



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



December 2017

New video: “Welcome to the ESA!”

Not long ago, districts went through reams of paper when filing various reports with NYSTRS. Today, reporting is done electronically through our [Employer Secure Area](#) (ESA). However, some districts are not using ESA to its fullest potential.

Watch our new video titled “[Welcome to the ESA!](#)” to learn more about the benefits of ESA usage. It’s short, entertaining and hopefully convincing. Check it out at [NYSTRS.org](#) on the Employers > Employer Tutorials page today!

Year-End Certification/Exception Report (YEER) Due

If you haven’t already done so, please complete your Year-End Certification/Exception Report (YEER) as soon as possible. Refer to [District YEER Procedures](#) for further details. Both the procedures and the YEER can be found in ESA on the Reporting > Year-End Exception Reports page.

While you’re in ESA, check for other information available.

Staff Training Available

If you have staff unfamiliar with (or who need a refresher course in) NYSTRS’ ESA reporting requirements, including loans and estimated or final bills, we can help with training. By way of a webinar, System staff can walk participants through ESA and answer any related questions.

To schedule training, call our Employer Reporting/Billing Unit at (800) 348-7298, Ext. 6220.