

# Reporting Tips

Courtesy of the New York State  
Teachers' Retirement System



February 2020

## Monthly Accounts Receivable (AR) Statements Now Available in ESA

Please note that a new category labeled "Statement" has been added to the Billing page of the [Employer Secure Area](#) (ESA). Monthly Accounts Receivable (AR) Statements will be generated and posted there when an unpaid balance from a previous bill(s) is outstanding as of the statement date. The statements will be available to any user who has access to the Billing page in ESA.

2019-2020 School Year		
December 2019	<a href="#">Statement</a>	<a href="#">Bill Detail</a> <a href="#">Bill</a>
August 2019		<a href="#">Bill Detail</a> <a href="#">Bill</a>
July 2019		<a href="#">Bill Detail</a> <a href="#">Bill</a>

**An AR Statement is not a bill.** Please continue to refer to the monthly bill and bill detail for pertinent information.

If you have any questions regarding AR Statements, please contact our Finance Department at (800) 348-7298, Ext. 2820.

## How to Update ESA Users and School District Contacts

Your NYSTRS Security Administrator is responsible for authorizing users for each available function in ESA. The Security Administrator is also responsible for removing rights if an ESA user leaves the district or changes positions and no longer requires access to ESA.

The Security Administrator cannot update his/her own information or information for the Chief School Administrator (district superintendent or college president). The Security Administrator's information can only be updated by the CSA. To update the CSA role, please contact NYSTRS at (800) 348-7298, Ext. 6220.

The School District Contacts page, found under Account Management, lists the names of the contacts from your district that are on file with NYSTRS. Any updates made through this page will only be reflected in ESA. Please also use the [District Contact Change \(QTR-81\)](#) form to update a contact's information or designate a new contact in our other records. For a change in Chief School Administrator, use [District Contact Change CSA \(QTR-81A\)](#). If you need further assistance, please contact NYSTRS at (800) 348-7298, Ext. 6220.

## Grievances and Settlement Agreements

Districts are required by law to provide NYSTRS with signed copies of any grievance, arbitration award or settlement agreement a member enters into with the district. It is critical that we evaluate these agreements as soon as possible to determine whether these payments are pensionable and to ensure they have been reported properly.

Please consult NYSTRS' [Employer Manual](#) for additional information. [Section 2](#) of the manual discusses awards pay (page 13), while [Section 4](#) addresses arbitration awards, settlements, grievances and litigation (page 1).