



# Reporting Tips

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



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## June 2016

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### **Year-End Certification Report Now Available**

Year-end reports will be available in the [Employer Secure Area](#) (ESA) once the System has processed your district's June monthly report. New for 2016, the Year-End Certification Report has been added to the year-end report process. The days of manually completing and mailing this report are now a thing of the past as it will now be prefilled with your monthly file information to allow for auditing and verifying the accuracy of the data.

### **Loan Billing and Notification Changes**

Based on your input the following changes have been made to the Loan section of ESA.

- The loan bill will now display all employees with loans as a default. If you prefer to see only the monthly adjustments, change the setting to "Changes Only" under Display Information.
- The Notifications page will now "Show All" notifications as a default, not just the most-recent notification.
- Due to NYSTRS lowering the assumed rate of return earlier this year, the rate of interest on Tier 3- 6 loans decreases from 7.0% to 6.5% effective July 1, 2016.

### **New Memberships**

This is the time of year districts hire new employees. As a reminder: When establishing a new NYSTRS membership in ESA, please enter the information directly from a completed membership application. Once the membership has been established, the completed application must be sent to NYSTRS immediately in order for us to complete the membership process and establish the beneficiaries.

### **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.

*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.*