



## Register for Our Oct. 21 Webinar on Employer Resources and Updates

NYSTRS invites you to our next Employer Reporting Webinar on **Tuesday, Oct. 21, 2025, at 10 a.m.** This live 30-minute session, titled "All About Employer Resources and Updates," will cover:

- Back-to-school reminders, including everything you need to know about completing NYSTRS forms such as [Uncredited Member Service – Quarterly](#) (MAC-44), [Prior Service Verification](#) (PRS-3), [Monthly Employer Reporting Correction Form](#) (ERP-1), and [Application for Membership](#) (NET-2).
- The importance of updating employer contact information, including the [District Contact Change](#) (QTR-81) and [District Contact Change \(CSA\)](#) (QTR-81A) forms.
- The newly expanded [Employer Resources & Tutorials](#) page, where you can easily find relevant information to assist you with various System responsibilities.

[Register for our "All About Employer Resources and Updates" webinar.](#)

If your office has new staff who need training our reporting requirements – or if current staff need a refresher – NYSTRS offers customized training webinars tailored to your team's needs. These sessions provide step-by-step guidance on the reporting process and offer time for questions. To schedule a training session, contact the Employer Training & Outreach unit at [employereducation@nystrs.org](mailto:employereducation@nystrs.org).

## Join Our Employer Advisory Group and Have Your Voice Heard

We're always working to meet the needs of our participating employers. As part of these efforts, NYSTRS formed the Employer Advisory Group (EAG) earlier this year. The group meets online once a month to discuss employers' experiences with NYSTRS. Our goal is to make NYSTRS reporting as easy as possible, and the feedback gathered in the EAG helps us to develop valuable tools and resources. Interested in participating? Email us at [employer@nystrs.org](mailto:employer@nystrs.org) with your contact information and tell us you'd like to join.

## Remind Members to Update Name and Address

Members will sometimes notify their employer of a name or address change but forget to share it with NYSTRS. When this happens, important communications may not reach them. Encourage members to report name and mailing address changes directly with NYSTRS when they make one with you as their employer. The easiest way is through [MyNYSTRS](#), our secure online portal. Members can also fill out the [Member Name/Address Change](#) (GRE-50) form and submit it to NYSTRS.

## Help NYSTRS Maintain Accuracy With Timely Monthly Reports and DSIR Responses

Monthly reports are due to NYSTRS by the 10th business day of the following month, and District Specific Issue Reports (DSIRs) should be responded to as soon as possible after they are generated.

Delays in the submission of monthly reports and/or DSIR responses impact NYSTRS' ability to provide accurate information to members. These delays may also result in additional work for both NYSTRS editors and participating employers as reporting issues are compounded over time.

An editor is assigned to each participating employer and serves as their primary NYSTRS contact. Your editor's contact information is found at the top of your "To Do List" in the [Employer Secure Area](#) (ESA). You may also contact NYSTRS with general questions at 800-348-7298, ext. 6220 or [employer@nystrs.org](mailto:employer@nystrs.org).

We appreciate your timely response so we may process our records and correct any issues quickly!

## Grievances and Settlement Agreements

By law, all participating employers must provide NYSTRS with fully signed copies of any grievance, arbitration award or settlement agreement with a member. Documentation should be submitted 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 we have 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 (i.e., 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 Tier 5 and 6 members should be withheld from such payments. Service days should not be calculated for this pay category, but may be requested after the agreement has been reviewed.

Find more information in the [Employer Manual](#): [Section 2](#) discusses awards pay (page 13), while [Section 4](#) covers arbitration awards, settlements, grievances and litigation (page 1).

## Search Administrative Bulletins and Reporting Tips by Topic

Have you ever looked through past Administrative Bulletins or issues of Reporting Tips for a particular topic? We've made it easier! To search these publications by topic, use the links found at the bottom of the [Administrative Bulletins](#) and [Reporting Tips](#) pages at [nystrs.org](https://nystrs.org).

## NYSTRS Recently Issued Four Administrative Bulletins

Be sure to read our latest [Administrative Bulletins](#):

- [2025-11: Court Decisions Upholding the Retirement System's Three-Year Final Average Salary Determinations](#)
- [2025-10: Employer Contributions to be Collected During the 2025-2026 School Year](#)
- [2025-9: Retirees Must Have Bona Fide Break Before Returning to Post-Retirement NYS Public Service](#)
- [2025-8: Reporting of Compensation Earned in Extended Day and Summer Enrichment Programs](#)

Employers are encouraged to share Administrative Bulletins with administrative staff.

*These Reporting Tips are available on the Employers/Reporting Tips page at [nystrs.org](https://nystrs.org).  
Contact us at 800-348-7298, ext. 6220 or [employer@nystrs.org](mailto:employer@nystrs.org) with any questions.*