



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



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Break in Service Required for Retirees Returning to Work

A NYSTRS retiree who plans to return to work for a participating employer immediately following his or her date of retirement **MUST** first resign from employment **AND** have a break in service of at least one business day before returning to work in retirement. Weekends and holidays do not constitute a break in service. Employers and retirees should refer to NYSTRS' publication [Working in Retirement](#) for more information.

How to Estimate Coaches' Salary

The calculation of a coach's salary can be confusing. NYSTRS recommends using the lowest teaching salary as the Annual Base Pay Rate. It is important to use an accurate base salary – as opposed to the lowest substitute rate, which would over inflate the member's service credit. Coaches are entitled to receive NYSTRS service credit; however, one year of credit is the most a member can receive during a school year. Please refer to [Section 2](#) of the Employer Manual (page 8) for more information.

Loan Billing Update

In September 2015 online loan billing became the newest feature of the [Employer Secure Area](#) (ESA). Districts now receive their monthly loan bills online and any necessary invoice adjustments can be made online. Currently loan payments must still be mailed to NYSTRS, but future enhancements will include being able to make payments online via Automated Clearing House (ACH) transactions. For help navigating through loan billing, please call the Loan Unit at (800) 348-7298, Ext. 6080.

Coming Soon to ESA: Retirement Reports

You asked and we heard you! The ESA will soon feature electronic retirement reports. This enhancement will make the task of reporting information more efficient. We anticipate this new feature will be available in March. Stay tuned for more details!