

Reporting Tips

Courtesy of the New York State
Teachers' Retirement System



May 2020

Annual Certification for Earnings After Retirement

Districts are required to certify annually any retiree earnings entered on the Earnings After Retirement (EAR) page in the [Employer Secure Area](#) (ESA) or to confirm that they have no additional earnings to report. The EAR page should be used to report retiree earnings that are NOT paid through the regular payroll and are instead paid through such methods as accounts payable, vouchers, grants or third-party vendors.

Check your To Do List in ESA for the following item requesting certification for the period January through December 2019:

EAR Certification

Certification Required for 2019

[View](#)

- If your district reports all retiree earnings through the regular payroll, and you have not entered any items manually on the EAR page, you will see the following message:

I certify that there are no earnings to report for 2019. [District Approved](#)

Once you certify retiree earnings for a calendar year by clicking *District Approved*, you may no longer add or edit earnings for that calendar year.

If you do not have any additional earnings to report, check the box and select “District Approved.”

Please note that the deadline to enter earnings for the 2019 calendar year was March 31, 2020. If you missed the deadline and **do** have additional earnings to report, please fax the information to the attention of “Retired Member Services” at (518) 431-8788.

- If you have reported earnings on the EAR page throughout the year, you will see the following message:

I certify that the earnings data below is correct to the best of my knowledge for the 2019 calendar year. [District Approved](#)

Once you certify retiree earnings for a calendar year by clicking *District Approved*, you may no longer add or edit earnings for that calendar year.

SSN	Last Name	First Name	From	To	Gross Earnings
XXXX	XXXXXXXXXXXX	XXXXXX	01 / 2019	01 / 2019	\$4000.00
XXXX	XXXXXXXXXXXX	XXXXXX	01 / 2019	01 / 2019	\$200.00

If you have no additional information to add, check the box and select “District Approved.”

We encourage districts to report retiree earnings in ESA throughout the year to allow for more accurate tracking, which then enables NYSTRS to notify retirees who may be approaching a post-retirement earnings limit.

For more information on reporting earnings in retirement, see Employer Manual [Section 20: Earnings After Retirement](#). You may also check out the [Earnings After Retirement Instructions](#) factsheet.

If you have questions, please contact your Editor, email employer@nystrs.org, or call (800) 348-7298, Ext. 6220.

Report New NYSTRS Delegates in ESA by Oct. 6

Districts with NYSTRS delegate vacancies are eligible to fill those openings with midterm elections. Elections must be held by Oct. 1 and the results reported to NYSTRS via ESA by Oct. 6. Those elected will begin serving immediately and will fill terms expiring July 31, 2021. Only employers with openings in both the delegate and alternate positions of a ticket are eligible to participate.

While many employers designate election responsibilities to the teachers' bargaining unit, only the Chief School Administrator (CSA) or his/her designated administrative staff member is authorized to report election results. Designated staff must be assigned the ESA roles of Security Administrator or Convention Delegate User.

To see if your district has any vacancies to fill, go to the [Electing Delegates](#) page under the [Delegates](#) tab at NYSTRS.org and select "[Delegates: 2019-2021 Term](#)." For more information on the delegate election and reporting process, please see the [Employers > Delegate Election & Annual Meeting](#) page of our website. If you have additional questions, email us at convdel@nystrs.org or call (800) 348-7298, Ext. 4785.