

Reporting Tips

Courtesy of the New York State
Teachers' Retirement System



March 2020

Updating ESA User Email Addresses

We have noticed an increase in the number of emails being returned to NYSTRS as undeliverable. If your district has changed its email domain, please make sure to update the user accounts in the [Employer Secure Area](#) (ESA). The Security Administrator can update them by navigating to the User Account Management page. Select a user to modify his/her rights. Delete the old email address and add the new one. Click Submit. A new username and password will be sent to the new email address. **Please also submit** an Employer [Email Address/Payroll Vendor Information QTR-81.1](#) to update the email address in our other records.

Driver Education Coordinator/5-Hour Pre-Licensing Course

In November 2019, NYSTRS issued an Administrative Bulletin on Driver Education Reportability. While the course instruction has generally been deemed to be reportable, we have found both the Driver Education Coordinator (DEC) and the 5-hour pre-licensing course do **NOT** meet the guidelines for reportability. Therefore, DEC earnings and 5-hour pre-licensing course earnings should **NOT** be reported to this system for pension purposes.

If your district has reported these earnings for any members, we will need to make corrections for each retroactive to 7/1/2015 to ensure the earnings are not included in final average salary calculations. You will be refunded any employer contributions made based on these earnings.

Please send NYSTRS a list with the name, EmplID, school year, and the earnings and service to be removed for each member with DEC and/or 5-hour course earnings dating back to 7/1/2015. Corrections can be faxed to the attention of Colleen Laven at (518) 431-8798.

Tier 6 Contribution Rates for the 2019-20 Year

Please check the [Employer Secure Area](#) (ESA) to find a list of the contribution rates for the upcoming school year for your Tier 6 members who will have completed at least three years of service this current school year.

The contribution rate for Tier 6 members ranges from 3-6% based on salary. For the first three years of membership, the rate is determined by a **projected** annual salary that you must report to NYSTRS. Check for "Tier 6 Action Items" in ESA under Membership to find a list of the members requiring projected salary information.

Beginning in the fourth year of membership, we will use the member's **actual** earnings to determine the contribution rate. The rate going forward will be based on the member's regular compensation received two years prior. Find each member's rate by going to ESA > Membership > Tier 6 Rates.

For more information on Tier 6, including a chart showing contribution rates by salary, see [NYSTRS Employer Manual Section 1: Membership](#), found on the [Employers](#) page of [NYSTRS.org](#). If you still have questions, call us at (800) 348-7298, Ext. 6220.

*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.*