



July 2019

How to Report Loan Payments During the Summer

Loan payments are NOT required in July and August, so you will not receive any payroll deduction notices during those months. However, if you do choose to submit loan payments during the summer, the payment MUST be accompanied by documentation that clearly indicates the deduction period and how much money is to be applied for each member. Without such documentation, NYSTRS will be unable to apply the payments. For assistance, contact our Loan unit at (800) 348-7298, Ext. 6080.

Most Driver Ed Employment No Longer Reportable to NYSTRS

Because of changes made at the school district level, salary and service days earned for teaching driver education in most cases are no longer reportable to NYSTRS. Driver education salary and service were reportable in the past because instructors were paid primarily with district funds. Most districts now require a substantial fee from students for these courses. In programs where the primary source of funding comes from the students rather than the districts, these payments are NOT reportable for pension purposes.

New Error Message Created for Monthly Reports

If more than 300 service days are reported in a school year, a new error message – “540 Excessive Days Reported” – will appear on your monthly report. To correct the problem, check how you are calculating service credit from stipends for extra duties such as coaching. Using an unusually low annualized salary will result in incorrect, inflated service credit with too many days reported for a year.

To calculate the correct number of equivalent service days, use the lowest entry level teacher salary instead. If you continue to see this error message, contact our Employer Reporting unit at (800) 348-7298, Ext. 6220 for guidance.

Certifying Year-End Reports

Year-end reports will be available in the [Employer Secure Area](#) (ESA) as soon as we have processed your district’s June monthly report. Please complete the Year-End Certification Report, which is pre-filled with your reported monthly data for your convenience, as soon as you can. Certifying your reports online in ESA eliminates the need to complete and mail a paper form to the System.

*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.*