



July 2023

How to Report Loan Payments During the Summer

Loan payments are NOT required for members (10-, 11- or 12-month) in July and August, so you will not receive payroll deduction notices during those months. However, if you choose to submit loan payments during the summer, the payments MUST be accompanied by documentation that clearly indicates the deduction period and how much money is to be applied for each member. Without such documentation, NYSTRS will be unable to apply the payments. For assistance, contact our Loan unit at loans@nystrs.org.

Year-End Exception Reports (YEERs) Coming Soon

Year-end exception reports (YEERs) will be available in the [Employer Secure Area](#) (ESA) once the System has processed your district's June monthly report. When available, please complete the YEER at your earliest convenience.

The YEER is prefilled with the monthly reporting data you provided to us. We offer this service to make the process easy and efficient for you. This online process eliminates the need for you to complete and mail a paper form to the System.

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

Driver Education, Driver Education Coordinator, and 5-Hour Pre-licensing Course Reminders

In November of 2019, NYSTRS issued Administrative Bulletin 2019-9: Driver Education Reportability to provide important information about the reportability of driver education programs.

While the course instruction has often been deemed to be pensionable, we have found both the Driver Education Coordinator (DEC) and the 5-hour Pre-licensing course do NOT meet the guidelines for pensionable earnings. Therefore, DEC earnings and 5-hour Pre-licensing course earnings should be reported in pay category M: MTD Non-STRS Pay. If your district has reported these earnings for members in a pensionable pay category, NYSTRS will need corrections for each member to ensure the earnings are not included in members' final average salary calculations.

To submit corrections to NYSTRS, please send a listing with the district location name and code, member name and EmplID, school year, and the earnings and service to be removed for each member for whom DEC and/or 5-hour Course earnings were reported as pensionable. Corrections can be sent to your Editor via Biscom or faxed to the attention of Employer Reporting at (518) 431-8798.

Billing Process for Monthly, Estimated and Final Bills

NYSTRS provides each employer its monthly, estimated and final bills in the [Employer Secure Area](#) (ESA).

Each year NYSTRS' Employer Contribution Rate (ECR) is calculated by our Actuarial department and adopted by the Retirement Board. Salary information for the school year (i.e., July – June) is accumulated through the monthly employer reporting process, and the ECR is applied to each employer's total member billable earnings to determine the employer contribution. Billable earnings are any earnings useable in a member's pension calculation. All earnings are billed in the year they are paid to the member, including retroactive salary adjustments.

In the case of school districts, the members' mandatory contributions and the employer contribution are deducted by the NYS Education Department from state aid and paid directly to NYSTRS. Employers who do not receive state aid or whose state aid is insufficient to cover amounts due are required to make direct payments to NYSTRS on the billing dates referenced below.

Billing Calendar

July 10	Due date for your June employer report. The estimated bill is determined using all 12 monthly reports; or, if any report is not received, using a percentage increase based on your previous year's final bill for the school year.
On or before Aug. 15	Estimated bill produced for each employer.
Sept. 15	First installment due: one-third of the estimated employer and employee contributions.
On or before Oct. 15	Final bill produced.
Oct. 15	Second installment due: one-third of the estimated employer and employee contributions.
Nov. 15	Third installment due: based on adjustment due from final bill figures of employer and employee contributions.

NYSTRS produces an estimated bill for each employer every August based on the information submitted on the employer's monthly files for the prior school year. If any monthly files for the prior school year are still outstanding, NYSTRS projects a 3% increase over the prior year's billable earnings and applies the ECR to calculate an estimated bill. The first two installment payments are made based on the estimated bill (see chart above). In order for an employer to be able to budget accurately, it is imperative that NYSTRS receives all monthly files promptly.

NYSTRS produces the final bill for each employer every October and the third and final installment payment is based on the final bill.

The purpose of a monthly bill is to make any necessary billing adjustments to any school year for which a final bill was already generated. If there are adjustments to salary or required contributions, you will be billed or refunded based on the ECR in effect for the school year in which the adjustment was made. Payment should be made on monthly bills with amount due to NYSTRS within 30 days. If you receive a refund check from NYSTRS, your monthly bill will reflect the details for that check.

Note: Interest will be charged on any necessary billing adjustments to member contributions, as we are required to give members interest on their contributions starting the year the service was rendered.

For questions about billing please refer to [Section 16: Employer Billing](#) of the Employer Manual or contact NYSTRS at (800) 348-7298, Ext. 6220.

If you have suggestions for topics you would like covered in our Employer Reporting Tips, please email your suggestions to employer@nystrs.org.

These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](http://nystrs.org).
Contact us at (800) 348-7298, Ext. 6220 or employer@nystrs.org with any questions about the Tips.