



New York State
Teachers' Retirement
System

Employer District Specific Issue Report

Issue Code Reference Guide

This document reviews what you need to know about your District Specific Issue Report (DSIR) and the different types of issue code categories.

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District Specific Issue Report (DSIR)

- The purpose of the DSIR is to ensure that NYSTRS is interpreting the salary and service information submitted on the monthly report the way the employer has intended. Receiving a DSIR does NOT mean that you are reporting incorrectly.
- Monthly reports can't be processed without employer approval of the DSIR. Prompt, detailed responses directly impact NYSTRS' ability to process the monthly reports.
- Once a DSIR is approved, you are no longer able to make additional changes through the ESA. Contact your editor ASAP if you have additional changes.

Issue Code Categories

- All 300 codes are related to membership contributions. Most of these codes are informational for the employer. Some codes do require a response from the employer.
- All 400 codes are warnings. NYSTRS procedure requires a review of these edits by the editor. These codes may be informational or require a response from the employer.
- All 500 codes are errors. Errors require a response from the employer. The only exception being the 585 code.

300 Edit Codes

Code	Employer Instructions
<p>307 - The following employees appear to be new to your district. They have been reported as full time, but no contributions have been deducted. Please forward a membership application if they intend to join NYSTRS and indicate first date of full-time service. Please be sure to collect mandatory contributions. If they are part time, please report them correctly as part time in subsequent months.</p>	<p>RESPONSE REQUIRED - Indicate if employee is part-time or full-time.</p> <p>If part-time, membership will not be established.</p> <p>If full-time, indicate first date of full-time service and forward application for membership. Membership will be established.</p>
<p>308 - Full time employees of the State Education Department are not eligible for membership in the NYSTRS. If the employees listed below were incorrectly reported with an F/P status of full, please correct all future reports. If there is some other issue, please advise.</p>	<p>INFORMATIONAL - This message is generated when a new member is attempting to be hired for district 8000. No new employees should be added to the report. The current list of members reported should only decrease. If additional members are added to the report, please correct your report as the employee should appear on the ERS report.</p>
<p>310 - You have reported the employees listed below as full time; however, you have not reported mandatory contributions. Since membership is mandatory for all full-time employees, please provide the first date of full-time service. If the individuals are not full time, please update the F/P status to "P" in future reports.</p>	<p>RESPONSE REQUIRED - Indicate if employee is part-time or full-time.</p> <p>If part-time, membership will not be established.</p> <p>If full-time, indicate first date of full-time service. Membership will be established.</p>
<p>311 - The employees listed below are former members of NYSTRS or non-members who were reported with contributions and the Plan Elected was TRS or blank. If the employee(s) intent is to be a member of NYSTRS, please advise, otherwise please refund the contributions to the employee(s). You will not be billed on these contributions.</p>	<p>RESPONSE REQUIRED - This message is for SUNY non-members only. Verify if membership should be established.</p>

Code	Employer Instructions
<p>319 - The employees listed below are Tier 1 Contributory members, however, contributions were reported under "plan contributions". We have corrected your report. Please update your records so that contribution deductions for the member(s) listed is included on future reports as "voluntary contributions."</p>	<p>INFORMATIONAL - NYSTRS has removed the membership contributions from the Final Bill.</p>
<p>321 - The employee(s) listed below were reported with Voluntary Contributions. For contributing members contributions should be reported as "plan contributions". For non-contributory members 6+, please refund contributions. Please update your records accordingly.</p>	<p>INFORMATIONAL - NYSTRS has adjusted the submitted monthly report as indicated.</p>
<p>323 - The following members were reported with either negative plan contributions or negative voluntary contributions. Please provide the explanation below.</p>	<p>RESPONSE REQUIRED - Provide explanation for negative contributions.</p>
<p>325 - (SUNY & CC) You have reported employees listed below as full-time. However, you have not deducted/ reported mandatory contributions. Since full-time employees have 30 days to make an election into a retirement system, please verify the F/P status, the election is NYSTRS, and initiate mandatory deductions. You will be billed for the contributions beginning with the first date of full-time service.</p>	<p>RESPONSE REQUIRED - This message generates for people who are new to NYSTRS. Verify if the employee selected TRS as their retirement system. If so, verify the first date of full-time employment. You will be billed membership contributions as of the first date of full-time service.</p>
<p>329 - The employee(s) listed below have been reported with an invalid EmplID or no EmplID. Based on our review, we have determined the members listed are retirees who have suspended their retirement allowance. Listed below are the correct EmplID's. Please be sure to update your records so the processing of future reports is not delayed. Earnings for members in this situation should NOT be reported as post retirement earnings.</p>	<p>INFORMATIONAL - Update the EmplID in your payroll system.</p>

Code	Employer Instructions
<p>361 - The members listed below are non-contributing members but were reported with plan contributions. We have removed the contributions from this report. If necessary, please refund the member directly.</p>	<p>INFORMATIONAL - NYSTRS has removed the membership contributions from the Final Bill.</p>
<p>362 - The employee(s) listed below were reported with contributions, but they are not known to be members of this system. Please advise if membership in NYSTRS is mandatory or optional and provide the first date of membership service. (For mandatory membership this date is the date appointed to a full-time position. For optional membership this date is the 1st of the month in which contributions began.)</p>	<p>RESPONSE REQUIRED - This message applied to SUNY and community colleges only. Note: Full time employees have 30 days to elect TRS or ORP. If no election is made, they default to TRS. Indicate if NYSTRS membership is mandatory or optional. Provide the first date of membership service.</p>
<p>364 - The employee listed below is a Tier 5 contributory member. Contributions are required for Tier 5 members at the rate of 3.5% of usable salary. Usable pay categories for contributing members include Base, Instructional, Summer School, Holdover, Retro, Part-pay, Undefined and Awards. We have adjusted your report as indicated below. Please review the information below and advise us if you disagree; otherwise, no reply is necessary.</p>	<p>INFORMATIONAL - NYSTRS has corrected the membership contributions on the Final Bill as indicated. Please notify NYSTRS if you disagree with the change.</p>
<p>365 - The employee(s) listed below are retirees of NYSTRS who were reported with contributions. The contributions have been removed from this report. Please refund the retiree directly. You will not be billed on these monies.</p>	<p>INFORMATIONAL - NYSTRS has removed the membership contributions from the Final Bill.</p>

Code	Employer Instructions
<p>366 - The employee listed below is a Tier 6 contributory member. Contributions are required for Tier 6 members. Usable pay categories for contributing members include Base, Instructional, Summer School, Holdover, Retro, Part-pay, Undefined and Awards. We have adjusted your report as indicated below. Please review the information below and advise us if you disagree; otherwise, no reply is necessary.</p>	<p>INFORMATIONAL - NYSTRS has corrected the membership contributions on the Final Bill as indicated. Please notify NYSTRS if you disagree with the change.</p>

400 Edit Codes

Code	Employer Instructions
<p>403 - You have reported salary in the pay category, "Partial Leave," and omitted the percentage of pay, or you have reported a percent in the "Percent of Part Pay" and no salary as "Partial Leave." Please provide the percentage of part pay or the amount paid at the partial leave rate under the appropriate column heading listed below.</p>	<p>RESPONSE REQUIRED - Provide the percentage of leave and/or the amount paid at partial leave rate.</p>
<p>405 - You have reported Non-Regular Compensation for the retirees' listed below. Please indicate, under the column heading "Explanation," type of payment and whether payment was due the member prior to or after retirement.</p>	<p>RESPONSE REQUIRED - Verify what payment represents and whether earned before or after date of retirement.</p>
<p>406 - The member(s) listed below was reported with non-STRS pay. If all or any portion of the money was reported in this category in error and should be reported to STRS, please advise. Please provide the number of days associated with the STRS money if applicable. Non-STRS money is not billed on or used in a Retirement Benefit.</p>	<p>RESPONSE REQUIRED - The employer needs to speak to this money at least once per school year, per person. If the amount is paid consistently and routinely, specify that NYSTRS will continue to see non-STRS money for this person(s). Once this is specified, the employer will no longer need to answer each month on the same individual.</p>
<p>407 - NonMbr - termed on <DATE>. Reported with NRC of <\$PAYMENT AMOUNT>.</p>	<p>INFORMATIONAL - This message is for non-members only. If contributions were taken, refund them to the member as this is not pensionable salary; membership cannot be established with NRC pay only. If no contributions have been reported, no action required.</p>
<p>408 - The employee(s) listed below have terminated membership in this system effective on the date provided.</p>	<p>INFORMATIONAL - This message is for non-members only. If contributions were taken, refund them to the member as this is not pensionable salary; membership cannot be established with Termination Pay (TP) only. If no contributions have been reported, no action required.</p>

Code	Employer Instructions
<p>409 - The employee(s) listed below was reported with negative salary in one or more pay categories. The pay type reflected below is the first pay type a negative was reported. If the negative amount impacts a prior school year, you should indicate the year affected and how the district is recouping payment. If the negative represents a voided check or an adjustment to the current school year, please advise. It is also essential that you advise us IF the service credit should be reduced. Please provide as much information as possible.</p>	<p>RESPONSE REQUIRED - Verify what the negative payment amount represents and to which school year it is to be applied. Verify if service credit should be reduced. If this is representative of an internal payroll transaction, specify the salary that should be credited to the member for the month indicated.</p>
<p>410 - The sum of all pay types is more than \$100,000</p>	<p>RESPONSE REQUIRED - Verify what the reported payment(s) represent.</p>
<p>411 - The employee(s) listed below was reported with negative days. Listed below is the first field where the negative days were reported. If the negative days impact a prior school year, please provide the school year affected.</p>	<p>RESPONSE REQUIRED - Verify what the negative credit represents. Verify the school year the reduction of service should be applied to.</p>
<p>420 - The members listed below were reported with an Annual Base Pay Rate (contract) that is unusually low. The ABPR represents the amount of compensation that would be paid if the teacher were full time. Please provide the corrected ABPR below, or an explanation of why this amount is low.</p>	<p>RESPONSE REQUIRED - Verify the correct ABPR for the month in question. If you are reporting a stipend only, the ABPR is the lowest entry level teacher rate established for the school year.</p>
<p>421 - The following employee(s) employment base has changed from the last reported month. Please explain the reason for the change or provide the correct employment base. Employment bases are 200, 220, and 240. If the employee(s) job title has changed, please provide us with the new job title.</p>	<p>RESPONSE REQUIRED - Verify the correct employment base for the month in question. If it has changed from what was previously reported, an explanation for the change is required.</p>

Code	Employer Instructions
<p>425 - The members listed below were reported with a total of: service days worked, service days from hours, and/or service days from fee that exceeds the number of days physically possible for the month. Generally, a full-time employee works 20 or 30 days each month depending on the payroll frequency. Please review your records and provide the correct number of full days for each member listed.</p>	<p>RESPONSE REQUIRED - Days reported exceed the employment base. Verify the correct amount of service days to be credited for the reported monies.</p>
<p>426 - The employees listed below were reported with holdover money in a month OTHER THAN July, August, or September. Our reporting system ONLY recognizes holdover money if paid in the months of July, August, or September. If holdover is paid and reported in October through June, the money will stay as current year salary. Please advise us, as soon as possible, if this money represents current year or a prior year(s).</p>	<p>RESPONSE REQUIRED - Verify the school year in which the pay was earned.</p>
<p>427 - The Annual Base Pay Rate for the following member(s) has changed from the last reported period. Please provide an explanation for this increase/decrease or a correction in the space provided and if necessary, you should correct your payroll information to expedite the processing of future reports. Please remember the ABPR should represent the member's full-time contract salary (FTE), even if the member is rendering less than full-time service.</p>	<p>RESPONSE REQUIRED - Provide an explanation for the change in ABPR.</p>
<p>429 - The following employee(s) have been reported with Holdover pay only and days of service. All earnings and days will be credited to the previous year, unless otherwise notified.</p>	<p>INFORMATIONAL - A response is not required if the days associated with the Holdover pay are correct.</p>

Code	Employer Instructions
<p>430 - Holdover salary was reported in conjunction with other payments and service credit. However, the following employee(s) were reported with a full year of credit in the previous school year. Therefore, all days reported for this period will be credited to the current year, unless otherwise notified.</p>	<p>INFORMATIONAL - A response is not required if the information is correct. All reported service days will remain in the current school year.</p>
<p>442 - The member(s) listed below have been reported with an invalid or no EmplID. The correct EmplID is provided below. To prevent receiving this message in the future, please be sure to update your records.</p>	<p>INFORMATIONAL - (Active Members) Unless you find that a person was reported with the incorrect EmplID, no response is needed. This message is informational to allow you to update your records.</p> <p>If you update your system to include the provided EmplID on reports moving forward, you will not continue to get this error message.</p>
<p>443 - The retiree(s) listed below have been reported with an invalid or no EmplID. The correct EmplID is provided below. To prevent receiving this message in the future, please be sure to update your records.</p>	<p>INFORMATIONAL - (Retirees) Unless you find that a person was reported with the incorrect EmplID, no response is needed. This message is informational to allow you to update your records.</p> <p>If you use the EmplID rather than RETD, you will not get this error message.</p>
<p>444 - The Social Security Number you reported does not match the number we have in our records. If our records are incorrect, you should submit a copy of the W-4 Federal Withholding form or a copy of the employee's Social Security card.</p>	<p>RESPONSE REQUIRED - Verify that NYSTRS has the correct Social Security Number on file.</p> <p>If our records are incorrect, you should submit a copy of the W-4 Federal Withholding form or a copy of the employee's Social Security card.</p>
<p>446 - The employee(s) listed below was reported with earnings in the month following their date of termination. Please notify the System of ANY salary earned prior to their date of termination and the number of full days associated with that salary.</p>	<p>RESPONSE REQUIRED - Verify if any earnings represent pay earned prior to date of termination.</p>

Code	Employer Instructions
<p>448 - The member(s) listed below has a termination date during this month. However, the service days you reported exceed the date of termination. Please provide the correct days and salary earned prior to the date of termination.</p>	<p>RESPONSE REQUIRED - Verify salary and service earned prior to date of termination.</p>
<p>450 - You have reported employees listed below as full-time. Since full-time employees have 30 days to make an election into a retirement system, please verify the Full-time status and if necessary, initiate mandatory deductions.</p>	<p>RESPONSE REQUIRED - This message applied to SUNY and community colleges only. Message generates for someone what was a former member of NYSTRS. Note: Full time employees have 30 days to elect TRS or ORP. Verify if employee is in full-time status, first date of full-time service and the retirement plan elected. You will be billed membership contributions as of the first date of full-time service.</p>

500 Edit Codes

Code	Employer Instructions
<p>500 - The member(s) listed below were reported with post-retirement pay for the month indicated. The member(s) may have been active at some point during the month or is currently active. If the employee is a retiree of another NYS public retirement system, you should provide that information to us. If the payment was reported (mapped) incorrectly, please provide the corrected pay type(s), update your records, and advise us of any other necessary changes.</p>	<p>RESPONSE REQUIRED - Specify if member is a retiree of another NYS public retirement system. If not, verify if monies were reported in the incorrect category. If you believe these were correctly reported as post-retirement earnings, provide a detailed explanation.</p>
<p>504 - The member(s) listed below was reported with a total of: service days worked, service days from hours, and/or service days from fee that exceeds 49.99. Generally, a full-time employee works 20 or 30 days each month depending on the payroll frequency. Please review your records and provide the correct number of full days for each member listed.</p>	<p>RESPONSE REQUIRED - Days more than 49.99 days per month may be acceptable, it is all dependent on your payroll method.</p> <p>Things to look for:</p> <ul style="list-style-type: none"> • Do you report salary and service for coaches? Do you have employees who are paid stipends? Are you calculating the service associated with these payments using the lowest entry level teacher rate? If your answer is NO then you will end up reporting excessive days in service days for fees or days from hours. • Do you have employees who are paid hourly for extra duties? Days should be calculated using the hours in a standard workday (may not be less than six hours). • Did you switch payroll vendors during the school year? Your pay rates may not be up to date in the new system. <p style="text-align: right;"><i>(continued on next page)</i></p>

Code	Employer Instructions
<p>504 (cont.) - The member(s) listed below was reported with a total of: service days worked, service days from hours, and/or service days from fee that exceeds 49.99. Generally, a full-time employee works 20 or 30 days each month depending on the payroll frequency. Please review your records and provide the correct number of full days for each member listed.</p>	<ul style="list-style-type: none"> • Did you remember to update your entry level teacher pay rates based on the salary chart for the current year? If not, days may not be calculating correctly. If your system is using the lowest entry level TA rate or the pay rate for a substitute to calculate Service Days from Fee, this is not correct. Your system should be using the lowest entry level teacher rate for the calculations of days associated with stipends. If this matches your scenario, provide the lowest entry level teacher rate for days to be adjusted. Update your reporting system to correct future reports. <p>If you believe days are correct as reported, specify this in your comment. Remember, members are entitled to service credit for all service rendered, regardless of full-time/part-time status.</p>
<p>505 - The employee(s) listed below was reported with earnings in the following pay types with no service days. Please provide the number of full days rendered for each pay type with reported salary.</p>	<p>RESPONSE REQUIRED - Generally, reported salary should have service credit associated with it. There are instances, such as balance of contract, in which no service credit is appropriate. Provide an explanation as to what this pay represents. If service credit should have been reported with the salary, you need to provide the total corresponding days.</p>
<p>510 - The member(s) listed below was reported with Awards pay. Please provide a copy of the original grievance and settlement award, the school year(s) involved, and an explanation of how the payment was calculated.</p>	<p>RESPONSE REQUIRED - Forward a complete signed copy of the agreement that allows for this payment to your editor. Comment the date the agreement was sent and to whom it was sent. NYSTRS will advise if you should refund any member contributions withheld for this payment after the agreement has been reviewed. If the payment was reported as Awards pay incorrectly, provide the correct pay category.</p>

Code	Employer Instructions
<p>511 - The member(s) listed below was reported with undefined pay. Please advise us what this money represents.</p>	<p>RESPONSE REQUIRED - Provide an explanation of what the reported pay represents. If you are unsure of the reportability of the payment, forward all supporting documentation to your editor for review. Comment the date the information was forwarded and to whom it was sent. If the reportability is being questioned, NYSTRS will advise how to report once all documentation has been reviewed.</p>
<p>515 - The employees listed below are former or non-members of NYSTRS who were reported with contributions. Since contributions were withheld a membership has been established. If contributions were collected in error, please notify the system.</p>	<p>RESPONSE REQUIRED - Specify Optional or Mandatory Membership. If membership is mandatory, provide first date of full-time service. If we do not receive a response, a membership will be established.</p>
<p>516 - The employee(s) listed below terminated but was reported with contributions. Please advise if the salary was earned prior to the date of termination. For salary earned after the date of termination, please refund the employee directly.</p>	<p>RESPONSE REQUIRED - Verify the date(s) of service the payment is for. Any membership contributions that are withheld for dates after the date of termination in our system will need to be refunded to the employee directly by the employer.</p>
<p>540 - The employee(s) listed below was reported with a total of: service days worked, service days from hours, and/or service days from fee that exceeds the number of days physically possible for the cumulative monthly reports submitted to date. Service Days from Fee should be calculated using the entry level teacher rate. Please provide the entry level rate and contact your payroll vendor to correct the excessive days being reported. On internal message (Member Status), number of days for total year will be shown.</p>	<p>RESPONSE REQUIRED - This message is cumulative. The days specified are inclusive of all monthly reports that have been submitted to us for the school year. This message will appear when a member has been reported with 300+ days for the school year.</p> <p style="text-align: right;"><i>(continued on next page)</i></p>

Code	Employer Instructions
<p>540 (cont.) - The employee(s) listed below was reported with a total of: service days worked, service days from hours, and/ or service days from fee that exceeds the number of days physically possible for the cumulative monthly reports submitted to date. Service Days from Fee should be calculated using the entry level teacher rate. Please provide the entry level rate and contact your payroll vendor to correct the excessive days being reported. On internal message (Member Status), number of days for total year will be shown.</p>	<ul style="list-style-type: none"> • Do you have employees who are paid hourly for extra duties? Days should be calculated using the hours in a standard work day (may not be less than six hours). • Did you switch payroll vendors during the school year? Your pay rates may not be up to date in the new system. • Did you remember to update your entry level teacher pay rates based on the salary chart for the current year? If not, days may not be calculating correctly. If your system is using the lowest entry level TA rate or the pay rate for a sub to calculate Service Days from Fee, this is not correct. Your system should be using the lowest entry level teacher rate for the calculations of days associated with stipends. If this matches your scenario, provide the lowest entry level teacher rate for days to be adjusted. Update your reporting system to correct future reports. <p>If you believe days are correct as reported, specify this in your comment. Remember, members are entitled to service credit for all service rendered, regardless of full-time/part-time status.</p>
<p>555 - The members listed below were reported with service days and no earnings. Please review your records and provide the salary information for each member or an explanation. If the member was not paid during the month reported but is expected to return to your payroll, please indicate.</p>	<p>RESPONSE REQUIRED - Service should only be reported when corresponding salary is reported. If the days were included on your monthly report in error, you will need to indicate this. If salary should have been included on the report, specify the amount paid and the pay category to which it belongs.</p>

Code	Employer Instructions
<p>556 - Employees listed below were reported with Awards pay and service days. If the Awards pay is retroactive to a prior year, you should not report service days during the month payment is made. Be sure you have submitted a complete, signed copy of the original grievance and the Award Settlement. If the payment was reported (mapped) incorrectly, please advise us as soon as possible. Please update your payroll records and advise us of any necessary changes we need to make for prior months/years.</p>	<p>RESPONSE REQUIRED - Forward a complete signed copy of the agreement that allows for this payment to your editor. Comment the date the agreement was sent and to whom it was sent. NYSTRS will advise if you should refund any member contributions withheld for this payment after the agreement has been reviewed. If the payment was reported as Awards Pay incorrectly, provide the correct pay category.</p>
<p>557 - Employees listed below were reported with retro pay and service days. Generally, service days should not be reported for retroactive earnings when it is the only payment made. Please review your records and advise us if the payment was reported (mapped) incorrectly or if the days should be removed.</p>	<p>RESPONSE REQUIRED - Advise if the payment was reported incorrectly. If so, provide the correct pay category. If correctly reported, specify if the days should be removed. If you believe the days to be reported correctly, provide the reason.</p>
<p>558 - Employees listed below were reported with Non-Regular Compensation pay and service days. You should not report service when Non-Regular Compensation is the only payment made. If the payment was reported (mapped) incorrectly, please advise us as soon as possible. Be sure to update your payroll records, if necessary, and advise us of any changes we need to make to prior reports.</p>	<p>RESPONSE REQUIRED - Members are not entitled to days for NRC. (This message will appear if there is holdover or retro money also reported.) Indicate if days are associated with Holdover pay or if the days were reported in error. If reported in error, update your payroll records. If the payment was reported in the incorrect pay category, provide correct pay type.</p>

Code	Employer Instructions
<p>559 - Employees listed below were reported with Termination Pay and service days. Service is not granted on termination pay. If the payment was reported (mapped) incorrectly, please advise us as soon as possible. Be sure to update your payroll records and advise us of any changes we need to make to prior reports.</p>	<p>RESPONSE REQUIRED - Members are not entitled to days for TP. (This message will appear if there is holdover or retro money also reported.) Indicate if days are associated with Holdover pay or if the days were reported in error. If reported in error, update your payroll records. If the payment was reported in the incorrect pay category, provide correct pay type.</p>
<p>560 - Employees listed below were reported with Holdover/Prior Year earnings and service days. Generally, service is not reported for holdover (balance of contract). However, if the earnings are for the prior year and require days please advise.</p>	<p>RESPONSE REQUIRED - Indicate if days are applicable. If days should not be reported, advise to remove.</p>
<p>585 - Thank you for submitting earnings for Tier 6 members. Please review this DSIR for any other issues and when complete, submit. If this is the only message on your DSIR, please remember to select district approved, save, and submit. To view rates, go to the Member Rates page.</p>	<p>INFORMATIONAL - Tier 6 Projected Earnings have been submitted. Review the DSIR for any change to reported membership contributions.</p>



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December 2023