



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



October 2016

Thank You!

Thank you for the prompt completion of the new electronic retirement reports in the [Employer Secure Area](#) (ESA). Thanks to your efforts we're able to process member retirements in a more efficient manner.

Verification of Prior Service

When completing a [Prior Service Verification](#) (PRS-3) form for an employee, please be sure to include ALL service rendered. Even if it was reportable to another retirement system, NYSTRS may still be able to credit that service.

ESA Security

We ask that all Chief School Administrators (CSAs) or Security Administrators (SAs) periodically update district user information in ESA. Users who are no longer employed by the district, for example, should be deleted. It is also imperative that email addresses be up to date. Only the CSA and SA have rights to add, modify or delete ESA users and their privileges.

Wanted: Your Ideas

If you have any suggestions for additional ESA functionality, please contact us at employer@nystrs.org.