



Introduction

As a participating employer of the New York State Teachers' Retirement System, you play a significant role in providing timely and accurate information about our members, which ultimately determines the benefits to which they are entitled. The Retirement System (hereafter referred to as NYSTRS, TRS or the System) appreciates your efforts in providing such critical information. In turn, we strive to provide you with exceptional service that enables you to most efficiently conduct business with the System.

This Employer Manual serves as your primary resource and explains how to carry out your NYSTRS business. It should be shared with staff who communicate with the Retirement System on all employer matters, including monthly employer reporting, registration of new members, and service credit adjustments.

About NYSTRS

NYSTRS was established by the New York State legislature on August 1, 1921, under Article 11 of the Education Law, as a method of combining various individual pension systems administered by school districts.

The System administers a defined benefit plan that provides retirement, disability and death benefits to eligible New York State public school teachers and administrators. Eligibility for these benefits depends on factors such as a member's tier of membership, age, earnings and service credit. A 10-member Retirement Board sets policy and oversees System operations. Trustees serve without compensation and represent various constituents, including active and retired teachers, school administrators, school boards and taxpayers.

Telephone Directory

Albany-area callers should call (518) 447-2900 and use the extensions below.

Member and Employer Services	
Employer Reporting	(800) 348-7298 Ext. 6220
Fax Machine	(518) 447-2979
Bulk Form Order	(800) 348-7298 Ext. 2638
Members' Forms Request	(800) 782-0289
Loan Information	(800) 348-7298 Ext. 6080
Membership	(800) 348-7298 Ext. 6190
Membership Reinstatement	(800) 348-7298 Ext. 6070
Military Service	(800) 348-7298 Ext. 6060
Prior Service	(800) 348-7298 Ext. 6030
Retirement Reports	(800) 348-7298 Ext. 6220



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Member Benefits	
Disability Retirement	(800) 348-7298 Ext. 6010
Fax Machine	(518) 447-2720
General Information	(800) 348-7298 Ext. 6250
Retired Member Services	(800) 348-7298 Ext. 6150
Service Retirement Processing	(800) 348-7298 Ext. 6000
Withdrawal of Membership	(800) 348-7298 Ext. 6090