



Earnings After Retirement Instructions

This resource explains how districts report and certify earnings for NYSTRS retirees working after retirement.

Use the Earnings After Retirement menu in the [Employer Secure Area](#) (ESA) to enter, edit and certify earnings for NYSTRS retirees working in your district and receiving compensation from a source other than your district payroll (e.g., accounts payable, voucher, third-party vendor or business entity). Earnings must be reported for the calendar year (i.e., Jan. 1-Dec. 31) by March 31 of the following year.

Payments made to NYSTRS retirees through regular payroll should continue to be included in your monthly report and should not be reported through this menu.

Add New Retiree(s)

The first step is to add a retiree for reporting purposes. From the Earnings After Retirement > Add New Retiree page, enter the Social Security number and the first three letters of the retiree's first name, excluding any spaces or special characters (e.g., hyphens or apostrophes).

You can add multiple retirees at a time by clicking the plus sign. Delete a row by clicking the minus sign. After you have entered the requested information, click Submit. If you have a large number of retirees to add, we recommend you periodically click Submit to save your progress.

If a retiree cannot be added, a message will be displayed to explain why the information is not being accepted (e.g., the information you entered does not match our records or reporting is not required based on the individual's age or status).

Retirees who are successfully added for reporting purposes will appear at the bottom of the screen.

You may report retiree earnings by selecting the begin month and end month, choosing the retiree's position (i.e., Teaching Position, Non-Teaching Position, Administrator, Consultant, LLC, or Other) from the dropdown menu and then entering the retiree's gross earnings. All fields are required. Once the information has been entered, click Save.

Retirees you have added will only appear on this page during the ESA session in which they are added. You can add or edit non-certified retiree earnings at a later date by visiting the Earnings After Retirement > Edit Retiree Earnings page.

Edit Retiree Earnings

Once a retiree has been added for a calendar year, use the Earnings After Retirement > Edit Retiree Earnings page to edit the retiree's earnings or add earnings for a different time period within the calendar year. To edit earnings for a time period, change the gross earnings for that period. To add retiree earnings for an additional time period within the calendar year, click the plus sign to add a new row. All fields are required. Once you have finished inputting earnings information, click **Save**.

We recommend adding or editing earnings information for retirees on a monthly basis. This allows for timely correspondence and helps avoid retirees having to repay a portion of their retirement benefit. Earnings for a calendar year must be entered by March 31 of the following calendar year.

Certify Retiree Earnings

Once all retiree earnings for a calendar year have been reported, visit the Earnings After Retirement > Certify Retiree Earnings page to certify the earnings for that calendar year. Years requiring certification will also display on your "To Do List" in ESA. You cannot certify earnings for the current calendar year until December 15.

If you have multiple years requiring certification, please note that earlier years must be certified first. Certification is required even if you have no retiree earnings to report for a given calendar year. From the Earnings After Retirement > Certify Retiree Earnings page, verify that the earnings entered are accurate, check the box to certify that the earnings information is correct, and click **District Approved** to certify. Please do not click **District Approved** until you are completely finished entering retiree earnings and have verified that the earnings entered are correct. *Once you have certified earnings for a calendar year, you may no longer add or edit retiree earnings for that calendar year.*

Historical Data

Visit the Earnings After Retirement > Historical Data page to view retiree earnings for a previously certified calendar year. Select a calendar year and click **Go** to view certified retiree earnings for that calendar year. The data will appear on the screen and can also be downloaded in PDF or CSV format.

For additional information about earnings after retirement, please refer to [Section 20: Earnings After Retirement](#) of our [Employer Manual](#). If you require assistance with the Earnings After Retirement menu, please contact our Retired Member Services unit at 800-348-7298, ext. 6150.