



To: Chief School Administrators
College & University Presidents
School Contacts (via e-mail)

Administrative Bulletin

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NYSTRS Launches Online Membership Tutorial for Employers

When processing new hires, employers are often unsure whether a NYSTRS membership is mandatory or optional. The Retirement System now has an easy and convenient solution for making the determination: the “Mandatory/Optional Membership” tutorial, which is available in the Employers section of nystrs.org.

School personnel responsible for enrolling members in NYSTRS can watch the video tutorial for a thorough explanation of the key differences between mandatory and optional membership. The interactive, self-guided tutorial clarifies important details, such as:

- What is mandatory membership?
- What is optional membership?
- What to consider when adding employees to NYSTRS reports.
- Who should join NYSTRS?
- What are the advantages of NYSTRS membership?

After completing the tutorial, viewers can test their knowledge with the “Mandatory/Optional Membership Quiz.”

The tutorial and quiz can be accessed by clicking on the [Employer Tutorials](#) tab on the left-hand menu of the Employers page of our Web site. Be sure to visit this page again in the future, as additional tutorials will be added.

Administrative Bulletins dating from 2000 to the present are available on our Web site at www.nystrs.org. Select the Employers tab and visit the [Administrative Bulletins](#) page.