

Reporting Tips

Courtesy of the New York State
Teachers' Retirement System



July 2022

NYSTRS Summer Hours

Please be aware NYSTRS' operating hours change during the summer months. Effective June 23, our office hours are 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. 14. We will return to our regular business hours of 8:30 a.m. to 4:15 p.m. Monday through Friday beginning Thursday, Sept. 15. Also note NYSTRS will be closed on Labor Day (Monday, Sept. 5). Please share this information with your teaching staff and administrators who are NYSTRS members.

How to Report Loan Payments During the Summer

Loan payments are NOT required for any members (10-, 11-, or 12-month) in July and August, so you will not receive any payroll deduction notices during those months. However, if you choose to submit loan payments during the summer, the payment MUST be accompanied by documentation that clearly indicates the deduction period and how much money is to be applied for each member. Without such documentation, NYSTRS will be unable to apply the payments. For assistance, contact our Loan unit at loans@nystrs.org.

Updated Addresses Needed

When a NYSTRS member updates their name or address with you, please remind them to update their information with NYSTRS as well. We often find that members do not realize that employers cannot update their name and address information with NYSTRS, and they must submit those updates directly to NYSTRS themselves. Members may update their address online in their MyNYSTRS account or use the [Member Name/Address Change \(GRE-50\)](#) form to send name or address changes by mail. Keeping their name and address updated with NYSTRS ensures they do not miss out on any important retirement-related communications.

Year-End Exception Reports (YEERs)

Year-end exception reports (YEERs) will be available in the [Employer Secure Area \(ESA\)](#) once the System has processed your district's June monthly report. When available, please complete the Year-End Certification Report at your earliest convenience.

The YEER form is prefilled with the monthly reporting data you provided us. We offer this service to make the process easy and efficient for you. This online process eliminates the need for you to complete and mail a paper form to the System.

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.

Holdover, Summer School and Retro Pay

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.

Payment for Unused Leave

Monies paid for unused sick, annual, vacation, personal leave, etc., which occur at any point in a member's career should be reported as termination pay. Retirement incentive monies or monies paid to a member in exchange for termination of employment as negotiated in the collective bargaining agreement (CBA), regardless of whether received in a lump sum or in periodic payments, should be reported as K: MTD Termination Pay. For more information on pay categories, please review [Employer Manual Section 2: Employer Reporting for School Districts](#) and [Section 3: Employer Reporting for SUNY and Community Colleges](#), available in the [Employers](#) section of [NYSTRS.org](#).

Retirement/Benefit Report Processing

NYSTRS requires specific information from employers when members file for retirement (either service or disability retirement) or die while in service. The information is needed so we can accurately and efficiently calculate the member's pension and begin providing the retiree with a monthly benefit or provide death benefits to a beneficiary. This information is requested on the Retirement/Benefit Report Processing – Outstanding Reports page of the Employer Secure Area (ESA). Detailed instructions for completing the Retirement/Benefit Report can be found in [Section 15](#) of the Employer Manual, available in the [Employer](#) area of our website at [NYSTRS.org](#).

We have seen an increase recently in employers listing pensionable payments under "Non-Regular Compensation" on these reports, which is inaccurate and results in additional follow-up and questions from our Employer Reporting Unit. Please refer to the definitions on page two of [Section 15](#) of the Employer Manual if you are not sure how to properly categorize a payment on the Retirement/Benefit Report.

It is also very important that NYSTRS be regularly provided with copies of any collective bargaining agreements and any individual employment agreements (including separation and settlement agreements). Individual employment agreements are requested with all administrators' Retirement/Benefit Reports, and if they were not provided throughout the member's employment then they MUST be provided to NYSTRS when a benefit becomes due. NYSTRS cannot finalize benefit payments without reviewing these agreements.

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