

# Reporting Tips

Courtesy of the New York State  
Teachers' Retirement System



June 2021

## What is the difference between the date of resignation and a member's official date of retirement?

For NYSTRS' purposes, the effective date of retirement must be at least one day beyond the last date salary was earned under contract, which is not necessarily the last date of physical service. Most collective bargaining agreements are in effect through June 30 even though the last day of contact with students is typically earlier in June. For example, if a teacher's last classroom day is June 19 but teachers are under contract through June 30, the earliest effective date of retirement one could select is July 1.

Please note that members cannot work on their effective date of retirement with NYSTRS; they must have a break in service to be eligible to retire and begin collecting a pension.

## Holdover and Summer School and Retro; Oh My!

Reporting payments in the correct pay categories is important to ensure the correct crediting of members' earnings and service. Please note the description of the following payments, which often occur in July and August:

- Pay Category D: MTD Summer School should only be used to report earnings for teaching traditional summer school.
- Pay Category E: MTD Holdover Pay/Prior Year Earnings should be used to report earnings paid in July or August for work performed in the prior school year. The school year for NYSTRS is July 1 – June 30.
- Pay Category G: MTD Retro Earliest Prior Yr Pay should be used to report retroactive salary adjustments for prior school years. Typically, these payments are the result of collective bargaining agreements that provide for retroactive payments.

For more information on these and other pay categories, please refer to NYSTRS' [Employer Manual Section 2: Employer Reporting for School Districts](#), found on the [Employers](#) page at [NYSTRS.org](#). You may also contact your editor in the ER/TE unit with specific questions.

## Non-STRS Pay Explanations Needed

NYSTRS requires an explanation for any Non-STRS money reported in order to verify that the money is not pensionable.

Please note that the wording of the District Specific Issue Report (DSIR) Message #406 has been updated to: "The member(s) listed below was reported with Non-STRS pay. **Please verify what this money represents.** If all or any portion of the money was reported in this category in error and should be reported to STRS, please advise. Please provide the number of days associated with the STRS money if applicable. Non-STRS money is not billed on or used in a retirement benefit."

## **NYSTRS Summer Hours**

Please be aware NYSTRS' operating hours change during the summer months. Beginning Thursday, June 24, 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. on Friday. These hours will remain in effect through Wednesday, Sept. 15. We will return to our regular business hours of 8:30 a.m. to 4:15 p.m. Monday through Friday beginning Thursday, Sept. 16. Also note NYSTRS will be closed in observance of Juneteenth (Friday, June 18), Independence Day (Monday, July 5), and Labor Day (Monday, Sept. 6). Please share this information with your teaching staff and administrators who are NYSTRS members.

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

New users of the [Employer Secure Area \(ESA\)](#) can only be created by either the Chief School Administrator (CSA) or the Security Administrator (SA) for the employer. When a new ESA user is created, a username and temporary password will be sent to the new user via separate emails from [ESAWebAudit@nystrs.org](mailto:ESAWebAudit@nystrs.org).

After new users have successfully logged in with the temporary password, they will be required to change the password and select a security question. Please note 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 SA will need to request a new temporary password from the Account Management page of ESA.