

# Reporting Tips

Courtesy of the New York State  
Teachers' Retirement System



March 2021

## Have Reporting Questions? You Have an Editor for That!

Every participating employer with NYSTRS is assigned an “editor” in our Employer Reporting Unit. Your editor is familiar with your monthly reports and can answer most questions you have on various topics. You can find your editor’s contact information at the top of several pages in the [Employer Secure Area \(ESA\)](#), including your Dashboard and To-Do list.

## Earnings After Retirement

Please be aware that earnings after retirement for the calendar year (January 1 – December 31) must be updated in ESA no later than March 31st of the following year (**e.g., 2020 earnings must be updated no later than March 31, 2021**). Please refer to the [January 2021](#) issue of Reporting Tips or the Earnings After Retirement section of ESA for more details.

## What is an ABPR?

ABPR stands for Annual Base Pay Rate (also referred to as “contract salary”), and it is the annual compensation rate for the member’s primary assignment. The ABPR is a required field for all employees on your monthly report.

The ABPR should not include additional pay for coaching or extracurricular activities. The ABPR is typically found in the salary schedule of the applicable collective bargaining agreement for the member. Daily and hourly rates must be annualized reflecting the employment base for the member and the number of hours in a full school day. If the rate changes during the reporting month, the rate in effect at the end of the month should be reported.

For other than full-time employees, the ABPR is the annual compensation that would be paid to a teacher if he/she were performing the same duties on a full-time basis. A lump-sum payment cannot be used as a full-time Annual Base Pay Rate.

If a member is rendering service only as a coach, tutor or basic adult education teacher, you are required to report a full-time ABPR. Calculation of that ABPR should be done using the most appropriate method.

The method of calculation will vary depending upon the type of position. More information, including examples, is available in the [Employer Manual, Section 2: Employer Reporting for School Districts](#) (pages 8-9), or [Section 3: Employer Reporting for SUNY and Community Colleges](#) (pages 9-10).

## How to Update ESA Users and School District Contacts

Your assigned NYSTRS Security Administrator is responsible for authorizing users for each available function in ESA. The Security Administrator is also responsible for removing rights if an ESA user leaves the district or changes positions and no longer requires access to ESA.

The Security Administrator cannot update his/her own information or the superintendent's or college president's information. To update the CSA role, please contact NYSTRS at (800) 348-7298, Ext. 6220.

The School District Contacts page, found under Account Management, lists the names of the contacts from your district that are on file with NYSTRS. Any updates made through this page will only be reflected in ESA. Please also use the [District Contact Change \(QTR-81\)](#) form to update a contact's information or designate a new contact in our other records. For a change in Chief School Administrator, use the [District Contact Change CSA \(QTR-81A\)](#) form. If you need further assistance, please contact NYSTRS at (800) 348-7298, Ext. 6220.

## Grievances and Settlement Agreements

Districts are required by law to provide NYSTRS with signed copies of any grievance, arbitration award or settlement agreement a member enters into with the district. It is critical that we evaluate these agreements as soon as possible to determine whether these payments are pensionable and to ensure they have been reported properly.

Please consult NYSTRS' [Employer Manual](#) for additional information. [Section 2](#) of the manual discusses awards pay (page 13), while [Section 4](#) addresses arbitration awards, settlements, grievances and litigation (page 1).