and click 'Submit' to continue or 'Cancel' to make changes.

Smith, John (XXXXXXXXXX) Total reported Retroactive Pay: 499.37				
2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
0.00	499.37	0.00	0.00	0.00

Jones, Ann (XXXXXXXXXX) Total reported Retroactive Pay: 212.27				
2014/2015	2013/2014	2012/2013	2011/2012	2010/2011
0.00	212.27	0.00	0.00	0.00

**C) Upload a Retroactive Pay spreadsheet file to indicate how the retroactive pay up to 10 years should be applied.**


Select the file to upload.

☒ **C) Upload a Retroactive Pay spreadsheet for up to 10 years.**

Use NYSTRS' [Retroactive Pay Spreadsheet Template](#) to create a Retroactive Pay spreadsheet if you do not currently have a spreadsheet.

**Retroactive Pay Spreadsheet File:**

A confirmation page appears where you either “Submit” or “Cancel” your upload.




**Employer Secure Area**  
[Reporting](#) [Billing](#) [Membership](#) [CDS](#) [District Reports](#) [Account Management](#) [Log Out](#)

**Retroactive Payment Confirmation** [\(Retroactive Pay Procedures\)](#)  
Welcome XXXXXXXXXX

Click 'Submit' to upload **Retro\_File.csv** for your **11/2014** file or 'Cancel' to make another selection.

## Submission message

**Employer Secure Area**  
Reporting Billing Membership CDS District Reports Account Management Log Out


**Retroactive Payment Submission Status** [\(Retroactive Pay Procedures\)](#)  
Welcome XXXXXXXXXX

NYSTRS received your Retroactive Spreadsheet file but please note it could take several minutes to process and for the Monthly Overview Page page to update.

While NYSTRS has received your Retroactive Spreadsheet file, your file could be rejected for reasons specific to the data in the file. Check the Rejected and Pending Monthly Reports reports page if your file does not appear on the Accepted Monthly Reports by Reporting Period page within several minutes.

[Click here](#) to upload another retroactive pay spreadsheet or confirm other retroactive pay information.

If there are no errors found on the retro spreadsheet, the overall status will change to “File Received, DSIR Creation Pending.”

**Employer Secure Area**  
Reporting Billing Membership CDS District Reports Account Management Log Out

**Monthly Overview**  
[← Reporting](#)  
Welcome XXXXXXXXXX

Below is an overview of your employer reporting submissions. For instructions on completing your online DSIR, please refer to the Employer Manual: [Section 6: The Employer Secure Area](#).

Month	Overall Status <sup>[1]</sup>	DSIR Report	Additional DSIR Info <sup>[2]</sup>	Retro Year Ending
Jul 2014	Complete	<a href="#">Review</a> <a href="#">PDF</a>	N/A	<a href="#">2014</a>
Aug 2014	Complete	<a href="#">Review</a> <a href="#">PDF</a>	N/A	N/A
Sep 2014	Complete	<a href="#">Review</a> <a href="#">PDF</a>	<a href="#">Review</a> <a href="#">PDF</a>	<a href="#">2014</a>
Oct 2014	File Received, DSIR Creation Pending	N/A	N/A	<a href="#">Multiple Years</a>
Nov 2014	Report Outstanding	N/A	N/A	N/A
Dec 2014	File Received, DSIR Creation Pending	N/A	N/A	

This link takes you to a page to view retro amounts and years submitted to NYSTRS. You have the capability to convert this information to a .pdf file.

**Employer Secure Area**  
Reporting Billing Membership CDS District Reports Account Management Log Out

**View Member Retroactive Pay** [\(Retroactive Pay Procedures\)](#)  
Welcome XXXXXXXXXX

Select the month to view Retroactive Pay member information:

Choose Reporting Month

Choose Reporting Month

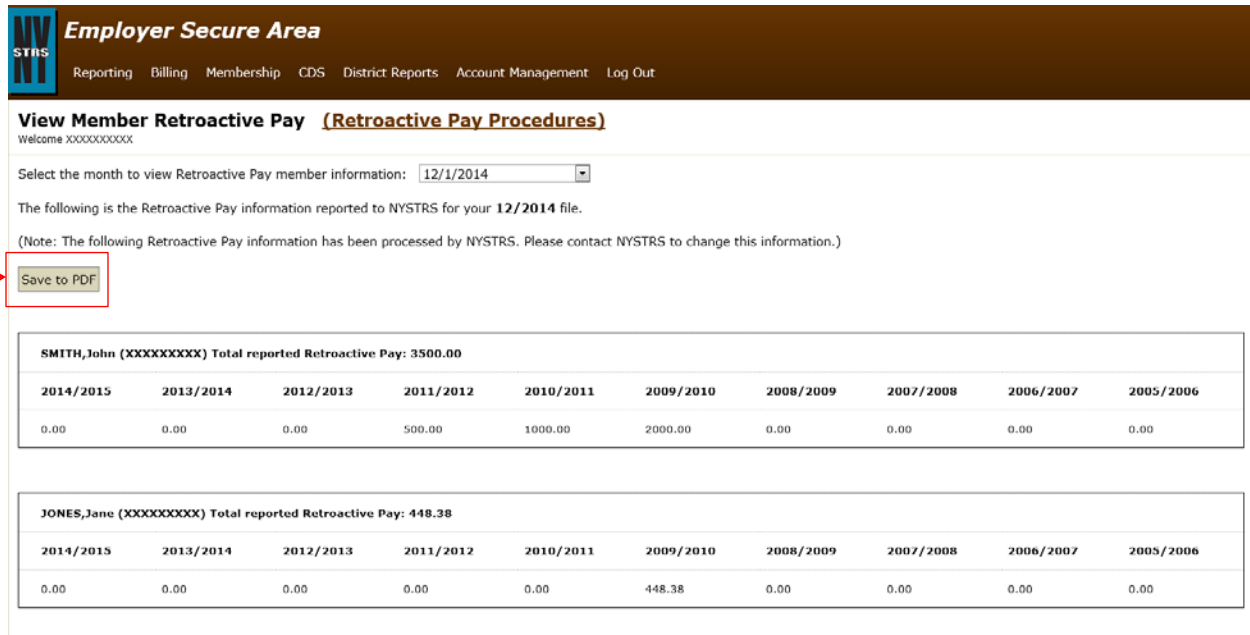
11/1/2014

12/1/2014

Select the reporting month

The retroactive pay for the selected reporting month will be displayed.

To save this information as a report, click on “Save to PDF.”



**NYSTRS Employer Secure Area**  
Reporting Billing Membership CDS District Reports Account Management Log Out

### View Member Retroactive Pay [\(Retroactive Pay Procedures\)](#)

Welcome XXXXXXXXXX

Select the month to view Retroactive Pay member information:

The following is the Retroactive Pay information reported to NYSTRS for your **12/2014** file.

(Note: The following Retroactive Pay information has been processed by NYSTRS. Please contact NYSTRS to change this information.)

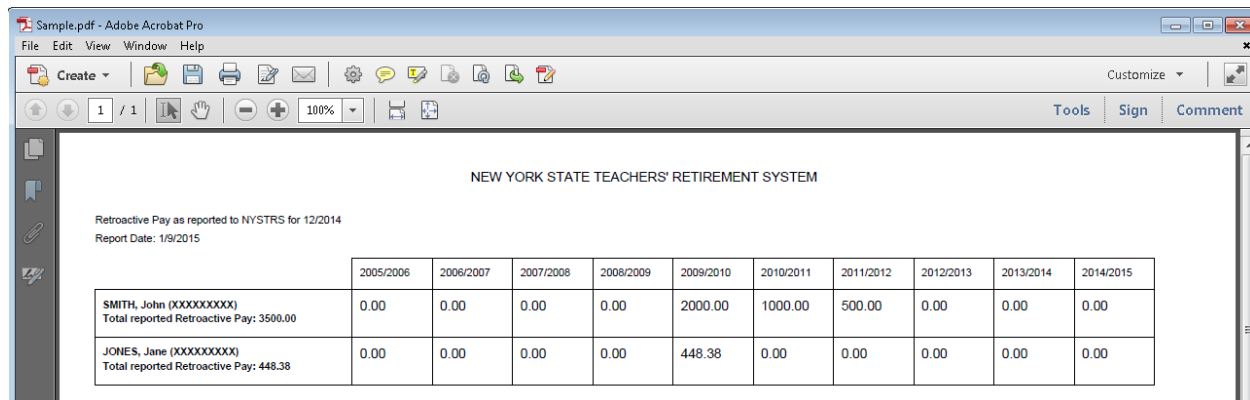
**Save to PDF**

SMITH, John (XXXXXXXXXX) Total reported Retroactive Pay: 3500.00									
2014/2015	2013/2014	2012/2013	2011/2012	2010/2011	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006
0.00	0.00	0.00	500.00	1000.00	2000.00	0.00	0.00	0.00	0.00

JONES, Jane (XXXXXXXXXX) Total reported Retroactive Pay: 448.38									
2014/2015	2013/2014	2012/2013	2011/2012	2010/2011	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006
0.00	0.00	0.00	0.00	0.00	448.38	0.00	0.00	0.00	0.00

You can then save the .pdf as usual.



Sample.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]


Tools Sign Comment

NEW YORK STATE TEACHERS' RETIREMENT SYSTEM

Retroactive Pay as reported to NYSTRS for 12/2014  
Report Date: 1/9/2015

	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
SMITH, John (XXXXXXXXXX) Total reported Retroactive Pay: 3500.00	0.00	0.00	0.00	0.00	2000.00	1000.00	500.00	0.00	0.00	0.00
JONES, Jane (XXXXXXXXXX) Total reported Retroactive Pay: 448.38	0.00	0.00	0.00	0.00	448.38	0.00	0.00	0.00	0.00	0.00

If the spreadsheet contains errors, the status will remain “Retro Action Required.”


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### Monthly Overview


← Reporting

Welcome XXXXXXXXXXXX

Below is an overview of your employer reporting submissions. For instructions on completing your online DSIR, please refer to the Employer Manual: Section 6: The Employer Secure Area.

Month	Overall Status <sup>[1]</sup>	DSIR Report	Additional DSIR Info <sup>[2]</sup>	Retro Year Ending
Jul 2014	File Received, DSIR Creation Pending	N/A	N/A	2015
Aug 2014	District Response Requested 12/1/2014	<a href="#">Review</a> <a href="#">PDF</a>	N/A	N/A
Sep 2014	File Received, DSIR Creation Pending	N/A	N/A	2015
Oct 2014	Retro Action Required	N/A	N/A	N/A
Nov 2014	Report Outstanding	N/A	N/A	N/A
Dec 2014	Report Outstanding	N/A	N/A	N/A

Error information pertaining to the spreadsheet can be found by navigating to **Rejected and Pending Monthly Reports**. You must go back and correct any errors, then resubmit the spreadsheet.


**Employer Secure Area**

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### Rejected and Pending Monthly Reports

← Reporting

Welcome XXXXXXXXXXXX

The following is a list of rejected/pending monthly reports on file for your school district. If a monthly report has been rejected, please review the reasons why and make the necessary corrections before resubmission.

1. Pending — Your report has been submitted to NYSTRS for preliminary review.
2. Rejected — Your submission was rejected due to an error within the monthly report. Click [View More Info](#) for a short description of the error(s).
3. Purged — Your submission was removed by NYSTRS staff.

If a file successfully passes all verification stages, it will be reflected on the [Accepted Monthly Reports by Reporting Period](#) page, and will no longer be present in the table below.

Filename	Submitted On ▼	Status	Options
Retro_File.csv	12/1/2014 10:37:58 AM	Rejected	<a href="#">View More Info</a>



## Reporting Multiple Years of Retroactive Pay with Spreadsheet Submission

A spreadsheet can be used to report up to 10 years of retroactive payments and **must** be used for retroactive payments in excess of 5 years. The retroactive pay file must be submitted through the Employer Secure Area, **after** the monthly employer reporting file has been received by NYSTRS.

Spreadsheet Format:

	A	B	C	D	E	F	G
1	<b>District</b>	<b>Reporting Month</b>					
2	XXXX	MM/YYYY					
3							
4	<b>SSN</b>	<b>Last Name</b>	<b>First Name</b>	<b>Retro Year 1*</b>	<b>Retro Year 2</b>	<b>Retro Year 3</b>	<b>... up to 10 Retro Years</b>
5							
6							
7				*Format = YEAR/YEAR			
8							

\* A spreadsheet template is available in Section 6 of the Employer Manual and in the Employer Secure Area.

Rules:

- All columns are required.
- Column headings must be in the row and column location indicated above.
- The first record should be on line 5.
- Do not include extra rows between employees.
- Do not include blank columns between the required columns.
- Up to 10 years can be included. The school years can only go back 10 years beginning with the prior school year.
- SSN format = 9 digits with no hyphens, or a valid Visa format (8 digits or alpha character followed by 7 digits).
- Retro year format = YEAR/YEAR (example: 2013/2014)
- The sum of the amounts for each employee must equal the employee's total found in the monthly employer reporting file (pay category G.MTD Retro Earliest Prior Yr Pay).
- All employees with retroactive pay in the monthly employer reporting file must be accounted for in the retroactive pay file.
- The spreadsheet must be saved as a .csv file before submitting to NYSTRS through the Employer Secure Area.

Notes:

If you hide a column in a spreadsheet and then save the file as a .csv, the hidden column will be included in the .csv file. Before saving as a separate .csv file, delete any columns that are not needed.

If you discover that there were issues with either the monthly employer reporting file or retroactive pay file, please contact NYSTRS. Both files will need to be purged and new files submitted.

The system looks at the format of the spreadsheet first and may reject the file based on errors in these fields. Once the format errors are corrected, it is possible for the file to reject a second time if there are errors in the spreadsheet detail.

### Spreadsheet Example

	A	B	C	D	E
1	District	Reporting Month			
2	XXXX	07/2014			
3					
4	SSN	Last Name	First Name	2012/2013	2013/2014
5	XXXXXXXXXX	SMITH	JOHN	99.50	100.75
6	XXXXXXXXXX	JONES	MARY	303.00	300.90
7	XXXXXXXXXX	ALLEN	ROBERT	273.00	100.00

If it is necessary for you to delete all of the data from a column, you must highlight the entire column and press the delete button.

Click the letter "E" to highlight the column and then press delete

	A	B	C	D	E
1	District	Reporting Month			
2	XXXX	07/2014			
3					
4	SSN	Last Name	First Name	2012/2013	2013/2014
5	XXXXXXXXXX	SMITH	JOHN	99.50	100.75
6	XXXXXXXXXX	JONES	MARY	303.00	300.90
7	XXXXXXXXXX	ALLEN	ROBERT	273.00	100.00

## EMPLOYER REPORTING INTERFACE – MONTHLY FILE LAYOUT

The changes below will take effect with all files dated July 2014 forward.

### Control Header Record

<u>Position</u>	<u>Current Data Description</u>	<u>Position</u>	<u>New Description</u>
162-175	Total MTD Retro Earliest Prior Yr Pay	162-175	No change

The following should no longer contain data:

176-189	Total MTD Retro Next Prior Yr Pay	176-203
190-203	Total MTD Retro Latest Prior Yr Pay	

### Employee Layout

<u>Position</u>	<u>Current Data Description</u>	<u>Position</u>	<u>New Description</u>
432-441	G.MTD Retro Earliest Prior Yr Pay	432-441	Total retro paid

The following should no longer contain data:

442-451	H. MTD Retro Next Prior Yr Pay	442-461
452-461	I. MTD Retro Latest Prior Yr Pay	
522-522	Retro Contract Multiple Year Flag	522-526
523-526	Retro Contract Start Year	