



# Reporting Tips

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



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## February 2018

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### **New on the Employer Secure Area (ESA): A “To Do List”**

Based on user feedback, NYSTRS has created a new ESA landing page to help better inform users of the tasks they need to complete. For example, upon login loan users will receive a link to the Loan Notifications page where they will see outstanding items. Completed tasks will no longer be displayed the next time the user logs in.

In addition, the landing page will include a list of new reports available to the user since the last login.

### **Grievances and Settlement Agreements**

Districts are required by law to provide NYSTRS copies of any grievance, arbitration award or settlement agreement a member enters into with the district. It is **critical** we evaluate these agreements prior to retirement to determine whether these payments are pensionable and to ensure they have been reported properly.

Please consult NYSTRS' [Employer Manual](#) for additional information. Section 2 of the manual references awards pay (page 13) while Section 4 addresses arbitration awards, settlements, grievances and litigation (page 1).

### **New Staff? We Can Help!**

If you have staff unfamiliar with (or who need a refresher course in) NYSTRS' ESA reporting requirements, 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.