# Reporting Tips

*Courtesy of the New York State Teachers' Retirement System*

## December 2016

### ESA – New Users/Invalidated Users

In an effort to minimize the risk of unauthorized access to the Employer Secure Area (ESA), new account passwords will now expire after 30 days if the account has not been validated. The new user must enter the temporary password within 30 days of issuance or the account will disabled.

We will also be disabling inactive users, defined as those previously identified as users but who have never logged into ESA. These user accounts will be disabled if they are not activated by Dec. 30, 2016. Please encourage your staff to validate their accounts immediately.

### Reporting a Change in Chief School Administrator/College President

You **must** complete and submit a *District Contact Change (QTR-81)* form, found on the Employer Forms page of NYSTRS.org. Once we have updated our records, the new administrator/president will receive an email from us with the necessary ESA login credentials. ***It is critical for the new administrator/president to login and set up his/her account.***

Please note your Security Administrator **cannot** update administrator/president information in ESA; this must be done by NYSTRS. That's why it's critical we receive the QTR-81.

### Nurse vs. Nurse Teacher

Both of the above titles exist, but only the Nurse Teacher position is reportable to NYSTRS. A school nurse without an instructional component to the position should be reported to the New York State and Local Employees' Retirement System.

As always, if there is any question as to where an employee should be reported, please contact us by calling (800) 348-7298, Ext 6220.

### Loan Notifications Reminder

Please remember to log into ESA on a *regular basis* to check for notifications in the Loan Billing area. We no longer mail these notifications, which are generated daily. Notification topics include new loans, paid loans, or changes in a monthly deduction. The effective date of the change is also provided. You can save these notifications as a PDF or a CSV file for your records.

Once logged into the ESA, go to Billing > Loan Billing. If you have notifications, you will see:
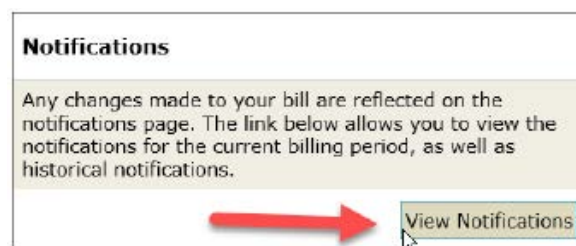


*These Reporting Tips are available on the Employers page at NYSTRS.org.*
*Contact us at (800) 356-3128, Ext. 6220 or employer@nystrs.org with any questions about the Tips.*