



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



March 2016

Reporting Earnings for Retired, Terminated, and Inactive Members

All earnings for former NYSTRS members should be included 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 a current address.

There is an exception: Terminated members working *full time* in a title reported to another New York State public retirement system. An example would include a member who transferred out of NYSTRS and is working in a title reportable to the New York State and Local Retirement System (ERS).

Please note: NYSTRS retiree earnings must be reported in all instances even if they are paid through accounts payable.

Membership in Dual Retirement Systems

Some district employees hold active memberships in dual New York State public retirement systems. An example of this would be if an employee is no longer working in a position reportable to NYSTRS and thus has no NYSTRS reportable earnings, but he or she is working in a position reportable to ERS. In such a case, the employee is not required to be reported on NYSTRS' monthly employer report.

Loan Notifications

Checking the [Employer Secure Area](#) (ESA) on a weekly basis is essential to be notified of any new loans or payoff requests made by members. These notices are no longer being mailed to employers. Click the View Notifications button on the Loan Billing page in your ESA account.

Notifications

Any changes made to your bill are reflected on the notifications page. The link below allows you to view the notifications for the current billing period, as well as historical notifications.

(0 today / 46 this bill)

[View Notifications](#)

Change the dropdown box selection to Previous and click on Update to ensure you receive all notifications.

Loan Billing - Notifications

← Loan Billing

Current School District: 1035 - Buffalo Public Schools:

The list below displays the additions and changes that have taken place over the billing period selected in the drop down below.

Billing Period:



IRS Alerts Payroll and HR Professionals to Phishing Scheme Involving W-2s

The Internal Revenue Service (IRS) recently issued an [alert](#) to beware of an emerging phishing email scheme that purports to be from administrative officials and requests personal information on employees. The IRS has learned this scheme has already claimed several victims as payroll and human resources offices have mistakenly emailed payroll data, including W-2 forms that contain Social Security numbers, and other personally identifiable information to cybercriminals posing as administrative officials or executives.

*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.*