



Section 5: Employer Reporting Interface

Introduction

NYSTRS' employer reporting interface is designed to help employers reduce record checking and correspondence with the System that is required when your employees retire. The format requires reporting:

- Directly from your payroll system on a monthly basis.
- Service days worked.
- Salary paid in specific categories.

If you have any questions, please call the System at (800) 348-7298, Ext. 6220.

Employer Reporting Interface: A Guide to File Layout

The **Employer Reporting Interface: A Guide to File Layout** provides an overview of the reporting system and instructions. Additional details can be found in our **Reporting of Earnings FAQs**.

*You will need Adobe Reader to view the Guide. If you don't have it, download a **free copy**.*

Note: If you are unable to submit your monthly report in the format indicated above, you may instead use the **Monthly Employer Reporting Spreadsheet** to submit your file to us via ESA. Files must be submitted in one of the following formats: .TXT .DAT .CSV.

Corrections: If you need to correct any information previously reported, you can do so by completing the **Monthly Employer Reporting Correction Form (ERP-1)** or sending directly to us a spreadsheet containing the information required on the ERP-1 form. The form can be faxed to NYSTRS Employer Reporting at (518) 447-4721 or (518) 431-8798.