



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



September 2015

Certification Statement Due Oct. 15

Each year NYSTRS requires employers to certify the data contained in the monthly employer reports submitted to the System for the school year. Please submit the *Certification Statement* (QTR-32.2), which is available on the Employer Forms page at NYSTRS.org, by Oct. 15, 2015.

Hiring New Employees in ESA

Employers are required to register new NYSTRS members in the Employer Secure Area (ESA). You should first visit the ESA's membership verification page (found under the Membership tab) to determine:

- If the new hire is already a NYSTRS member;
- If so, his or her membership tier; and,
- If member contributions are required. (Please note: The membership verification application will provide a notification if projected earnings are required for any Tier 6 members.)

You may print the results found on the membership verification page, should you wish to have a record of the new hire's NYSTRS membership in your district's files.

A new hire who is not a NYSTRS member should complete an *Application for Membership* (NET-2), which is available on the Forms page at NYSTRS.org. The application must be submitted to NYSTRS to complete the member's registration. The member will receive NYSTRS membership information once the System has completed the registration process. A membership application is not required for a new hire who is already a NYSTRS member.

ESA Loan Billing Reminders

When making changes to the monthly loan bill in ESA, be sure to click "Save" periodically. After you have entered and reviewed the saved bill information for accuracy, click "Submit to NYSTRS." (Note: You must click the "Submit to NYSTRS" button to send us the changes.)

After clicking "Submit to NYSTRS," a confirmation page will appear where you must either "Confirm" or "Cancel" your entries. Clicking "Confirm" will present a confirmation page from which you may print the cover letter that must be included with your payment. Send this cover letter and payment to NYSTRS via U.S. mail.

Tier 6 Member Contribution Rates

On April 1 of each year, NYSTRS posts a list in ESA of Tier 6 members reported by your district in the current school year who require projected reportable earnings for the upcoming school year. Once earnings have been provided, NYSTRS determines the contribution rate for each member.

For the first three years of membership, the contribution rate is based on projected reportable earnings employers report to NYSTRS. After three years, the contribution rate is automatically calculated based on earnings reported two years ago.

Projected earnings requests can be found in ESA under Membership > Tier 6 Action Items. Rates for those in the calculated phase (Tier 6 fourth year of membership) and those whose projected earnings have been entered can be found in ESA under Membership > Tier 6 Member Rates.

Submission of Labor Agreements

One of NYSTRS' legal responsibilities is to process retirement data in accordance with negotiated agreements as mandated by applicable retirement laws and the System's Rules and Regulations. Therefore, it is each participating employer's responsibility to submit to NYSTRS for its review: labor contracts; memorandums of agreement; memorandums of understanding; and, any other legally executed documents authorizing payments, fringe benefits of employment, duration of workdays and assignments.

Once the documents have been properly signed and authorized (i.e., legally executed), they must be submitted to NYSTRS' Employer Reporting Unit by email at employer@nystrs.org, by fax to (518) 447-2979, or by mail to 10 Corporate Woods Drive, Albany, NY 12211-2395.