



# REPORTING TIPS

From the

NEW YORK STATE  
TEACHERS' RETIREMENT SYSTEM

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## **NYSTRS Forms Available Online**

Due to changes in laws and regulations, NYSTRS' forms change frequently. As a result, we recommend that you print forms from our website at [NYSTRS.org](http://NYSTRS.org) as you need them.

## **Reminder: Report Retirees Working at Your District**

Any district employee who retired from a NYS public retirement system and who works in a title reportable to NYSTRS must be reported on your monthly Employer Report.

## **Tier 6 Member List to be Available Soon in the Employer Secure Area**

The list of Tier 6 members reported by your district in the current school year who require projected reportable earnings for the July 1, 2013–June 30, 2014 school year should be available in the [Employer Secure Area](#) (ESA) during the first week of April. You will be notified via email when this list is available. Once earnings have been provided, NYSTRS will determine the contribution rate for each member.

Please refer to the [February 2013](#) issue of [Reporting Tips](#) for instructions on providing projected earnings.

## **File Transfer Protocol (FTP) to End May 1**

All participating employers should now be submitting their monthly reports to NYSTRS via the ESA. As of May 1, 2013, the FTP server will be disabled and we will no longer accept reports in this manner. If you have issues with reporting via the ESA, please contact your NYSTRS employer reporting contact.

*These [Tips](#) are available on the [Employers](#) page at [nystrs.org](http://nystrs.org).*