



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



July 2016

2015-16 Estimated Bill

Timely submission of your monthly reports is essential in calculating an estimated bill. The cut-off for receipt of all monthly reports for the 2015-16 estimated bill is Thursday, July 28, 2016.

Districts with outstanding monthly reports as of Friday, July 29, 2016 will receive a 2015-16 estimated bill calculated using a percentage increase over last year's final bill.

Employer Secure Area (ESA) Usernames and Passwords

Please contact NYSTRS immediately if at any time you suspect any of your district's [ESA](#) account usernames and/or passwords have been compromised. We will promptly deactivate all ESA user accounts associated with your district to prevent any further risk of unauthorized access.

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.

*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.*