



## District DSIR Procedures in the Employer Secure Area (ESA)

This resource explains how districts review, respond to and submit District Employer Specific Issue Reports (DSIRs) in the Employer Secure Area.

### View or Process a DSIR Report

From the “**Monthly Overview**” page, click on “**Review**” for the relevant DSIR report.

On this page, there are three buttons that you can use to filter your issue codes. Use this to identify what you have worked on.

**View All:** Original list of DSIR issue codes.

**View Reviewed:** Only issue codes reviewed or worked on by the employer.

**View Not Reviewed:** Issue codes that the employer has not reviewed or worked on (default).

For explanations for different types of issue codes, see the [Employer District Specific Issue Report Code Reference Guide](#).

Under each issue code, you will find a text box where you can enter a comment that applies to all of the members listed for this issue code. Enter your comment in the box, and press the "Apply to All" button to save the comment. Note: The data entry box is cleared of all text after the data is saved.

Alternatively, you can select the “Comment” button to the right of each member to view, add, update or delete a comment for an individual member. An asterisk next to the comment button indicates that a comment has been added for this individual by the employer.

<b>District Response</b> <small>Enter your response (or edit previously entered responses) for the above issue as it pertains to the selected member/employee.</small>	Adjustments have been noted. - [12/20/2015 09:42 AM Testing]
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

After you enter a comment, click "Save" to save any additions or changes to your comment. Please include as much relevant detail as possible to ensure the report is posted correctly. The date/timestamp & user id is automatically added after each "Save." You can select "Cancel" to cancel your changes and go back to the main DSIR report without saving.

When you have **completely** reviewed the DSIR and responded to all issues, and are ready to submit back to NYSTRS, click the "District Approved" button. It can only be clicked once during the first review. Once this is clicked, you can no longer edit the information.

The NYSTRS editor assigned to the employer is then notified that the DSIR is ready to be processed. If the NYSTRS editors have further questions, the contact person at your district will receive an e-mail requesting additional information. Please respond to this email as soon as possible, so that the editor can post your monthly reports in a timely manner.

<p>From: NYSTRS_CORRESPONDENCE@nystrs.org          Sent: Tuesday, January 20, 2015 9:19 AM          To: XXXXXXXXXXXX          Subject: NYSTRS DSIR Editor comments submitted for district XXXX</p> <p>ERC contact e-mail address: XXXXXXXXXXXX          ERC contact name: XXXXXXXXXXXX</p> <p>Your NYSTRS editor is requesting further information and/or has submitted comments for your review on the following DSIR:          Report District : XXXX          Report Begin date : 2014-12-01</p> <p>Please log in to the ESA to finalize your DSIR. Please do not reply to this E-mail.</p>
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We may also use the DSIR to contact you to request additional information. You will then be asked to log in to the Employer Secure Area and respond to these requests. When there are no further inquiries, the Overall Status will be "Complete."

Log in to the Employer Secure Area and go to **Reporting > Monthly Overview**. If additional messages are generated that are not part of your DSIR, then a link to review the messages will appear. Additional DSIR Info messages are for your information; however, you will not be able to comment on them. Upon review, if you need to provide additional information, please email your editor.

## High-Level Summary of the DSIR Process

### Step 1 – Employer

- Review the DSIR.
- Add the first employer response where applicable (Comment1).
- Click the “District Approved” button when all issues are addressed/completed.

### Step 2 – NYSTRS

- Process the first employer response for all issue codes.
- Request additional information where applicable.
- Send an email to the employer when additional information has been requested.

### Step 3 – Employer

- Review the DSIR for additional information requests (if notified via email).
- Reply to any request for additional information via email.

### Step 4 – NYSTRS

- Process the second employer response.

### Notes

The employer will have the ability to view all DSIR reports created online, as well as all associated comments it and NYSTRS have made.

If the editors at NYSTRS require further clarification, they will contact the employer by phone.