



Retirement/Benefit Report Processing Instructions

This resource explains how employers complete and submit retirement and benefit reports in the Employer Secure Area (ESA).

Overview

All final salary reports for Service, Disability, Deferred Retirement and Deceased members are now stored in the Employer Secure Area (ESA) and must be completed within the ESA. NYSTRS will send an email to the assigned employer contact(s) when the reports are available in ESA.

In addition to offering online reporting functionality, this procedure allows us to communicate with employer contacts through the module.

How to Access the Reports

- Log into ESA
- Navigate to Reporting Tab
 - Click on Retirement/Benefit Report Processing

Retirement/Benefit Report Processing - Outstanding Members

The **Retirement/Benefit Report Processing – Outstanding Members** page provides general navigation information, as well as a list of any reports requiring completion.

The list of reports requiring completion is at the bottom of this page. This page provides each employee's EmplID, SSN, Member Name, Benefit Date, and Form type. This list can be sorted by column heading simply by clicking on the heading you wish to sort.

Outstanding Reports – If any reports on the list are 30 days or more past due, the number of days past due will be displayed under the Days Past Due column. Please try to submit Retirement/Benefit Reports in a timely manner.



How to Complete and Submit a Retirement/Benefit Report

Begin by clicking the "Begin" button (in the far right column) to start a new report.

Retirement/Benefit Report Processing - Outstanding Reports

← Reporting
Welcome [redacted] (Last Login: 2/10/2026 2:26 PM) — [redacted] (Change District)

The following is a list of your district's employees for whom final salary information is needed. For more detailed instructions, please refer to the Employer Manual: **Section 6: The Employer Secure Area**. For questions regarding retirement/benefit information, please contact NYSTRS at (800) 348-7298, Ext. 6220.

To submit final salary information:

- Click Begin to submit retirement/benefit information to NYSTRS.
- Click Continue to continue working with or submit saved retirement/benefit information to NYSTRS.

For submitted reports:

- **View** submitted reports completed or pending review by NYSTRS.

Total number of reports due: 10

EmplID	SSN	Member Name	Benefit Date	Form Type	Days Past Due	Option
[redacted]	XXX-XX	[redacted]	11/29/2025	Retirement	58	<input type="button" value="Begin"/>
[redacted]	XXX-XX	[redacted]	01/06/2026	Retirement		<input type="button" value="Begin"/>
[redacted]	XXX-XX	[redacted]	01/05/2026	Retirement		<input type="button" value="Begin"/>
[redacted]	XXX-XX	[redacted]	01/01/2026	Retirement		<input type="button" value="Begin"/>

Retirement/Benefit Report Processing - Step 1

On this page you will need to select a Title for the member from the dropdown listing: Superintendent, Assistant Superintendent, Other Administrator, Teacher, Teacher Assistant, Substitute, and Other Non-Administrator.

Find the appropriate title and then click the "Continue" button.

Retirement/Benefit Report Processing - Step 1
 ← Retirement/Benefit Report Processing
 Welcome [redacted] (Last Login: 2/10/2026 2:26 PM) — [redacted] (Change District)

For more detailed instructions, please refer to the Employer Manual: **Section 6: The Employer Secure Area**. For questions regarding retirement/benefit information, please contact NYSTRS at (800) 348-7298, Ext. 6220.

EmplID	SSN	Member Name	Benefit Date
[redacted]	XXX-XX	[redacted]	01/06/2026

Please select the most accurate information that reflects the above member's position.

Title:

- Superintendent
- Assistant Superintendent
- Other Administrator
- Non Administrator



Retirement/Benefit Report Processing – Step 2 Page

There are several required fields to be completed on the **Retirement/Benefit Report Processing – Step 2** page.

This page is designed to collect the retiree’s last day salary earned and to record any additional payments made to the retiree other than regular duty pay.

Helpful Tip: Click the “Save” button on the left side of the screen to occasionally save any entered information. Doing this will prevent the session from timing out if you are researching information.

Once you have recorded all the necessary information on this page, you will have to certify the information entered is correct and submit the document to NYSTRS.

Important

- Do not click the “District Approved” button until you are certain that you have selected the desired information.
- You will not be able to edit the form once you have clicked the “District Approved” button.
- The form will not be sent to NYSTRS until you have clicked the “District Approved” button.

Compensation for Other Than Regular Duties

Compensation for other than Regular Duties is the area to provide information for payments made for any unused leave, any retirement incentives, or any non-regular compensation. Please indicate “Yes” or “No” in the dropdown box to the right of each field if the payment entered was previously reported on the monthly reports.

Compensation for other than Regular Duties (Note: Each text box has a limit of 100 characters.)

School Year	Unused Leave	Retirement Incentive	Non-Regular Compensation
2025-2026	<input type="text"/> No ▾	<input type="text"/> No ▾	<input type="text"/> No ▾
2024-2025	<input type="text"/> No ▾	<input type="text"/> No ▾	<input type="text"/> No ▾
2023-2024	<input type="text"/> No ▾	<input type="text"/> No ▾	<input type="text"/> No ▾
2022-2023	<input type="text"/> No ▾	<input type="text"/> No ▾	<input type="text"/> No ▾
2021-2022	<input type="text"/> No ▾	<input type="text"/> No ▾	<input type="text"/> No ▾
2020-2021	<input type="text"/> No ▾	<input type="text"/> No ▾	<input type="text"/> No ▾
2019-2020	<input type="text"/> No ▾	<input type="text"/> No ▾	<input type="text"/> No ▾

Use the “**Additional Payments made on or after mm/dd/yyyy**” section to report any payments made beyond those reported above. If you need additional rows, click the “+” button under the heading.

Additional Payments made on or after 07/01/2025 (Note: Each text box has a limit of 100 characters.)

Payment Type	Payment Amount	Date Paid	Date Earned	Additional Payment	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #d3d3d3; border: none; padding: 2px 5px;" type="button" value="+"/>	<input style="background-color: #d3d3d3; border: none; padding: 2px 5px;" type="button" value="Clear"/>

Once you have entered all pertinent information, click “I certify that all required information has been included below and is accurate to the best of my knowledge.” Then hit the “District Approved” button.

How to Certify and District Approve Report

You must certify that all the information provided is accurate to the best of your knowledge by clicking the checkbox at the top portion of the page, to the left.

When you are finished completely filling out all the retiree’s information, click the “District Approved” button at right to send the information to NYSTRS.

Retirement/Benefit Report Processing - Step 2

← Retirement/Benefit Report Processing

Current School District: School District:

Please use the area below to provide any necessary payments made to the employee selected. Once you are finished, simply click the **District Approved** button to submit the data to NYSTRS. Click **Save** periodically to save your work. For more detailed instructions, please refer to the Employer Manual: **Section 6: The Employer Secure Area**. For questions regarding retirement/benefit information, please contact NYSTRS at (800) 348-7298, Ext. 6220.

NYSTRS internal staff will not update information by clicking 'District Approved'. Staff are allowed to click 'District Approved' when walking external users through the process.

I certify that all required information has been included below and is accurate to the best of my knowledge.

How to Continue a Saved Report and View Previously Submitted Reports

If you have saved any reports and not clicked the “District Approved” button, you can access them by clicking the “Continue” button on the main **Retirement/Benefit Report Processing – Outstanding Reports** page.

You can review or print any previously submitted form by clicking the “View” link under the “For submitted reports” heading.



Retirement/Benefit Report Processing – Member Retirement Information Received and Pending NYSTRS Review

The **Member Retirement Information Received and Pending NYSTRS Review** page becomes valuable after you have finished entering data.

Retirement/Benefit Report Processing - Member Retirement Information Received and Pending NYSTRS Review

← Retirement/Benefit Report Processing

Current School District:

NYSTRS is processing Member Retirement/Benefit information for the following members.

Each member will have a **Processing Status** of:

- **Received, Pending NYSTRS Review:** NYSTRS has received the member's retirement/benefit information and no further information is necessary at this time.
- **Complete:** NYSTRS has completed processing for the member's retirement/benefit.

EmpID▲	SSN	Member Name	Benefit Date	Form Type	Date Received	Processing Status	View Comments	View PDF
	XXX-XX-		04/06/2023	Retirement	05/17/2023	Complete	N/A	<input type="button" value="View"/>
	XXX-XX-		11/29/2021	Vested	12/21/2021	Received, Pending NYSTRS Review	N/A	<input type="button" value="View"/>
	XXX-XX-		12/31/2022	Retirement	03/09/2023	Received, Pending NYSTRS Review	N/A	<input type="button" value="View"/>
	XXX-XX-		01/09/2024	Retirement	02/23/2024	Complete	N/A	<input type="button" value="View"/>
	XXX-XX-		08/21/2021	Retirement	09/23/2021	Received, Pending NYSTRS Review	N/A	<input type="button" value="View"/>

If you would like to print a copy of any report you have completed, click on the “View” button under the “View PDF” heading. This page also provides you with the most up-to-date status of our processing at NYSTRS.

NYSTRS Information Request

If we need any additional information regarding a specific member, a “View” button will appear under the “View Comments” heading.

Retirement/Benefit Report Processing - Member Retirement Information Received and Pending NYSTRS Review

← Retirement/Benefit Report Processing

Welcome [Name] (Last Login: 4/13/2017 8:14 AM) — [Member Info] ([Change District](#))

Please refer to the Employer Manual: **Section 6: The Employer Secure Area** for more information. For questions regarding retirement/benefit information, please contact NYSTRS at (800) 348-7298, Ext. 6220.

NYSTRS is processing member retirement/benefit information for the following members. Each member will have a **Processing Status** of:

- **Received, Pending NYSTRS Review:** NYSTRS has received the member’s retirement/benefit information and no further information is necessary at this time.
- **Complete:** NYSTRS has completed processing for the member’s retirement/benefit.

EmplID▲	SSN	Member Name	Benefit Date	Form Type	Date Received	Processing Status	View Comments	View PDF
[Redacted]	XXX-XX-XXXX	[Redacted]	10/11/2016	Death	4/6/2017	Received, Pending NYSTRS Review	View	View
[Redacted]	XXX-XX-XXXX	[Redacted]	02/01/2017	Disability	4/6/2017	Complete	View	View
[Redacted]	XXX-XX-XXXX	[Redacted]	07/01/2016	Vested	4/6/2017	Received, Pending NYSTRS Review	N/A	View

Here, previously submitted comments will be viewable and an area is provided for your input. This information is available in ESA for one year.

Retirement/Benefit Report Processing - Required Comments

← Retirement/Benefit Report Processing

Welcome [Name] (Last Login: 4/13/2017 8:14 AM) — [Member Info] ([Change District](#))

NYSTRS requires additional Member Retirement information for the following member. Please respond to the question or comments below by typing in a comment and then click “Submit”.

EmplID▲	SSN	Member Name	Retirement Date	Date Generated	Date Received	Status	View PDF
[Redacted]	XXX-XX-XXXX	[Redacted]	10/11/2016	4/4/2017	4/6/2017	Received, Pending NYSTRS Review	View

Please respond to the question(s) or comment(s) below.

NYSTRS First Comment

emailed district [j]harris, 2017-04-05 11:27:49]

District First Comment

[Submit](#)

When NYSTRS needs additional information, the appropriate contact person will get an email alert requesting them to log into ESA. A “Comments Required” button will appear on the page where comments can be accessed.