



# Reporting Tips

Courtesy of the New York State Teachers' Retirement System



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## September 2018

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### Holdover Pay/Prior Year Earnings Information Needed ASAP

If you received an email requesting additional information on holdover pay or prior year earnings, please provide it as soon as possible through NYSTRS' [Employer Secure Area](#) (ESA). The information is critical so we may accurately calculate earnings and service for the 2017-18 school year before sending our members their annual benefit statements. Thank you for your cooperation and prompt reply.

### Check Loan Notifications in ESA

It is again time to collect loan payments from members who have borrowed from their retirement contributions. Go to ESA > Billing > Loan Billing and click on View Notifications to see any adjustments to be made since your last loan bill. The list can be sorted by name, date, or EmplID, and can be downloaded as a PDF or CSV file.

### Complete Final Salary Reports for Disability Retirements

When a member is approved for disability retirement, employers will receive notification of the need to complete a *Final Salary Report Disability Retirement* (RET-17DIS) form in ESA. Please complete this form promptly.

### How to Handle New Employees

When you have a new hire reportable to NYSTRS, always check the Membership Verification page in ESA (found under the Membership menu) to see if the employee is already a member of this retirement system. If not, have the employee complete NYSTRS' [Application for Membership](#) (NET-2) and return it to you. Once received, register the employee as a NYSTRS member via ESA. Be sure to then forward completed membership applications to NYSTRS. Thank you.

### Are You a New Superintendent?

When a new superintendent takes over, notify NYSTRS so we can update contact information – including email address – and grant the new administrator access to ESA. Please complete the [District Contact Change \(CSA\)](#) (QTR-81A) form and return it to NYSTRS either by email to [employer@nystrs.org](mailto:employer@nystrs.org) or mail to NYSTRS, 10 Corporate Woods Drive, Albany, NY 12211.

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