



New York State Teachers' Retirement System

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Web Site: www.nystrs.org

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SUBJECT: Pilot Program for New Employer Reporting Format

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For your information, we are providing a copy of the most recent Administrative Bulletin sent in July to all Chief School Administrators, College and University Presidents and School Principals.

The New York State Teachers' Retirement System (NYSTRS) has spent the past year evaluating its existing employer reporting requirements and weighing options for streamlining the process. This review included analysis of our reporting format and internal processes, and an examination of how we collect and evaluate data from employers.

As a result of this exhaustive study, NYSTRS will implement changes to its employer reporting procedures beginning in July 2004. These changes should significantly reduce correspondence between your district and NYSTRS. In addition, it should eliminate the redundant record checking that is currently necessary when your employees retire.

Our new format will require three primary changes:

- Reporting directly from your payroll system on a **monthly** basis;
- Reporting of service days worked; and,
- Reporting of salary paid in specific categories.

The following districts (along with their respective payroll vendors) will be participating in a **pilot project starting July 2003**.

School District

Eden Central Schools
 Kenmore Town of Tonawanda UFS
 Lindenhurst Public Schools
 Sachem Central Schools
 Tuckahoe UFSD
 Wayne Central Schools
 Yorktown Central Schools
 Broome-Delaware-Tioga BOCES
 Colton Pierrepont Central Schools
 Cayuga-Onondaga BOCES
 Steuben-Allegany BOCES
 Ogdensburg City School District;
 Clifton Fine, Morristown, Heuvelton, Harrisville,
 and Parishville Hopkinton Central Schools

Payroll Vendor

FAME
 MUNIS
 FINANCE MANAGER
 PENTAMATION
 PENTAMATION
 INFOMATIC
 INFOMATIC
 MUNIS
 E-MAP
 WINCAP
 WINCAP
 TENEX

For more details about the new format, visit the NYSTRS Web site (www.nystrs.org) and select "New Reporting Interface" on the Employer Page. Additionally, we will contact all districts periodically to share our pilot experiences and offer our assistance as your district prepares for this change.

If you have any questions or comments about this process, please contact **Erica Mortimore at emortimo@nystrs.state.ny.us or (800) 348-7298, Ext. 4770.**