



# REPORTING TIPS

From the

NEW YORK STATE  
TEACHERS' RETIREMENT SYSTEM

May 2014

## **Revised Retroactive Pay Reporting Procedures**

Beginning in the 2014-2015 school year, additional steps will be required in the Employer Secure Area (ESA) to clarify retroactive payments. Multiple year retroactive payments must be submitted using a spreadsheet via the ESA. Only the total retroactive payment will be reported in **G. MTD Retro Earliest Prior Yr Pay**. For additional information, see the [District Retroactive Pay Procedures](#) and [Retroactive Payments](#) documents. The procedures are available in Section [6](#) of the Employer Manual and the Retroactive Payment revisions in Sections [2](#) and [3](#) of the Manual.

If you have questions regarding retroactive payments, please contact the Employer Reporting unit at (800) 356-3128, Ext. 6220

## **Article 19 June Report**

The yearly June Article 19 Report provided to districts will be moved to the ESA. After this year's mailing NYSTRS will only provide the report online in the ESA; future reports will no longer be sent via mail.

When the report is available, an email notification will be sent to a district's Employer Reporting User (based on the QTR-81 form). The following designated ESA users have access to view the Article 19 information: Chief School Administrator; Security Administrator; Employer Reporting User; and, Employer Billing User. Please be sure all appropriate staff in your district have rights to view the report.

If you have questions regarding Article 19, please contact the Subsequent Service unit at (800) 356-3128, Ext. 6075.

## **Assigning Rights in ESA**

NYSTRS does not have the ability to add or delete ESA users. Your district's Security Administrator or Chief School Administrator can update ESA user rights as needed. Additional information on [granting](#) or [assigning](#) rights in the ESA can be found in Section [6](#) of the Employer Manual.

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