Register for Our Dec. 10 Employer Webinar on Service Credit and Pay Categories

NYSTRS is pleased to host our next Employer Reporting Webinar! Join us on Dec. 10, 2024 at 10 a.m. for "All About Service Credit and Pay Categories."

This live, 30-minute webinar will cover detailed information about service credit and NYSTRS pay categories, including: how payroll codes should be mapped to NYSTRS pay categories; how to determine days of service credit; how to determine days of service credit associated with payments (if applicable); why additional service credit matters (i.e., part-time earnings); and where to find more information in the Employer Manual.

Register online for our "All About Service Credit and Pay Categories" webinar.

Benefit Profiles Sent to NYSTRS Members

Members' annual *Benefit Profiles* (i.e., their personal membership statements) for the school year ended June 30, 2024 have been posted to members' secure online MyNYSTRS accounts. Members who opted for a paper copy will receive it in the mail.

Please encourage members to review their *Benefit Profile* each year to ensure the accuracy of their service and salary information, as well as beneficiaries on record with NYSTRS. Any issues or inconsistencies are easier to clear up now than when members start planning for retirement.

Note that, for members who are paid in July-September for service rendered in the prior school year (i.e., holdover earnings), those earnings may not be reflected in their *Benefit Profile* if the holdover information had not been processed when annual statements were generated. Members will see updated earnings information in their MyNYSTRS account as employer monthly reports are processed.

Join Our Advisory Group and Have Your Voice Heard

We want to make NYSTRS reporting the easiest part of your day! To be sure we are meeting your needs, NYSTRS is forming a Participating Employer Advisory Group and we are seeking volunteers to participate. The group will meet virtually once a month starting in 2025 to gather feedback from participating employers. This feedback will help guide us in developing the tools and resources that will be most valuable to you.

If you are interested in participating, please send an email with your contact information to employer@nystrs.org and indicate that you are interested in joining the Participating Employer Advisory Group.

NYSTRS

Tips on Retirement/Benefit Processing Reports

When a member applies for retirement or dies in service, their name will appear on the Retirement/Benefit Report Processing – Outstanding Reports page in the Employer Secure Area (ESA).

Please complete these reports as soon as possible so we can accurately and efficiently calculate the retiring member's pension and begin providing them with a monthly benefit. Or in the case of a deceased member, we can more expeditiously begin providing death benefits to a beneficiary.

NYSTRS requests that you prioritize Retirement/Benefit Processing reports for deceased members. To easily identify these types of reports, click on the column header Form Type, which will sort the various types of requests. Next, look for any with the form type of "Death" to prioritize the processing of those reports. Detailed instructions for completing these reports can be found in Retirement/Benefit Report Processing Instructions as referenced in Section 15 of the Employer Manual.

If we need additional information, you will receive an email directing you to check the Comments Required button on the Retirement/Benefit Report Processing – Outstanding Reports page in ESA.

You will find a record of reports already submitted by clicking View on the Retirement/Benefit Report Processing page under "For submitted reports." This brings you to the Member Retirement Information Received and Pending NYSTRS Review page. There, you can view any report you have completed, print copies, and see the up-to-date status of our processing.

For questions on Retirement/Benefit Processing reports, please reach out to your assigned editor, or contact the Employer Reporting Unit at 800-348-7298, ext. 6020 or employer@nystrs.org.

These Reporting Tips are available on the Employers/Reporting Tips page at nystrs.org. Contact us at 800-348-7298, ext. 6220 or employer@nystrs.org with any questions about the Tips.