August 2020

How to Process New Employees

When you have a new hire reportable to NYSTRS, always check the Membership Verification page under the Membership tab in the Employer Secure Area (ESA) to see if the employee is already a member of this retirement system. If he or she is not, have the employee complete NYSTRS' *Application for Membership* (NET-2) and return it to you.

You'll then need to register the employee as a NYSTRS member via ESA and forward the completed membership applications to us. (If membership in NYSTRS is optional for any new hires, do not register them until they have rendered service.) Please make sure to enter the expected earnings to establish the member contribution rate.

Employees hired on or after July 1, 2013 who are employed in a **non-unionized** position at a salary of $75,000 or higher have the option of joining either NYSTRS or the Voluntary Defined Contribution Plan (VDC) administered by the State University of New York (SUNY) Optional Retirement Program.

If an eligible Tier 6 employee fails to elect the VDC within the first 30 days of employment, that employee will automatically become a member of NYSTRS, provided the duties being performed are those that would normally be eligible for a NYSTRS membership. In this scenario, the employee will then be required to complete a NYSTRS' *Application for Membership*.

Tier 3 and 4 Members No Longer Required to Contribute

As of July 1, 2019, all current Tier 3 and 4 members met the contribution requirement under Article 19 of New York State's Retirement and Social Security Law. As a result, we no longer generate an annual contribution list for these members.

Any Tier 5 or 6 member who is placed in Tier 3 or 4 as a result of tier reinstatement or membership transfer will also no longer be required to contribute. In addition to receiving a notification in ESA, you will receive a verification letter from the unit that has completed the processing of the reinstated or transferred member's file.

Update Your Lowest Entry Level Teacher Salary

Reminder: If you use the lowest entry level teacher salary to calculate the number of days for members being paid by stipend, you will need to update this data in your system when the entry level salary increases. Failure to do so in a timely manner could negatively impact members.

Browser Upgrade May Be Needed

Transport Layer Security, or TLS, refers to the way electronic data in transit is encrypted when interacting with our website. All modern browsers (Microsoft, Google, Mozilla, Apple) are moving away from support of 1.0 and 1.1 versions of TLS this calendar year and as a result NYSTRS will also no longer be able to support these outdated versions.

What this means for you: You will not be able to access ESA beginning Jan. 1, 2021 unless you ensure the browser you are using is up to date. In some cases, it may be necessary to upgrade your browser. Inability to use ESA would severely impact your ability to interact with NYSTRS to the detriment of your employees. We encourage you to act now to avoid potential issues.

The link below provides details on the most common browsers. You may need to reach out to your local customer support team or helpdesk to upgrade your browser or verify your TLS capabilities.

https://www.comodo.com/e-commerce/ssl-certificates/tls-1-deprecation-browsers.php

Address Holdover Pay/Prior Year Earnings Now

Now that the 2020-21 school year is underway, Holdover Action may be required for your July and/or August 2020 report(s). Please address any holdover pay or prior year earnings as soon as possible so the corresponding District Specific Issue Report (DSIR) can generate.

Please note that any edits regarding holdover pay for full-time employees will be listed on the corresponding DSIR. It is important to report holdover pay and prior year earnings as soon as possible so that all salary and service for the 2019-20 school year can be included on the member's *Benefit Profile*.

It is also important to ensure that part-time members are given credit in the appropriate school year for all the days they worked. When an employee receives a payment in July, August or September for work performed in the previous school year, it is imperative to report the appropriate days of service to match the payment and to provide NYSTRS with the number of days due in the previous school year.

The Reporting > Monthly Overview > Holdover Pay/Prior Year Earnings page displays the directions for completion, but the instructions can also be found in Holdover Pay/Prior Year Earnings Procedures in the Employer Manual.