

# Reporting Tips

Courtesy of the New York State  
Teachers' Retirement System



June 2020

## **NYSTRS Summer Hours Begin June 25**

NYSTRS' building remains closed to the public until further notice due to the COVID-19 pandemic but staff are telecommuting and our phone lines remain open. Please be aware NYSTRS' operating hours will change for the summer. Beginning Thursday, June 25 our office hours will be 8 a.m. to 4:15 p.m. Monday through Thursday, and 8 a.m. to 12:30 p.m. Friday. These hours will remain in effect through Wednesday, Sept. 16.

We will return to our regular business hours of 8:30 a.m. to 4:15 p.m. Monday through Friday beginning Thursday, Sept. 17.

Also note NYSTRS will be closed Friday, July 3 in observance of Independence Day and Monday, Sept. 7 for Labor Day.

## **Expiration of Temporary Passwords for New ESA Users**

When the Chief School Administrator (CSA) or Security Administrator authorizes new users for the [Employer Secure Area \(ESA\)](#), a username and password will be sent to the new user via separate emails from [ESAWebAudit@nystrs.org](mailto:ESAWebAudit@nystrs.org). After a new user has successfully logged in with the temporary password, the user will be required to change the password and select a security question.

Temporary passwords expire after 30 days. In the event a new user has not logged in within 30 days and the temporary password has expired, the CSA or Security Administrator for the district will need to request a new temporary password on the Account Management page of the ESA.

## **What is the Difference Between a Member's Date of Resignation and Official Date of Retirement?**

The effective date of retirement must be at least one day beyond the last date the member earned salary under contract. For example, if the member last earned salary under contract on June 30 (even if the last day he or she actually worked is earlier), the earliest effective date of retirement is July 1.

*These [Reporting Tips](#) are available on the [Employers](#) page at [NYSTRS.org](http://NYSTRS.org).  
Contact us at (800) 348-7298, Ext. 6220 or [employer@nystrs.org](mailto:employer@nystrs.org) with any questions about the Tips.*