



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



May 2018

Tier 6 Contribution Rates

Unlike Tier 1 – 5 members, the contribution rate for Tier 6 members differs based on salary and how long they have been a member. For the first 3 years of membership, you (the employer) must project and report to NYSTRS their annual earnings so NYSTRS can determine the proper contribution rate for you to use. Look for “Tier 6 Action Items” within NYSTRS’ [Employer Secure Area](#) (ESA) for a list of your members for whom we need projected earnings (ESA > Membership > Tier 6 Action Items).

After 3 years of Tier 6 membership, you no longer will need to provide us with projections. Instead we will use their actual earnings to determine the contribution rate for the upcoming year. A list of contribution rates for your Tier 6 members with more than 3 years of service also can be found in ESA (ESA > Membership > Tier 6 Rates).

For more information on Tier 6, please refer to [Section 1](#) of NYSTRS’ [Employer Manual](#), found on the [Employers](#) page of [NYSTRS.org](#). If you still have questions, call us at (800) 348-7298, Ext. 6220.

Need ESA training?

If you have staff unfamiliar with ESA reporting requirements or others who simply need a refresher course, contact us to schedule a training session. Using a webinar format, System staff will walk participants through ESA and answer any questions they have. Among items we can cover are loans and estimated or final bills.

To schedule training, call (800) 348-7298, Ext. 6220 or Ext. 6080.

Service Days from Fee

NYSTRS often sees members reported with an excessive amount of service in the “Days from Fee” field (some as high as 70 days in one month!). Refer to [Section 2](#), subsection 35 of the Employer Manual for examples of how to properly calculate these days. Please call your employer reporting contact directly if you need additional clarification.

Reporting a Death

Employers should notify NYSTRS immediately when a current or former employee dies using the [Notification of Death of Member or Retiree](#) (RET-62) form. Doing so ensures death benefits will be paid promptly to the individual’s beneficiary or estate.

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. 6150

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.