



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



March 2015

Entering Earnings for Tier 6 Members

It's time to begin entering projected earnings for Tier 6 members in your district. Doing so now will avoid delays in processing your monthly employer reports when the new school year begins.

To access a list of your Tier 6 members, visit the [Employer Secure Area](#) (ESA) and select Membership – Tier 6 Action Items. Refer to our [Tier 6 Overview](#) for reporting instructions.

Reminder: If the list includes members who you do not anticipate working in your district, simply click on the “Remove” button to eliminate them from the list.

Membership Verification – New Employees

To verify a new employee's membership status and EmplID, please access the Membership Verification page in ESA.

Also regarding new employees, NYSTRS will no longer be issuing membership cards to new members. This change is part of our continuing effort to protect the security of member information. Instead, new members will receive their EmplID in an acknowledgement letter NYSTRS will send when membership is first established.

Loan Processing Reminders

- In months with three payrolls, for those employees for whom you are deducting NYSTRS loan payments, deductions should be **turned off for the last payroll**. Only two deductions per month should be taken.
- If a deduction reversal occurs through your payroll, please do **not** list the negative amount on your monthly loan bill. Doing so improperly totals the bill for the other employees listed. NYSTRS counts on the monthly bill totals to be accurate.
- If a member makes an overpayment on his/her loan, NYSTRS will refund the member directly. If the employer is due a refund, a written request noting the amount owed should be faxed to NYSTRS' Loan Unit at (518) 447-2829.

*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.*