



Register for Our Aug. 12 Webinar on Holdover and Membership Verification

NYSTRS invites you to attend our next Employer Reporting Webinar on Aug. 12, 2025 at 10 a.m. for "All About Holdover (Part 2) and Membership Verification." This live 30-minute session will cover:

- How to address a District Specific Issue Report (DSIR) related to holdover and retro pay.
- How to correctly verify and register new members.
- Where to access resources in the [Employer Secure Area](#) (ESA).

[Register online for the Aug. 12 webinar.](#)

If your office has new staff who need training in 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.

Year-End Exception Reports (YEERs) Coming Soon

The year-end exception report (YEER) for 2024-25 will be available after your June monthly report is processed. Find your district's YEER in the Reporting/Year-End Exception/Certification Reports page in the [Employer Secure Area](#) (ESA).

Please complete this report at your earliest convenience. The YEER arrives prefilled with the district's monthly reporting data you provided to us. We offer this service to streamline the process and eliminate the need to print and mail a report to the System.

For details and instructions, refer to [Section 6: The Employer Secure Area \(ESA\) in the Employer Manual](#) – in particular the linked resource [Year-End Exception Report \(YEER\)/Certification Report Procedures in the Employer Secure Area](#).

How to Report Loan Payments During the Summer

Loan payments are **not required** in July and August for members who are 10-, 11- or 12-month employees, so employers will not receive payroll deduction notices during those months. However, if you choose to submit loan payments during the summer, these **must** include

documentation that clearly indicates both the deduction period and the amount to be applied for each member. Without this documentation, NYSTRS will be unable to apply the payments.

For questions, contact our Loan unit at loans@nystrs.org.

Billing Process for Monthly, Estimated and Final Bills

Each year, the System's Actuary department calculates the [Employer Contribution Rate](#) (ECR), which is then adopted by the Retirement Board. The ECR represents the percentage of member earnings employers must contribute to the System.

Each month throughout the school year (July 1-June 30), employers report member salary information through the employer reporting process. The ECR is applied to each employer's total member billable earnings to determine the employer contribution.

NYSTRS provides monthly, estimated and final bills in the [Employer Secure Area](#) (ESA). Billable earnings refer to any earnings used in a member's pension calculation. These earnings are billed in the year they are paid to the member, including any retroactive salary adjustments.

For most school districts, both employer contributions and members' mandatory contributions are deducted by the NYS Education Department from state aid and paid directly to NYSTRS. Employers who do not receive state aid – or whose aid is insufficient – must make direct payments to NYSTRS according to the billing calendar below.

Billing Calendar

July 10	Due date for June employer report. The estimated bill is determined using all 12 monthly reports. If any report is missing, the bill is calculated using a 3% percentage increase based on the previous year's billable earnings and the current ECR.
On or before Aug. 15	Estimated bill generated for each employer.
Sept. 15	First installment due; one-third of the estimated employer and employee contributions.
Oct. 15	Second installment due; one-third of the estimated employer and employee contributions.
On or after Oct. 16	Final bill published.
Nov. 15	Third installment due; based on adjustments from final bill's figures of employer and employee contributions.

Billing Reminders

- Payment on monthly bills is due to NYSTRS within 30 days. In order for an employer to be able to budget accurately, it is imperative that NYSTRS receives all monthly files promptly.
- 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.
- If you receive a refund check from NYSTRS, your monthly bill will reflect the details for that check.
- Interest will be charged on any billing adjustments to member contributions, as NYSTRS is required to credit members with interest on their contributions beginning in the year the service was rendered.

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

Retirees Returning to Public Service Must Have a Break in Service

As highlighted in the [May 2025 Reporting Tips](#) and the recently issued [Administrative Bulletin 2025-09: Retirees Must Have Bona Fide Break Before Returning to Post-Retirement NYS Public Service](#), retirees must have a one-day break in service from all New York State public employment before beginning NYS public employment in retirement.

Employers play a key role in ensuring compliance. Please verify effective resignation dates and contract timelines carefully to help members avoid complications in their retirement processing.

Follow NYSTRS Guidance for NYSTRS Reporting

We sometimes hear from employers or payroll vendors who notice that guidance from other New York state public retirement systems differs from NYSTRS' instructions – particularly regarding how some payments should be reported. Other retirement systems may administer different provisions of New York state law or interpret those laws differently. As a result, guidance from another system may not apply to NYSTRS reporting.

The bottom line? Please go directly to the source. Be sure you report to NYSTRS in accordance with the guidance provided by NYSTRS. Do not apply reporting guidance from other retirement systems – or any other sources – to NYSTRS reporting.

Have Reporting Questions? We're Here to Help

Visit the [Employers section of nystrs.org](#) for resources, including the [Employer Manual](#), [Administrative Bulletins](#) and [Reporting Tips](#). For specific questions, contact your assigned NYSTRS editor or reach out to our Employer Reporting unit at 800-348-7298, ext. 6220 or employer@nystrs.org.

*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.*