



# REPORTING TIPS

From the  
NEW YORK STATE  
TEACHERS' RETIREMENT SYSTEM

May 2012

---

## **Membership Application for Substitute Teachers**

When submitting a membership application for a substitute teacher, please note in the Title field her/his employment type: "Per Diem Sub" or "Regular Sub." We understand districts will not be able to project salary for per diem subs; therefore, it's important that you make the distinction. In the projected earnings field, you may input "less than \$45,000" as long as you anticipate the substitute will fall below the \$45,000 threshold.

## **NYSTRS to Email You When DSIRs are Available in the ESA**

You asked and we listened: As a result of numerous requests, we will now send an email when your District Specific Issue Report (DSIR) is available for viewing online in the [Employer Secure Area \(ESA\)](#).

## **ESA Membership Verification**

To safeguard the data NYSTRS provides to its employers, we have increased the security requirements of the ESA's Membership Verification application. We now require you to enter the Social Security number and the first three letters of the *member's first name* when attempting to verify your employee's NYSTRS membership.

## **Recent Message Changes in DSIRs**

The following changes were made to the messages appearing on the monthly employer reporting DSIR:

- 350 and 351 – Removed from the message table; combined to one message (421).
- 421 – New Message (requires a reply):  
The following employee(s) employment base has changed from the last reported month. Please explain the reason for the change, or provide the correct employment base. If the employee(s) job title has changed, please provide us with the new job title.
- 365 – New Message (no reply necessary):  
The employee(s) listed below are retirees of NYSTRS who were reported with contributions. The contributions have been removed from this report. Please refund the retiree directly. You will not be billed on these monies.
- 403 – Removed from message table.
- 423 and 424 – Removed from message table; combined to one message (427).
- 427 – New Message (requires a reply):  
The Annual Base Pay Rate (ABPR) for the following member(s) has increased/decreased from the last reported period. Please provide an explanation for this increase/decrease or a correction in the space provided. If necessary, you should correct your payroll information to expedite the processing of future

reports. Please remember the ABPR should represent the member's full-time contract salary, even if the member is rendering less than full-time service.

- 446 – New Message (requires a reply):  
The employee(s) listed below was reported with earnings in the month following their date of termination. Please notify the System of ANY salary earned prior to their date of termination and the number of full days associated with that salary.
- 448 – New Message (requires a reply):  
The member(s) listed below has a termination date during this month. However, the service days you reported exceed the date of termination. Please provide the correct days and salary earned prior to the date of termination.
- 515 – New Message (requires a reply):  
The employees listed below are former or non-members of NYSTRS who were reported with contributions. Since contributions were withheld, a membership has been established. If contributions were collected in error, please notify the System.
- 516 – New Message (requires a reply):  
The employee(s) listed below terminated but was reported with contributions. Please advise if the salary was earned prior to the date of termination. For salary earned after the date of termination, please refund the employee directly.

### ***Revised Messages***

- 321 (no reply necessary):  
The employee(s) listed below were reported with voluntary contributions. Contributions being reported for Tier 4, 5 or 6 members should be reported as “plan contributions.” Please update your records accordingly.
- 364 (no reply necessary):  
The employee listed below is a Tier 5 or Tier 6 contributory member. Contributions are required for Tier 5 and 6 members at the rate of 3.5% of usable salary. Usable pay categories for contributing members include: Base; Instructional; Summer School; Holdover; Retro; Part-pay; Undefined; and, Awards. We have adjusted your report as indicated below. Please review the information below and advise us if you disagree; otherwise, no reply is necessary. **(Tier 5 is effective from 1/1/2010—3/31/2012. Tier 6 is effective on or after 4/1/2012.)**

*These Tips are available on the Employers page of NYSTRS' website at [www.nystrs.org](http://www.nystrs.org).*