



NYSTRS Summer Hours Now in Effect

Please be aware that NYSTRS' operating hours shift during the summer and are currently in effect.

The System's summer hours are 8 a.m. to 4:15 p.m. Monday through Thursday, and 8 a.m. to 12:30 p.m. on Friday. This schedule began Friday, June 20 and remains in effect through Wednesday, Sept. 10.

We will return to our regular business hours of 8:30 a.m. to 4:15 p.m. Monday through Friday beginning Thursday, Sept. 11.

Also, please note that NYSTRS will be closed the following holidays:

- **Independence Day:** Friday, July 4
- **Labor Day:** Monday, Sept. 2

Please share this information with school staff and administrators who are NYSTRS members.

Summer School, Holdover and Retro Pay Categories, Defined

Employers frequently ask how to report payments made to members during July and August. Correct pay category reporting is essential to ensure members receive appropriate earnings and service credit. As a reminder, NYSTRS defines the school year as July 1 to June 30.

What follows are pay categories that are frequently used as it relates to summer work and retro pay.

D: MTD Summer School

- Use only for teaching traditional summer school programs.

E: MTD Holdover Pay/Prior Year Earnings

- Use for payments made in July or August for work performed in the previous school year.
- This includes payments to 10-month teachers who have elected to be paid over the summer (i.e., July, August or September), and/or hourly employees paid after July 1 for work performed in the prior school year.
- 10-month teachers paid over a 12-month period typically do not have additional service days reported with holdover pay. However, holdover pay should include service days if the service associated with the pay was not already reported in the prior school year.

G: MTD Retro Earliest Prior Yr Pay

- Use for retroactive salary adjustments for prior school years, typically resulting from the settling of a collective bargaining agreement.

For more details, refer to [Section 2: Employer Reporting for School Districts](#) of the [Employer Manual](#), or contact your editor in the Employer Reporting/Terminating Employees Unit with specific questions.

Help Ensure Benefit Accuracy with Proper Reporting

Accurate reporting of earnings and service is critical to ensuring members receive all benefits for which they are eligible. NYSTRS must follow applicable laws when calculating members' pension benefits.

The recently issued [Administrative Bulletin 2025-8: Reporting of Compensation Earned in Extended Day and Summer Enrichment Programs](#) clarifies which programs NYSTRS considers pensionable. Please review this bulletin and report only earnings and service that meet those criteria.

NYSTRS also provides frequent reminders in our [Reporting Tips](#) that employers are required by law to provide the System with signed copies of any grievance, arbitration award or settlement agreement involving a member. It is critical that we evaluate these agreements as soon as possible to determine whether payments made pursuant to the agreements are pensionable and to ensure they are reported properly. Discovery of unreported agreements or earnings at retirement can result in significant, permanent reductions to a member's pension.

For more information, see the NYSTRS [Employer Manual](#):

- [Section 2: Employer Reporting for School Districts](#), which references awards pay (page 13)
- [Section 4: Reportable Salaries](#), which addresses arbitration awards, settlements, grievances and litigation (page 1)

Lastly, employers should notify any NYSTRS member working in a position that is determined to be not considered pensionable under the System. Questions should be directed to your editor or calling the Employer Reporting Unit at 800-348-7298, ext. 6220.