



NYSTRS Employer Manual

Introduction

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As a participating employer of the New York State Teachers' Retirement System, you play a significant role in providing timely and accurate information about our members, which ultimately determines the benefits to which they are entitled. The Retirement System (hereafter referred to as NYSTRS, TRS or the System) appreciates your efforts in providing such critical information. In turn, we strive to provide you with exceptional service that enables you to most efficiently conduct business with the System.

This Employer Manual serves as your primary resource and explains how to carry out your NYSTRS business. It should be shared with staff who communicate with the System on all employer matters, including monthly employer reporting, registration of new members, and service credit adjustments.

About NYSTRS

NYSTRS was established by the New York State legislature on August 1, 1921, under Article 11 of the Education Law, as a method of combining various individual pension systems administered by school districts.

The System administers a defined benefit plan that provides retirement, disability and death benefits to eligible New York State public school teachers and administrators. Eligibility for these benefits depends on factors such as a member's tier of membership, age, earnings and service credit. A 10-member Retirement Board sets policy and oversees System operations. Trustees serve without compensation and represent various constituents, including active and retired teachers, school administrators, school boards and taxpayers.

Telephone Directory

Member and Employer Services	
Employer Reporting	800-348-7298 ext. 6220
Employer Reporting Fax	518-447-2979
Member Loan Information	800-348-7298 ext. 6080
Membership	800-348-7298 ext. 6190
Membership Reinstatement	800-348-7298 ext. 6070
Military Service	800-348-7298 ext. 6060
Prior Service	800-348-7298 ext. 6030
Retirement Reports	800-348-7298 ext. 6220

Member Benefits	
Disability Retirement	800-348-7298 ext. 6010
Disability Fax	518-447-2720
General Information	800-348-7298 ext. 6250
Retired Member Services	800-348-7298 ext. 6150
Service Retirement Processing	800-348-7298 ext. 6000
Withdrawal of Membership	800-348-7298 ext. 6090