



Holdover Pay/Prior Year Earnings

The 2024-25 school year is underway! Please check your Monthly Overview on the [Employer Secure Area](#) (ESA), since holdover action may be required for your July and/or August 2024 report(s). We are unable to process the files until we are notified how to properly apply these payments. You must also advise us if there are service days associated with the holdover pay.

Please respond in a timely manner, as this information is required to generate your District Specific Issue Report (DSIR) and to ensure accurate salary and service for the 2023-24 school year is included in members' *Benefit Profiles* as of June 30, 2024.

The Reporting/Monthly Overview/Holdover Pay/Prior Year Earnings page in ESA displays the directions for completion. For detailed instructions, consult [Holdover Pay/Prior Year Earnings Procedures](#).

Did Your Lowest Entry Level Teacher Salary Increase?

If you are using the lowest entry level teacher salary to calculate the service days for members being paid by stipend, remember to update the data in your system when the entry level teacher salary increases.

Administrative Bulletin Regarding Extended Day and Summer Programs

In March 2022, NYSTRS issued [Administrative Bulletin 2022-2](#) titled "Reporting of Compensation Earned In Extended Day and Summer Enrichment Programs." This bulletin clarifies how to report compensation for teachers employed in extended day and summer enrichment programs. Please review this important bulletin to make sure that your programs are being reported in accordance with this guidance. Questions regarding this bulletin should be directed to our Employer Reporting Unit at 800-348-7298, ext. 6220.

Year-End Exception Reports (YEERs)

Year-end exception reports (YEERs) are currently available in the [Employer Secure Area](#) (ESA). Please complete the YEER at your earliest convenience. Detailed instructions for reviewing and completing your YEER can be found in [Section 6](#) of the Employer Manual on page 6. For detailed instructions, read [Year-End Exception Report \(YEER\) / Certification Report Procedures in the Employer Secure Area](#).

Verifying or Registering New Employees

When you have a new hire reportable to NYSTRS, always check the Membership Verification page in ESA (found under the Membership menu) to see if the employee is already a NYSTRS member. If



they are, you will find their date of membership and EmplID. If the employee is not already a member, please have them complete an [Application for Membership](#) (NET-2) and return it to you.

Once you receive the employee's completed NET-2, you may register them as a NYSTRS member via ESA. Please make sure to enter the expected earnings to establish their member contribution rate. **Then mail the completed application to NYSTRS.**

If the employee's membership in NYSTRS is optional, please do not register their membership in the ESA until they have actually rendered service.

Refer to [Section 1 of the Employer Manual](#) for additional information regarding requirements for mandatory and optional memberships.

2023-24 Estimated and Final Bills

NYSTRS provides each employer its estimated and final bills in the [Employer Secure Area](#) (ESA).

In the case of school districts, the members' mandatory contributions and the employer contributions are deducted by the NYS Education Department from state aid and paid directly to NYSTRS. Employers who do not receive state aid or whose state aid is insufficient to cover amounts due are required to make direct payments to NYSTRS on the billing dates referenced below.

Billing Calendar

July 10	Due date for your June employer report. The estimated bill is determined using all 12 monthly reports; or, if any report is not received, using a percentage increase based on your previous year's final bill for the school year.
On or before Aug. 15	Estimated bill produced for each employer.
Sept. 15	First installment due: one-third of the estimated employer and employee contributions.
On or before Oct. 15	Final bill produced.
Oct. 15	Second installment due: one-third of the estimated employer and employee contributions.
Nov. 15	Third installment due: based on adjustment due from final bill figures of employer and employee contributions.

For questions about billing, please refer to [Section 16: Employer Billing](#) of the Employer Manual or contact NYSTRS at 800-348-7298, ext. 6220.

Delegates Needed to Fill Midterm Elections

Employers with openings in both delegate and alternate positions of a ticket have until Oct. 1 to hold special delegate elections. Election results must be reported to NYSTRS by Oct. 6 via the Employer Secure Area (ESA). Newly elected delegates will serve immediately until the current two-year term ends July 31, 2025.

Delegates and alternates serve as liaisons between NYSTRS and members at their school district. Delegates are also responsible for electing teacher members of NYSTRS' Board at the Annual Delegates Meeting held each fall. To see if your district has vacancies, visit the [Delegates/About Delegates](#) page on [nystrs.org](#) to see the list of [Delegates: 2023-2025 Term](#). [Learn more about delegate elections](#) and the next [Annual Delegates Meeting](#), to be held Sunday Nov. 3 to Monday Nov. 4, 2024 at the Saratoga Springs City Center.

Updating School District Contacts on the ESA and With NYSTRS

NYSTRS has added functionality to the Employer Secure Area (ESA) that permits ESA users who are designated as the Chief School Administrator (CSA) or Security Administrator to update the employer contact information on record with NYSTRS. In the past, employers had to use the [District Contact Change](#) (QTR-81) form to update a contact's information or designate a new contact.

To update their Chief School Administrator, employers still need to submit a hard copy [District Contact Change \(CSA\)](#) (QTR-81A) form to NYSTRS.

Your district's Security Administrator is responsible for granting and maintaining all users for each available function of the ESA, as well as removing rights if an ESA user leaves the district or changes positions. However, for questions, correspondence and billing, NYSTRS maintains contact information separate from ESA users. The School District Contacts page, found in the ESA under Account Management, lists the names of the contacts from your district that are on file with NYSTRS.

If you need further assistance with updating contact information, please contact our Employer Reporting Unit at 800-348-7298, ext. 6220.

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.