



To: Chief School Administrators  
College & University Presidents  
School Contacts  
ESA Contacts

**Administrative Bulletin**  
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## **Employer Secure Area's Latest Feature: Online DSIR Processing**

Employers can now process their District Specific Issue Reports (DSIR) online through NYSTRS' Employer Secure Area (ESA). This function is designed to expedite the processing of your DSIR by putting the latest information regarding your monthly report right at your fingertips. What's more, you can easily provide corrected information or submit comments to the Retirement System.

Once you're logged into the ESA, the Employer Reporting > Overview page provides a status summary of your monthly employer reports. You can see if a DSIR was issued for a particular month, meaning additional information may be needed to finalize that month's report. NYSTRS will inform you if further information is required.

The DSIR will specifically detail any issues found on the monthly report. Typically, a DSIR is issued when there are questions about a member's reported earnings, service credit or employee contributions.

Please refer to Chapter 6: The Employer Secure Area of our online Employer Manual for additional information, including the "District DSIR Procedures," which provide a detailed overview of this new feature. You'll find the Employer Manual in the Employers section of our Web site at [www.nystrs.org](http://www.nystrs.org).

If you do not submit your monthly employer reports through the ESA, we strongly encourage you to do so. The process is simple and fast. If you have questions regarding the ESA, please contact your NYSTRS editor.

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