



**October 2019**

---

## **Certifying Year-End Reports**

Certification statements and Year-End Exception Reports (YEERs) 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.

Please note that the figures on the certification report may differ slightly from your initial reports if we had to correct required member contribution amounts or adjust earnings based on information provided on your District Specific Issues Report (DSIR).

## **How to Process 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. Please make sure to enter the employee's expected earnings to establish the member contribution rate. Be sure to then forward completed membership applications to NYSTRS.

## **Filing for Disability Protection**

If a NYSTRS member is diagnosed with a serious illness, the member should immediately call NYSTRS at (800) 348-7298, Ext. 6010 to discuss filing for disability retirement. Doing so can provide an important safety net for the member and any beneficiaries.

Refer the member to our video "[Filing for Disability Protection: What You Need to Know](#)" and our pamphlet, [If You Are No Longer Able to Work](#), both of which are available at [NYSTRS.org](#) (see the Benefits > Disability Retirement page).

The timing of filing for this protection is critical, so the member should not delay in contacting NYSTRS. We encourage you to be proactive by contacting us about members with a serious illness so we can reach out to them directly with the information they need.

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