



REPORTING TIPS

From the

NEW YORK STATE
TEACHERS' RETIREMENT SYSTEM

June 2014

2013-2014 Estimated Bill

Timely submission of your monthly reports is essential in calculating an estimated bill. The cut-off for receipt of all monthly reports is Thursday, July 31, 2014. For those districts that are missing monthly reports for the 2013-2014 school year: your estimated bill will be calculated using a percentage increase over last year's final bill.

Monthly File Processing

Please note July and August files will not be processed until the System has completed the end of year processing. This means District Specific Issue Reports (DSIRs) will not be available until the beginning of September.

Retroactive Payment Changes

As noted in the [May 2014 issue of ER Tips](#), the retroactive pay reporting changes take effect beginning in the 2014-2015 school year. If you have questions regarding retroactive payments, please contact the Employer Reporting unit at (800) 356-3128, Ext. 6220.

Balance of Contract

Reminder: Balance of contract payments made after a member's date of retirement should be included on his or her *Retirement Report* form (QTR-78).

Reporting Holdover

The following information is intended to help with the accurate reporting of holdover payments. It includes the difference between holdover and retroactive payments. The proper reporting of the payments is critical to the accuracy of future benefits paid to your employees.

Holdover pay – Monies earned in the prior year but paid in July, August or September of the current year. Holdover pay represents only prior year earnings. These payments should be reported on the monthly report in pay category E. MTD Holdover Pay and not in the retroactive pay category G. MTD Retro Earliest Prior Yr Pay. Examples include:

1. 10-month teachers electing to be paid over the summer (i.e., 26 payrolls instead of 21) – traditionally paid in July and August. Additional service does NOT need to be reported; the service (200 days) is reported throughout the year (September–June).

2. Salary was earned in the prior year but not reported until the following year for various reasons; usually paid in July, August or September. Additional service days should be reported.

If it is necessary to report any additional days, there are two options:

1. Send NYSTRS a list of any members who have additional service in conjunction with the holdover pay reported. The list should include the member's name, EmplID, the amount of holdover and the number of days the holdover money represents.

OR

2. Include days on the monthly report. If only holdover pay is reported, a District Specific Issue Report (DSIR) message will be generated. In your response, note the days reported are for the holdover. This message can be applied to all members by selecting "apply to all EmplIDs."

Retroactive pay – Monies paid to a member during a current school year for salary payable in one or more prior school year(s) (e.g., a late contract settlement). For more detailed information, see [District Retroactive Pay Procedures](#).

Note: A retiree's final average salary is determined by reported earnings, as well as the total days credited, so it is imperative to report holdover accurately.

*These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).
Contact us at (800) 356-3128, Ext. 6220 or employer@nystrs.org with any questions about the Tips.*