



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

NYSTRS invites you to attend 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.

Complete Year-End Exception Reports (YEERs)

Year-end exception reports (YEERs) are currently available in the [Employer Secure Area](#) (ESA). Please complete your district's YEER at your earliest convenience.

Detailed instructions for reviewing and completing your YEER can be found in [Section 6 of the Employer Manual](#) (page 6) and our handout, [Year-End Exception Report \(YEER\)/Certification Report Procedures in the Employer Secure Area](#).

Reminder: Update Entry-Level Salary for Stipend-Based Service

If you are using the lowest entry-level teacher salary to calculate service days for members being paid by stipend, remember to update the data in your system when the entry-level teacher salary increases.

Updating Employer Contact Information in ESA

The Chief School Administrator (CSA) or Security Administrator (SA) can now update most employer contact information or designate a new contact directly in the [Employer Secure Area \(ESA\)](#). This replaces the need to submit a [District Contact Change](#) (QTR-81) form in most cases. To update the CSA, employers must still submit a [District Contact Change \(CSA\)](#) (QTR-81A) form.

Your district's Security Administrator is responsible for granting and maintaining all users for each available function of the ESA. This includes removing rights if an ESA user leaves the district or changes positions.

NYSTRS maintains contact information separate from ESA users for questions, correspondence, and billing. The School District Contacts page, found in the ESA under Account Management, lists the names of the contacts from your district that are on file with NYSTRS. For help updating contact information, call our Employer Reporting Unit at 800-348-7298, ext. 6220.

How to Verify or Register New Employees

Before registering new hires with NYSTRS, it's important to determine whether the employee is already a member and to follow the correct procedures based on their membership status.

To verify membership status:

- Log in to the [Employer Secure Area \(ESA\)](#).
- Go to the Verification page under the Membership menu.
- If the employee is already a NYSTRS member, you will see their date of membership and EmplID.

If the employee is not a member:

- Have them complete an [Application for Membership](#) (NET-2) and return it to you.
- Once you receive the completed NET-2, register them as a member in the ESA.
- Enter their expected earnings to establish the correct member contribution rate.
- Mail the completed NET-2 to NYSTRS.

Please Note: If an employee's membership is optional, do not register their membership in the ESA until they have actually rendered service.

For more guidance:

- See [Section 1: Memberships](#) in the [Employer Manual](#).
- Visit the [Employer Resources & Tutorials](#) page to download and share handouts for [mandatory NYSTRS members](#) and [optional NYSTRS members](#).

These Reporting Tips are available on the Employers/Reporting Tips page at nystrs.org. Contact us at 800-348-7298, ext. 6220 or employer@nystrs.org with any questions about the Tips.