



To: Chief School Administrators
College and University Presidents
District Contacts
Employer Secure Area Contacts

Administrative Bulletin

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New ESA Feature Enables Employers to Report Earnings After Retirement

A new Earnings After Retirement menu has been added to the Employer Secure Area (ESA) for employers to report retired member earnings paid from a source other than the district payroll.

Participating employers are required to report the earnings of all retired employees who receive a NYSTRS pension, no matter the capacity in which they are employed. To determine if an individual is a NYSTRS retiree, use the Membership Verification application in ESA.

Following are the procedures for properly reporting retired member earnings:

Retirees Paid Through Regular Payroll

Payments made to NYSTRS retirees through regular payroll should continue to be included on your monthly report. Regular payroll earnings should not be reported through the Earnings After Retirement menu.

Retirees Paid Through a Source Other Than the District Payroll

NYSTRS retirees working in your district but paid from a source other than the district payroll (e.g., accounts payable, voucher, third-party vendor or business entity) generally must be reported via the Earnings After Retirement menu in ESA, beginning with January 2019 earnings. To determine if an individual receiving these types of payments must be reported to NYSTRS, use the Earnings After Retirement > Add New Retiree page.

We recommend adding or editing earnings information for retirees in ESA on a monthly basis. This allows for timely correspondence and helps avoid retirees having to repay a portion of their retirement benefit if they exceed the earnings limitation (i.e., \$30,000 per calendar year or, if applicable, the earnings limit prescribed by a waiver).

All calendar-year earnings must be certified in ESA on an annual basis. For reference, the Historical Data page enables you to view retiree earnings for a previously certified calendar year.

Employer Reporting Users will have rights to report Earnings After Retirement. Please see Section 6: The Employer Secure Area (ESA) of NYSTRS' [Employer Manual](#) for information on assigning roles and adding users. The manual is found on the Employers page of NYSTRS.org.

Refer to Section 20: Earnings After Retirement of the Employer Manual for additional information on proper reporting. You may also refer to [Administrative Bulletin 2018-1](#) "Public Employee Earnings in Retirement: Reporting and Limitations" for important information regarding earnings in retirement.

If you still have questions, call our Retired Member Services Unit at (800) 348-7298, Ext. 6150.

Administrative Bulletins dating from 2005 to the present are available on our website at [NYSTRS.org](#). Select Employers and visit the Administrative Bulletins page.