

Reporting Tips

Courtesy of the New York State
Teachers' Retirement System



September 2022

Holdover Pay/Prior Year Earnings

The 2022-23 school year is under way! Please check your Monthly Overview on the [Employer Secure Area \(ESA\)](#) because Holdover Action may be required for your July and/or August 2022 report(s). We are unable to process the files until we are notified how to properly apply these payments.

Please respond to this at your earliest convenience because we cannot generate the corresponding District Specific Issue Reports (DSIRs) until that step is completed. Please note that any edits regarding Holdover pay for full-time employees will be listed on the corresponding DSIR. It is important to have this answered as soon as possible so that the salary and service for the 2021-22 school year will be included on the member's *Benefit Profile*.

When an employee(s) receives a payment in July, August or September for work performed in the previous school year, it is imperative to report the appropriate days of service to match the payment; this credit is especially important to part-time employees. This feature will allow you to provide NYSTRS with the number of days due in the previous school year.

The Reporting > Monthly Overview > Holdover Pay/Prior Year Earnings page in ESA displays the directions for completion, but the instructions can also be found in [Holdover Pay/Prior Year Earnings Procedures](#).

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 member of this retirement system. If they are already a NYSTRS member, you will find the date of membership. If not, have the employee complete NYSTRS' [Application for Membership](#) (NET-2) and return it to you.

Once you receive the completed NET-2 you may register the employee as a NYSTRS member via ESA (please make sure to enter the expected earnings to establish the member contribution rate). **Be sure to then forward completed membership applications to NYSTRS.** If the employee's membership in NYSTRS is optional, please do not register them for membership until they have actually rendered service.

Did your Lowest Entry Level Teacher Salary Increase?

Reminder: If you are using the lowest entry level teacher salary to calculate the number of days for members being paid by stipend, you will need to update the data in your system when the entry level increases.

Mandatory or Optional Membership?

Membership in NYSTRS is restricted to teachers as defined by Section 501-4 of the Education Law. Teachers must also be employed by one of our participating employers in **unclassified service** pursuant to Section 35 of the Civil Service Law. These are educational positions, generally considered to be professional in nature.

Under certain conditions, membership in NYSTRS is mandatory as required by Section 503-1 of the Education Law. Membership is mandatory if an employee meets conditions 1, 2 and 3:

1. Employment for the **full day**, every day school is in session.
2. **Contractual relationship** between employee and employer.
3. Employment on a **per annum basis** (i.e. through the end of school year) regardless of the date employment commences.

NOTE: In the case of SUNY and community college employees, membership in this System is mandatory if the employee meets conditions 1, 2, and 3, and they did not elect membership in the Optional Retirement Program or the New York State and Local Employees' Retirement System within the first 30 days of employment.

The **date of membership** for an individual whose membership is **mandatory** is the first day conditions 1-3 noted above are satisfied. This is also the date you should begin the mandatory **employee pension deduction**.

Optional memberships are assigned the earlier of the first day of the month in which both service was rendered and the application was notarized, or member contributions were taken. (Service can be rendered after the month of notarization.)

Employer Secure Area Incomplete Membership Registrations

NYSTRS has recently completed a review of all incomplete membership registrations listed in ESA under Tier 6 Action Items to verify that the [Application for Membership](#) (NET-2) for each of these members is still outstanding. Please review your updated *Incomplete Membership Registrations* list and provide NYSTRS with the original *Application for Membership* (NET-2) for each member listed as soon as possible.

As stated in the [NYSTRS Employer Manual Section 1](#), eligible employees joining the System must complete and have notarized an *Application for Membership* (NET-2) and return it to your business office. You, as the employer, must then complete Part 2 of the application and mail it to NYSTRS.

It is necessary that we receive these applications from you for contact information, proper service crediting, and beneficiary information for the employees. Once received, the employee will be notified of the completed registration and will be removed from your Tier 6 Action Items.