



# Reporting Tips

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



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## February 2016

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### **Member Service Credit Report**

Did you know you can run a report showing total service credit, current tier of membership and date of membership for NYSTRS members on your staff?

Select Member Service Credit on the District Reports page in the [Employer Secure Area](#) (ESA) to run the report. Save a copy by selecting either the “Save to CSV” or “Save to PDF” button.

Service credit in this report will reflect all service credited as of the most recently posted monthly file.

### **Maintaining ESA Security**

Has someone in your office retired or changed jobs? Please remember that your district ESA Security Administrator is responsible for ensuring ESA rights for staff are up-to-date.

### **Employer Refunds**

Per IRS regulations, NYSTRS has made a processing change to the monthly billing/refunds area. Starting immediately, if an adjustment to a member's salary results in a refund of the employer contributions, that refund will now be held and applied to the district's account. The billing letter in ESA will reflect the applied refund. Refund checks will no longer be issued to districts.

### **Reporting Earnings for Retired/Terminated/Inactive Members**

All earnings for former NYSTRS members should be reported in your monthly report. This includes all retired, terminated, and/or inactive members. Although earnings are not billable unless the member is active, earnings for former members still need to be tracked. Reporting on former members also provides NYSTRS with an updated address on file.

*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.*