



REPORTING TIPS

From the
NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

December 2011

Important Reminders

1. You should provide NYSTRS with a list of members who receive 403(b) payments in December and/or June. Please include the member's EmplID, payment amount, date of the payment, and an indication of what the money represents.
2. District Specific Issue Report (DSIR) Reminders:
 - a. When responding to DSIR messages in the [Employer Secure Area](#) (ESA), please remember to scroll down to ensure you have read all the messages.
 - b. The DSIR page can be lengthy. Once you have answered a particular message, select the "Reviewed" button. The message will then move to the Reviewed tab, which minimizes the amount of data on the page. To view both "Reviewed" and "Not Reviewed" items, a "Show" feature at the top of the page allows you to select all messages.
 - c. Select "Submit Comment" when you have entered **ALL** of the information needed for the DSIR. This is your editor's notification that your file is ready for review.