



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



June 2018

Ceasing Contributions for Some Tier 4 Members

The 2018-19 Article 19 Contributions No Longer Required report is now available in the [Employer Secure Area](#) (ESA). This report lists the Tier 4 members who have or will soon reach the 10-year service milestone. For anyone listed, employee contributions to NYSTRS should cease effective July 1, 2018.

Please share this information with your Business Office or payroll department immediately.

The Latest ESA Feature: Holdover Pay/Prior Year Earnings Days

Often part-time employees/substitutes that work mid-June or later are not paid for these days until July, August or September. Despite the fact payments are made in a new school year, the days should be credited to the previous school year (i.e., the school year in which the service was performed). In the past, manual entry by NYSTRS was needed to properly credit these days. Now we're making the process more efficient.

Beginning in July, employers will be able to report days for the previous school year right in ESA. Use Pay Category E: Holdover Pay/Prior Year Earnings to report these payments. Once NYSTRS receives the file, you will be provided with a link you'll use to report the number of days applicable to those prior year earnings for employees who were not full time the previous year. Proper reporting of this information is critical for these part-time employees because they may be entitled to additional service credit.

Detailed instructions on this new ESA feature are available in [Section 6](#) of the [NYSTRS Employer Manual](#). If you need additional help, call our Employer Reporting Unit at (800) 348-7298, Ext. 6220. We'd be happy to walk you through the process!

Reporting a Member or Retiree Death

Employers should advise NYSTRS when an active member or retiree dies. The information you provide will help facilitate a timely payment of any death benefit which may be due the individual's beneficiary or estate.

The [Notification of Death of Member or Retiree](#) (RET-62) form enables employers to report this information to NYSTRS. You may download and print the form by clicking the link above or by calling us at (800) 348-7298, Ext. 6220 and requesting the form be mailed to you.

To Report an Active Member Death:

Phone: (800) 348-7298, Ext. 6110

Fax: (518) 431-8797

To Report a Retired Member Death:

Phone: (800) 348-7298, Ext. 6140

Fax: (518) 431-8788

These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](#).
Contact us at (800) 348-7298, Ext. 6220 or employer@nystrs.org with any questions about the Tips.