

Reporting Tips

Courtesy of the New York State
Teachers' Retirement System



November 2021

New Feature Now Available in ESA!

A new feature listing collective bargaining agreements and individual contracts received from employers is now available in the [Employer Secure Area](#) (ESA). The information will be found under Contract Status in the Reports section of ESA.

With the launch of this new feature, all employers with contracts on record that are already expired will receive an email notification requesting them to view the Contract Status page and to send us updated contracts. A sample page is shown below.

In the future, employers will receive an email notification when an agreement on file with NYSTRS will be expiring in the next 60-90 days. Please check the Contract Status page often and submit to NYSTRS fully signed copies of any new employment agreements. Thank you for keeping your records current.

Note that employers are required to submit copies of all employment contracts covering NYSTRS members to us for review, whether they are collective bargaining agreements or individual contracts. After our review, we advise you if we identify payments that should be reported in special categories, such as termination pay, non-regular compensation, or non-STRS pay. This is essential to provide accurate benefit projections and payments for your staff who retire from NYSTRS.

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| Contract Type | Effective Date | Date Of Expiration ^a |
|-----------------------------|----------------|---------------------------------|
| Administrators | 07/2014 | 06/2021 |
| Teachers | 07/2014 | 06/2021 |
| Teaching Assistants | 07/2014 | 06/2021 |
| Chief School Administrators | 07/2018 | 06/2023 |

Retirement/Benefit Processing Reports

When a member dies in service or an application for retirement is received from an employee of a participating employer, the member's name will appear on the Retirement/Benefit Report Processing – Outstanding Reports page of ESA.

Please complete these reports as soon as possible so we can accurately and efficiently calculate the member's pension and begin providing the retiree with a monthly benefit or provide death benefits to a beneficiary. Instructions for completing these reports can be found in [Retirement/Benefit Report Processing Instructions](#) in the [NYSTRS Employer Manual Section 15](#).

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

Note that you may print a copy of any report you have completed as well as see the up-to-date status of our processing on the Member Retirement Information Received and Pending NYSTRS Review page in ESA.

How to Update ESA Users and School District Contacts

Your NYSTRS Security Administrator is responsible for authorizing users for each available function in the ESA. The Security Administrator is also responsible for removing rights if an ESA user leaves the district or changes positions and no longer requires access to the ESA.

The Security Administrator cannot update his/her own information or the superintendent's or college president's information. To update the Chief School Administrator (CSA) role, please contact NYSTRS at (800) 348-7298, Ext. 6220.

The School District Contacts page, found under Account Management, lists the names of the contacts from your district that are on file with NYSTRS. Any updates made through this page will only be reflected in ESA. Please also use the [District Contact Change \(QTR-81\)](#) form to update a contact's information or designate a new contact in our other records. For a change in CSA, use [District Contact Change CSA \(QTR-81A\)](#). If you need further assistance, please contact NYSTRS at (800) 348-7298, Ext. 6220.

Grievances and Settlement Agreements

Districts are required by law to provide NYSTRS with fully signed copies of any grievance, arbitration award or settlement agreement a member enters into with the district promptly after the agreement is signed. It is critical that we evaluate these agreements as soon as possible to determine whether these payments are pensionable and to ensure they are reported properly.

Until NYSTRS has completed our review and advised the district on the proper reporting, monies paid to an individual pursuant to a settlement, grievance or other litigation should be reported in pay category J: MTD Awards Pay. In all cases of awards payments, including payment for previous year(s) or the current year, we require copies of all legal documents and **an explanation of how the payment was determined**. If payment is made outside regular payroll, a report should be sent to ensure proper crediting. The mandatory deductions for Tiers 4– 6 contributing members should be withheld from such payments; however, service days should not be calculated for this pay category.

Please consult NYSTRS' [Employer Manual](#) for additional information. [Section 2](#) of the manual discusses awards pay (page 13), while [Section 4](#) addresses arbitration awards, settlements, grievances and litigation (page 1).

Updated Forms

NYSTRS has recently updated our [Application for Membership](#) (NET-2), [Loan Application](#) (LON-26), and several other forms. In fact, NYSTRS often updates our forms and publications; the most-up-to-date versions are always available on our website at NYSTRS.org. We advise that employers only pre-print small quantities of NYSTRS forms so that you do not have large quantities of older versions in use.

These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).
Contact us at (800) 348-7298, Ext. 6220 or employer@nystrs.org with any questions about the Tips.