



January 2020

Reporting Earnings After Retirement

Employers are required to report to NYSTRS the earnings of all retired employees who receive a NYSTRS pension, no matter the capacity in which they are employed.

For NYSTRS retirees working in your district and receiving compensation from a source **other than your district payroll** – including accounts payable, vouchers, grants, and third-party vendors or businesses – use the Earnings After Retirement feature in the [Employer Secure Area](#) (ESA) to enter, edit and certify earnings. Detailed instructions on the new Earnings After Retirement menu can be found in [Section 6](#) of the NYSTRS Employer Manual.

Payments made to NYSTRS retirees through **regular payroll** should continue to be included on your monthly report.

How often should I report retiree earnings through ESA?

You should add or edit earnings information **monthly**. This allows us to determine if retirees are approaching a maximum earnings limit and can help retirees avoid having to repay a portion of their pension if they exceed the limit. In addition, all earnings for a calendar year must be entered by March 31 of the following calendar year.

Reminder: To determine if new employees or consultants are NYSTRS retirees, please use the Membership Verification feature, found in [ESA](#) > Membership.

Calculating Service Credit for Coaches

Calculate service credit for coaches by converting the number of hours worked into days. Here's how: Take the total hours worked in coaching and divide it by the number of hours in a standard, full-time work day for your district. The result is the number of total full-time equivalent days to report.

If a coach is paid a flat stipend and the number of work hours cannot be determined, take the **annual entry-level teacher salary** and divide by 200 (the minimum number of days for a full school year) to determine a daily pay rate. Then divide the coach's stipend by the daily pay rate to calculate the equivalent number of days worked to report for service credit.

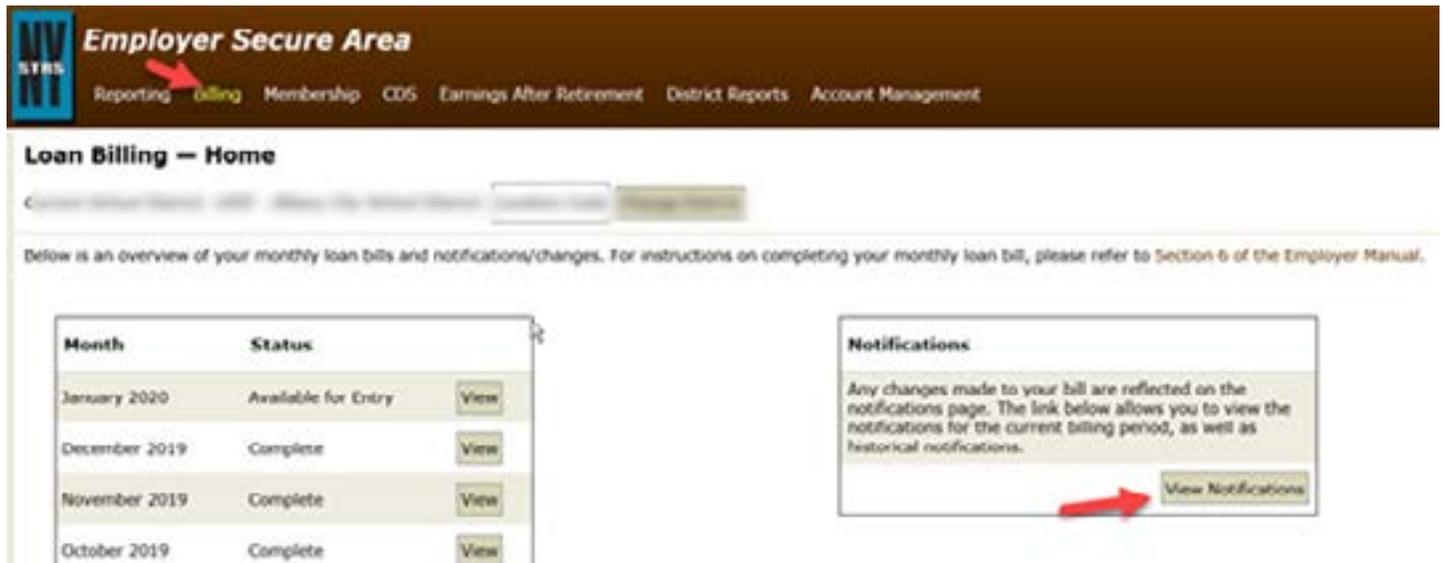
Be sure **NOT** to use the lowest **substitute** teacher pay rate in the calculation as this will result in incorrect, inflated service credit.

If the coaching stipend is a one-time payment, all service days should be reported at the time of payment. If the stipend is paid over a period of months, the service should be divided by the number of months and reported proportionately. For additional help, consult [Section 2](#) of the Employer Manual or call the NYSTRS Employer Reporting unit at (800) 348-7298, Ext. 6220.

Member Loan Information

Do **NOT** stop taking deductions for NYSTRS loan payments at a member's request. You should only cease deductions after you are notified by NYSTRS that the loan has been paid off. Any excess deductions taken would then be refunded by NYSTRS directly to the member.

When a member pays off a loan, NYSTRS will put a notice in [ESA](#) > Billing > Loan Billing. Just click on the Loan notifications link to view any Loan Satisfied and New Loan/Payment status changes. See the following graphic as an example:



Employer Secure Area

Reporting **Billing** Membership CDS Earnings After Retirement District Reports Account Management

Loan Billing – Home

Below is an overview of your monthly loan bills and notifications/changes. For instructions on completing your monthly loan bill, please refer to Section 6 of the Employer Manual.

Month	Status	
January 2020	Available for Entry	View
December 2019	Complete	View
November 2019	Complete	View
October 2019	Complete	View

Notifications

Any changes made to your bill are reflected on the notifications page. The link below allows you to view the notifications for the current billing period, as well as historical notifications.

[View Notifications](#)

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.