



## **Section 5: Employer Reporting Interface**

### **Introduction**

NYSTRS' employer reporting interface is designed to help employers reduce record checking and correspondence with the System that is required when your employees retire. The format requires reporting:

- Directly from your payroll system on a monthly basis.
- Service days worked.
- Salary paid in specific categories.

If you have any questions, please call the System at 800-348-7298, ext. 6220.

### **Employer Reporting Interface: A Guide to File Layout**

The **Employer Reporting Interface: A Guide to File Layout** provides an overview of the reporting system and instructions. Additional details can be found in our **Reporting of Earnings FAQs**.

*You will need Adobe Reader to view the Guide. Download a **free copy of Adobe Reader** if you don't have it.*

Note: If you are unable to submit your monthly report in the format indicated above, you may instead use the **Monthly Employer Reporting Spreadsheet** to submit your file to us via the Employer Secure Area (ESA). Files must be submitted in one of the following formats: .TXT .DAT .CSV.

Corrections: If you need to correct any information previously reported, you can do so by completing the **Monthly Employer Reporting Correction Form (ERP-1)** or sending directly to us a spreadsheet containing the information required on the ERP-1 form. The form can be faxed to NYSTRS Employer Reporting at 518-447-4721 or 518-431-8798.