



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



May 2016

NYSTRS to Review Payroll Records

Accounting standards recently implemented by the Governmental Accounting Standards Board (GASB) significantly impact how pension plans and their participating employers report pension data. As a result, NYSTRS' external auditors will review payroll records of some participating employers. Your full cooperation is requested as these efforts help us provide you with the information you need to comply with the new financial reporting requirements.

If selected for review, your employer will be contacted by NYSTRS' Internal Audit department to arrange for a one or two-day site visit. We will alert you to the information needed for examination prior to our visit. The examination will be conducted by members of our external audit firm, who may be assisted by members of our internal audit staff.

Data to be tested may include: date of birth; date of hire or years of service; marital status; eligible compensation; class of employee; gender; date of termination or retirement; spousal date of birth; and, employment status (i.e., active, inactive, retired).

Questions on these topics should be addressed to Bruce Woolley in our Internal Audit Department at (800) 348-7298, Ext. 2830 or via email at bruce.woolley@nystrs.org.

Contribution Adjustments

Each contributing member's contributions will be automatically adjusted each month by NYSTRS to reflect the exact amount you will be billed for that member. Any adjustments to the contributions are reflected on the monthly District Specific Issue Report (DSIR) in the [Employer Secure Area](#) (ESA). It is very important for you, the employer, to in turn adjust the contributions taken from the member's pay. If warranted, any excess contributions you collected should be refunded by you directly to the member.

Adjustments may happen for various reasons, such as a reinstatement to an earlier tier, a transfer, an error in the previous withholding rate, or an adjustment to useable salary.

Is a New Employee Required to Join NYSTRS?

What's the difference between mandatory and optional membership? Find out by viewing our new video ["Mandatory or Optional Membership: A Handy Guide"](#). The video walks employers through the job titles reportable to NYSTRS and the various conditions that determine mandatory or optional membership. You'll also learn about your responsibility to explain optional membership to new employees, as well as how to determine required contributions for new members. The video is available on the Employers > Employer Tutorials page at NYSTRS.org.

*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.*