



REPORTING TIPS

From the
NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

January 2013

Important Reminders and Tips

1. Break in Service for Retiring Members Returning to Work

NYSTRS members who plan to return to work for participating employers immediately following their anticipated date of retirement **MUST** first resign from their employment and have a break in service of at least one business day before working in retirement. Weekends and holidays do not constitute a break in service.

2. Rights to Access Monthly Bills in the ESA

Monthly bills are viewable online in NYSTRS' [Employer Secure Area \(ESA\)](#). You must have Employer Reporting rights to view the monthly bills. Your district's Security Administrator and/or Chief School Administrator have rights to add, modify or delete users and user privileges. NYSTRS staff **does not** have rights to make such changes.

3. How to Report Service Days from Fee (e.g., Stipends for Coaching)

The System has found that using the lowest substitute rate for stipends artificially inflates a member's service credit. Effective January 1, 2013, the entry level Annual Base Salary rate should be used instead of the lowest substitute rate when determining the service days for stipend payments, such as those for coaching.

4. DSIR Reminder

When responding to District Specific Issue Reports (DSIRs) in the ESA, please remember to click "Save" when you make comments.

5. Did NYSTRS Receive Your Monthly File?

To determine if your monthly report has been successfully loaded into our system, visit the ESA's Employer Reporting > Submitted Files page. To review files that were rejected due to file error, see the Employer Reporting > Pending/Rejected page where you will find an explanation of the error(s).

These Tips are available on the [Employers](#) page at www.nystrs.org.