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 <u>one</u> 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 <u>Retroactive Payments</u> document for additional information.

<u>**Additional Notes**</u>

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.

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.

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

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: Browse...

Continue   Cancel

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.

Employer Secure Area

Reporting   Billing   Membership   CDS   District Reports   Account Management   Log Out

Retroactive Payment Confirmation   (Retroactive Pay Procedures)
Welcome XXXXXXXXX

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.

Cancel   Submit

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

Employer Secure Area

Reporting   Billing   Membership   CDS   District Reports   Account Management   Log Out

Retroactive Payments   (Retroactive Pay Procedures)
Welcome XXXXXXXXX

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.

Save   Cancel   District Approved

Smith,John (XXXXXXXXX) Total reported Retroactive Pay: 499.37

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

Jones,Ann (XXXXX5640) Total reported Retroactive Pay: 212.27

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

Back to Top of Page

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.

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.

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

Submission message

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 Spreadhseet 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."

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[1]	DSIR Report	Additional DSIR Info[2]	Retro Year Ending
Jul 2014	Complete	Review PDF	N/A	2014
Aug 2014	Complete	Review PDF	N/A	N/A
Sep 2014	Complete	Review PDF	Review PDF	2014
Oct 2014	File Received, DSIR Creation Pending	N/A	N/A	Multiple Years
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.

View Member Retroactive Pay *(Retroactive Pay Procedures)*
Welcome XXXXXXXXXX

Select the month to view Retroactive Pay member information: Choose Reporting Month ▾
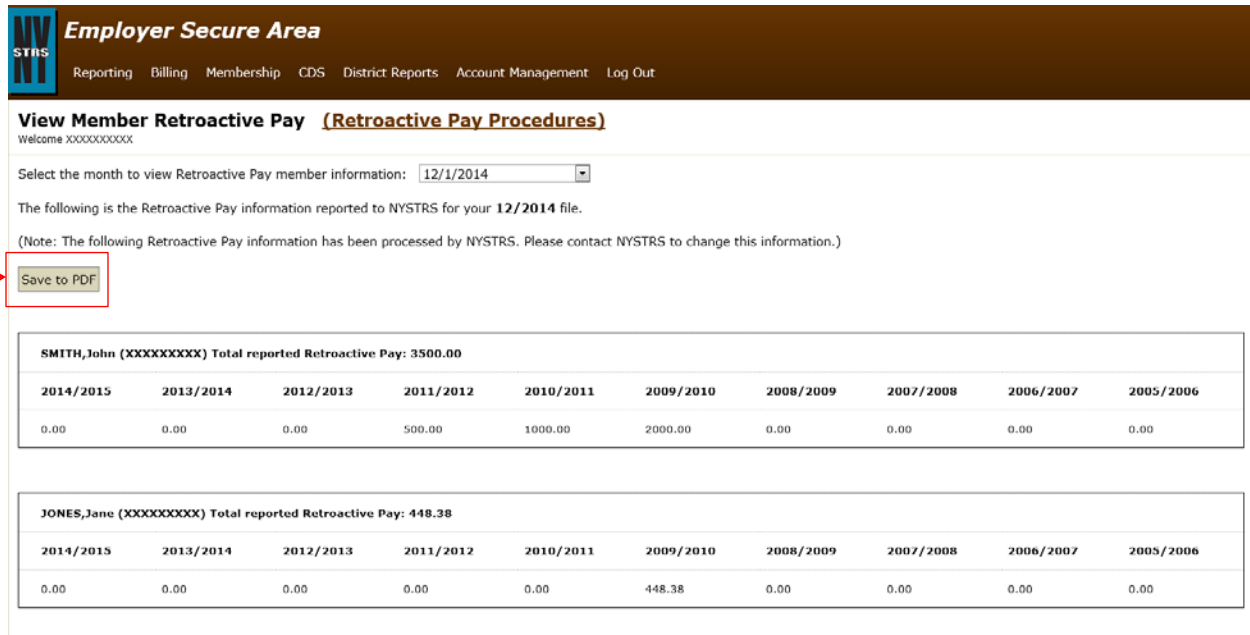Choose Reporting Month
11/1/2014
12/1/2014

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."

You can then save the .pdf as usual.

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

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.

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	District	Reporting Month					
2	XXXX	MM/YYYY					
3							
4	SSN	Last Name	First Name	Retro Year 1*	Retro Year 2	Retro Year 3	... up to 10 Retro Years
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:

    a. All columns are required.
    b. Column headings must be in the row and column location indicated above.
    c. The first record should be on line 5.
    d. Do not include extra rows between employees.
    e. Do not include blank columns between the required columns.
    f. Up to 10 years can be included. The school years can only go back 10 years beginning with the prior school year.
    g. SSN format = 9 digits with no hyphens, or a valid Visa format (8 digits or alpha character followed by 7 digits).
    h. Retro year format = YEAR/YEAR (example: 2013/2014)
    i. 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).
    j. All employees with retroactive pay in the monthly employer reporting file must be accounted for in the retroactive pay file.
    k. 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	XXXXXXXXX	SMITH	JOHN	99.50	100.75
6	XXXXXXXXX	JONES	MARY	303.00	300.90
7	XXXXXXXXX	ALLEN	ROBERT	273.00	100.00

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

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	XXXXXXXXX	SMITH	JOHN	99.50	100.75
6	XXXXXXXXX	JONES	MARY	303.00	300.90
7	XXXXXXXXX	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

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

The following should no longer contain data:

Position	Current Data Description	Position	New Description
176-189	Total MTD Retro Next Prior Yr Pay	176-203	
190-203	Total MTD Retro Latest Prior Yr Pay		

Employee Layout

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

The following should no longer contain data:

Position	Current Data Description	Position	New Description
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		