



May 2023

What is Instructional Pay?

The pay category C: MTD Instructional Pay is defined as “monies for reportable duties paid in the form of a stipend or hourly rate in addition to the base salary.” This pay category is intended to be used for reporting earnings other than regular full-time or part-time employment. The [Employer Manual](#) provides explanations for all the pay categories reported to NYSTRS in [Section 2: Employer Reporting for School Districts](#) and [Section 3: Employer Reporting for SUNY and Community Colleges](#).

Legislation enacted in 2022 excludes this pay category from the earnings used in calculating the Tier 6 member contribution rate for the 2022-23 and 2023-24 school years. Earnings in this category, however, are still considered pensionable, and members must pay the applicable contribution rate on these earnings. Service days should also be calculated and reported for monies in this pay category.

Coaching and payment for supervision of clubs or extracurricular activities are examples of payments appropriate for the instructional pay category. However, we sometimes see regular full-time or part-time employment (including substitute teaching and adjunct teaching) reported erroneously in the instructional pay category. Regular full-time or part-time pay should be reported in the B: MTD Base Salary Pay category.

If you have questions about what pay category you should use to report payments, please refer to your last contract review letter from NYSTRS or contact your NYSTRS editor. You may also call our Employer Reporting unit at (518) 447-2900, Ext. 6220.

Prior Service Credit

NYSTRS has added “Employer Prior Service FAQs and Guide to Completing Prior Service Verification Forms” to [Section 12: Prior Service](#) of the Employer Manual. The FAQs and detailed instructions are intended to assist employers in accurately completing prior service verification forms.

In particular, please note that when calculating days of service for coaching or other stipend or fee-based work, employers should be using either the lowest substitute rate or the lowest entry level teacher salary depending on when the service was rendered. For service rendered 12/31/2012 and earlier you should use the lowest substitute rate of pay to calculate service credit for work paid by stipend (e.g., coaching). For service rendered 1/1/2013 and later you should use the lowest entry level teacher salary to calculate service credit.

If you have questions or need assistance with completing a prior service verification form, please contact our Prior Service Unit at (800) 348-7298, Ext. 6030.

Beware of NYSTRS Imposters

Members often hear from financial planners offering retirement preparation services and claiming to be experts on NYSTRS benefits. Their strategies include ads and videos found online, as well as direct mailings. These marketing tools can be carefully crafted so they appear as if the person is an actual NYSTRS representative. Many even offer a free meal.

These people are not representatives of NYSTRS. They may be reputable financial planners, but that does not make them experts on NYSTRS benefits; don't assume the information they provide about NYSTRS is accurate. The only people members and employers should trust when it comes to NYSTRS benefits are verified NYSTRS employees or members of our Board.

While we encourage members to work with a certified financial planner to map out their future, they should get information about their NYSTRS benefits from one place only: NYSTRS.

You can also refer members to the section of our website titled "[Beware of NYSTRS Imposters](#)" for more information.

Expiration of Temporary Passwords for New ESA Users

New users of the [Employer Secure Area](#) (ESA) can only be added by either the district's chief school administrator (CSA) or the ESA security administrator (SA). When a new ESA user is created, a username and password will be sent to the new user via separate emails from ESAWebAudit@nystrs.org. After the new user has successfully logged in with the temporary password, they will be required to change the password and select a security question.

Please note that temporary passwords expire after 30 days. In the event a new user has not logged in within 30 days and the temporary password has expired, the CSA or SA for the district will need to request a new temporary password on the Account Management page of ESA.

Have Reporting Questions? You Have an Editor for That!

Every participating employer with NYSTRS is assigned an editor in our Employer Reporting Unit. Your editor is familiar with your monthly reports and can answer most questions you have on various topics. You can find your editor's contact information at the top of several pages in the [Employer Secure Area](#) (ESA), including your To-Do list and District Specific Issue Reports (DSIRs).

Please note: NYSTRS recently transitioned to a new phone system, which has separated our toll-free (800) line from direct staff phone extensions. When contacting your editor with reporting questions, please use (518) 447-2900 and your editor's direct extension. This phone number is for employer reporting inquiries only and should NOT be provided to members. Members (or employers with general questions) should continue to contact NYSTRS at (800) 348-7298 and listen carefully to the new phone menu as our prompts have changed in the new system.

If you have suggestions for topics you would like covered in our Employer Reporting Tips, please email your suggestions to employer@nystrs.org.