



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



November 2015

Help Us Reach You Via Email

NYSTRS uses an email service to send mass emails to employers and members. Occasionally our email gets hung up in schools' spam folders, so help us ensure these emails get to you! Ask your IT department to whitelist the email addresses employer@nystrs.org and convdel@nystrs.org and add the addresses to your contacts or safe senders list.

Year-End Exception Report (YEER) Due

It's important for your district's Year-End Exception Report (YEER) to be completed. If you haven't already done so please complete the YEER as soon as possible.

The YEER can be found in the Employer Secure Area (ESA) on the Reporting > Year-End Exception Reports page. Please refer to our [District YEER Procedures](#) for an overview of this feature.

Article 19 Report – Contribution Stop Date

Article 19 of New York State's Retirement and Social Security Law enables Tier 3 and 4 members to stop making member contributions when they have 10 years of membership or service credit, whichever occurs first.

Article 19 reports become available in ESA each June for members whose contributions will cease in the next school year.

The System also issues a monthly report for members who become eligible to have contributions ceased under Article 19 as a result of the purchase of prior service, tier reinstatement, or as a result of transfer of service from another public retirement system. Districts should review this report on a routine basis and update their payroll records accordingly.

These Article 19 reports can be found in the ESA on the District Reports > Article 19 Overview page. Please refer to [Section 6](#) of the Employer Manual for more information on this report.

Address for Loan Bill Payments

To ensure accurate and efficient processing of loan bill payments, please send your correspondence to the following address:

NYSTRS
P.O. Box 11711
Albany, NY 12211-0711