



New York State Teachers' Retirement System

To: College and University Presidents
SUNY Employer Reporting Contacts

Administrative Bulletin

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SUNY Member Contribution Arrears and Membership Verification in ESA

This bulletin clarifies what to do if any SUNY member's earnings, service, and contributions were not included in a previous monthly employer report and explains the process for verifying an employee's membership status. Proper reporting of this information by employers is critical to enable NYSTRS to accurately calculate member benefits, determine the employer contribution rate, and ensure proper billing for SUNY.

Member Contribution Arrears

SUNY employees have a 30-day window in which to make a retirement system election. This may result in some SUNY employees being enrolled retroactively in NYSTRS, and membership contribution arrears must then be collected by the campus.

Some campuses have been reporting retroactive contributions (arrears) on their next monthly report, but not reporting the salary and service credit information associated with the arrears in response to the district specific issue report (DSIR). NYSTRS needs the salary and service credit information that matches the member's contributions to be able to accept an arrears payment.

Please note: If a campus needs to report arrears for the current school year, they MUST complete a [Monthly Employer Reporting Correction Form \(ERP-1\)](#) for each month that needs to be corrected. This form is available on the [Employer Forms](#) page at [NYSTRS.org](#). One form should be submitted for each month needing corrections; however, multiple members may be listed on one form.

NYSTRS staff will be joining the SUNY Benefits Administrators bi-monthly meeting on August 9 to review this procedure.

Membership Verification

Employers should use the Membership Verification page of the [Employer Secure Area \(ESA\)](#) to verify the NYSTRS membership status of any new employees eligible for reporting to NYSTRS.

ESA users with membership verification rights can visit the Membership Verification page of ESA, enter the required information for each new employee, and find whether the individual is already a NYSTRS member. If they are already a member, the page provides their EmplID and member contribution rate to use for withholding and reporting.

Please refer to [Section 1](#) of the Employer Manual in the Employer area of NYSTRS.org for information regarding membership eligibility and enrollment. If you have any questions, please contact your editor in the Employer Reporting Unit or call (800) 348-7298, Ext. 6220.

Administrative Bulletins dating from 2005 to the present are available on our website at [NYSTRS.org](#). Select Employers and visit the Administrative Bulletins page.