

# Reporting Tips

Courtesy of the New York State  
Teachers' Retirement System



January 2022

## Update 2021 Earnings After Retirement by March 31

All retiree earnings should be reported to NYSTRS either through regular payroll or using the Earnings After Retirement (EAR) feature in the [Employer Secure Area](#) (ESA). This remains true despite the on-again, off-again executive orders suspending the state cap on earnings after retirement for New York State public retirees during the pandemic.

**When to Report EAR Through Regular Payroll:** Payments made to NYSTRS retirees through **regular payroll** must be included on your monthly report under NYSTRS Pay Type N: MTD Post-Retirement Pay and **should not be reported through the Earnings After Retirement section of ESA**. If you have not been reporting these payments correctly, please notify your employer reporting contact.

**When to Report EAR Through ESA:** Please use the EAR feature in ESA to enter, edit and certify earnings for NYSTRS retirees working in your district and receiving compensation **from a source other than your district payroll**. This includes retirees paid:

- as consultants (whether or not a 1099-MISC was issued).
- by voucher.
- through accounts payable.
- from other New York State funds, such as grants.
- through a business entity (i.e., LLC, S-Corp, Partnership, etc.).
- through a third-party vendor.

Earnings after retirement for the 2021 calendar year (Jan. 1 – Dec. 31) must be updated in ESA **no later than March 31, 2022**.

For additional information, please refer to [Section 20: Earnings After Retirement](#) of our [Employer Manual](#). If you require assistance, please call our Employer Reporting Unit at (800) 348-7298, Ext. 6150.

## Reporting Tax Shelter Payments for Tier 1 Members

Please provide NYSTRS each January and/or June with a list of Tier 1 members who receive tax-shelter (e.g., a 403(b) or 457 plan) payments. Be sure to include the member's EmplID, payment amount, date of the payment, and an indication of what the money represents.

## Deceased Member Notification Page and Report

This feature was added to ESA in 2019 to make it easier for employers to notify NYSTRS of the death of an employee or former employee. Under Membership > Deceased Member Notification, just enter the SSN and the first 3 letters of the member/retiree's first name, and the date of death. Once submitted, you will be presented with the corresponding member's name. Timely notification helps us to properly process any benefits due to the beneficiaries.

Also available in ESA is a report to aid employers in the notification of a deceased employee. Under District Reports > Deceased Member Report, we display any deceased members/retirees who appeared on one of your monthly reports in their last year of working. These members will stay on the list for a period of 24 months after the date of death.

## What's New for Members

We are adding a new section to our Employer Reporting Tips where we will share news and information that impact NYSTRS members. Although we encourage you to refer members' questions to our Information & Communication Center at (800) 348-7298 or [communit@nystrs.org](mailto:communit@nystrs.org), we know that you see our members every day – and they often ask you questions about NYSTRS!

This month, we want to share that the latest edition of [Your Source](#), our quarterly newsletter for active members, was published in December. It is posted on the [Library](#) page of our website at [NYSTRS.org](http://NYSTRS.org).

If you have suggestions for topics you would like covered in our Employer Reporting Tips, please email your suggestions to [employer@nystrs.org](mailto:employer@nystrs.org).