

Reporting Tips

Courtesy of the New York State
Teachers' Retirement System



July 2020

Reporting Earnings for Paid Leave Related to COVID-19

For members who take a leave from their jobs due to COVID-19, the amount of service credit earned and the amount of salary that may be factored into a final average salary will depend on the rate of pay given to members during the leave.

Under the Families First Coronavirus Response Act (FFCRA) and the Emergency Family Medical Leave Expansion Act (EFMLEA), employees on paid leave may receive the higher of their regular rate of pay, the federal minimum wage, or the state/local minimum wage. Alternatively, depending on the reason employees qualify for a leave under those acts, they may be paid a rate that is two-thirds of their salary.

Members receiving full salary will receive full service credit for the time they are on leave. Members receiving two-thirds salary will accrue two-thirds of the service credit they would have received if they were still at work. In all cases, service credit accrued will be proportional to salary received.

If a member is on unpaid leave (i.e., the first two weeks under EFMLEA), the member will not accrue any service credit for that time. Members must be paid by a participating employer and reported on the payroll during a leave in order to earn service credit. Payment from a third-party vendor is not reportable to NYSTRS and does not earn an employee service credit.

For the purpose of calculating a final average salary (FAS), only the amount actually paid to a member should be reported and included in an FAS calculation for the member's pension.

Reporting Loan Payments During the Summer

Loan payments are NOT required in July and August, so you will not receive any payroll deduction notices during these months. However, if you do choose to submit loan payments during the summer, the payment MUST be accompanied by documentation that clearly indicates the deduction period and how much money is to be applied for each member. Without such documentation, NYSTRS will be unable to apply the payments. For assistance, contact our Loan unit at loans@nystrs.org.

Communicating Information Containing Personally Identifiable Information (PII)

NYSTRS does not permit the transmittal of correspondence containing PII through unsecure email. Instead, the System uses a secure file transfer system called Biscom to ensure the safe transfer of documents. The Biscom email chain must be initiated by a NYSTRS employee.

Since many of you continue to work remotely, we are sending most of our employer correspondence via Biscom – in addition to fax or mail. The email you receive from us will contain a link to the Biscom server. You will be required to create a username and password in order to retrieve the information from the server. While we understand that this creates an extra step in your process, it is essential to ensure the confidentiality of member information.

Year-End Reports

Year-end reports will be available in the [Employer Secure Area](#) (ESA) once the System has processed your district's June monthly report. Once they are available, please complete the Year-End Certification Report at your earliest convenience.

This form is prefilled with the monthly reporting data you provided us. We offer this service to make the process easy and efficient for you. This online process eliminates the need for you to complete and mail a paper form to the System.