

Office of Operations  
2015 Fall Conference  
December 8-9

# *Partners in Excellence*

## Retirement Savings Team

Donna Bergeron and Dave Cross



Office of the New York State Comptroller  
Thomas P. DiNapoli, Comptroller

### **Office of Operations**

John Traylor, Executive Deputy Comptroller

### **Division of Payroll, Accounting and Revenue Services**

Chris Gorka, Deputy Comptroller

Dave Hasso, Assistant Comptroller

Robin Rabii, Director, Bureau of State Payroll Services

# NYS Teachers Retirement System (NYSTRS)

- NYSTRS members and audits
- Employer Secure Area (ESA)  
<https://www.nystrs.org/Employers>
- District Reports  
Article 19
- Membership  
Verification
- Agency Responsibilities
- PayServ  
<https://login.osc.state.ny.us/auth/login>



# NYSTRS – Employer Secure Area (ESA)



## Employer Secure Area

[Reporting](#) [Billing](#) [Membership](#) [District Reports](#) [Account Management](#) [Log Out](#)

### Welcome to the Employer Secure Area.

Welcome David Cross — SUNY Central Admin-28650 (7000)

Welcome to the Employer Secure Area. Maintaining your district's data is convenient, fast, and secure thanks to the ESA. Use the links below to navigate this site.

- **Reporting**  
Perform monthly and yearly reporting-related functions and review file submission information.
- **Billing**  
View your monthly, estimated and final billing statements and detail.
- **Membership**  
Verify NYSTRS membership, register a new member and provide Tier 6-related action items.
- **District Reports**  
View Article 19 reports, member service credit and GASB statements.
- **Account Management**  
Manage your user and district account settings.
- **Log Out**  
Log out of the Employer Secure Area.



# NYSTRS – District Reports



## Employer Secure Area

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### Article 19 Overview

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Article 19 of the Retirement and Social Security Law eliminates the required contributions for current Tier 4 members of this System of credited service or have been a member for 10 years, whichever occurs first.

Members can also become eligible to have contributions ceased under Article 19 as a result of the purchase of prior service, tier level of transfer of service from another public retirement system.

Year	Report Type	Report
2015 - 2016	Annual	<a href="#">Review</a> <a href="#">CSV</a> <a href="#">PDF</a>
2015 - 2016	Monthly	<a href="#">Review</a> <a href="#">CSV</a> <a href="#">PDF</a>
2014 - 2015	Annual	<a href="#">Review</a> <a href="#">CSV</a> <a href="#">PDF</a>
2014 - 2015	Monthly	<a href="#">Review</a> <a href="#">CSV</a> <a href="#">PDF</a>



# NYSTRS – Article 19

## Article 19 Monthly Report

[← Article 19 Overview](#)

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The member(s) listed here are no longer required to make the mandatory 3% member contributions. Please update your records so that no contributions are withheld beginning with the first payroll commencing on or after the Article 19 cease date.

Any contributions deducted after this date should be refunded by the district directly to the member.

Page 1 of 1 (5 Records Total)

District	EmplID	Social Security Number	Name ▲	Membership Date	Article 19 Cease Date
7005		xxx-xx- [REDACTED]	[REDACTED]	09/01/2011	07/01/2015
7120		xxx-xx- [REDACTED]	[REDACTED]	09/01/2007	12/01/2015
7125		xxx-xx- [REDACTED]	[REDACTED]	09/01/2009	07/01/2015
7150		xxx-xx- [REDACTED]	[REDACTED]	03/09/2006	07/01/2015
7166		xxx-xx- [REDACTED]	[REDACTED]	07/03/2006	08/01/2015

Page 1 of 1 (5 Records Total)



# NYSTRS – Membership Verification



## Employer Secure Area

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# NYSTRS - Verification



## Employer Secure Area

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### Membership Verification

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Enter the Social Security number and at least the first three letters of the employee's first name to retrieve his/her membership information. After you have entered information for the employee(s) you would like to verify, click *Submit*.

Print this page if you require a copy of this information for your records, as the information displayed will not be retained once you leave this page.

If you require assistance, contact our Membership department at (800) 348-7298, Ext. 6190 (518-447-2900 if calling locally).

Social Security Number	First Name	EmplID	Status	Effective On	Contribution Rate
<input type="text" value=" "/> <input type="text"/> <input type="text"/>	<input type="text"/>				

The maximum number of entries is 50. You have created 1 row.

Clear

Submit



# Supplemental Retirement Annuity (SRA)/Tax Deferred Annuity (TDA)

- Deduction Codes

SUNY – 404 (TIAA)

408 (Fidelity)

415 (Fidelity, Metlife, Valic, Voya)

CUNY – 403 (TIAA)

413 (NYCBERS)

414 (NYCTRS)

417 (HRC)

419 (Metlife)

Education – 432 (Copeland)



# SRA/TDA continued

- Enrollment process
- Agency expectations
- Refund process
- OSC logs refunds



# 2015 403(b) Refund Spreadsheet

2015 403(b) refund spreadsheet.xlsx - Excel

Ruth A. Belschwinder

	F	G	H	I	J	K	L	M	N	O	P	R	
	Check Amount	EE Reject Amount	Emplid	Last Name	First Name	Dept	Auditor	909#	Date 909 is Complete	Claim for Payment	Assign	For Review	2nd R
1	\$100.00	\$100.00	N01234567	SMITH	JOHN	2000	MARK	P00506081	12/15/2014		12/18/2014		
2	\$200.00	\$200.00	N01234567	SMITH	JOHN	2000	MARK	P00506081	12/15/2014		12/18/2014		
3	\$100.00	\$100.00	N01234567	SMITH	JOHN	2000	MARK	P00506081	12/15/2014		12/18/2014		
4	\$20.00	\$20.00	N01234567	SMITH	JOHN	2000	DEB	P00506082	12/16/2014	P0012942	12/17/2014	Mark 07/13/2015	Dave
5	\$20.00	\$20.00	N01234567	SMITH	JOHN	2000	DEB	P00506082	12/16/2014	P0012942	12/17/2014	Mark 07/13/2015	Dave
6	\$100.00	\$100.00	N01234567	SMITH	JOHN	2000	THERESA	P00506083	12/16/2014	P0011501	12/17/2014	MARK 1/23/15	DAVE
7	\$100.00	\$100.00	N01234567	SMITH	JOHN	2000	THERESA	P00506083	12/16/2014	P0011501	12/17/2014	MARK 1/23/15	DAVE
8	\$100.00	\$100.00	N01234567	SMITH	JOHN	2000	THERESA	P00506091		P0011501	12/17/2014	MARK 1/23/15	DAVE
9	\$75.00	\$75.00	N01234567	SMITH	JOHN	2000	MARK	P00506084	12/16/2014	P0013051	12/16/2014	DEB 4/42/15	Dave
10	\$75.00	\$75.00	N01234567	SMITH	JOHN	2000	MARK	P00506084	12/16/2014		12/16/2014	DEB 4/42/15	
11	\$50.00	\$50.00	N01234567	SMITH	JOHN	2000	MARK	P00506036	12/30/2014		1/12/2015		
12	\$200.00	\$200.00	N01234567	SMITH	JOHN	2000	MARK	P00506036	12/30/2014		1/12/2015		
13	\$316.72	\$316.72	N01234567	SMITH	JOHN	2000	THERESA	P00506036	12/30/2014	P0011500	1/12/2015	MARK 1/23/15	DAVE
14	\$321.71	\$321.71	N01234567	SMITH	JOHN	2000	THERESA	P00506118	1/8/2015	P0011500	1/12/2015	MARK 1/23/15	DAVE
15	\$302.63	\$302.63	N01234567	SMITH	JOHN	2000	MARK	P00506095	12/24/2014		1/12/2015		
16	\$50.00	\$50.00	N01234567	SMITH	JOHN	2000	MARK	P00506095	12/24/2014	P0012446	1/12/2015	MARK 4/3/2015	DAVE
17	\$25.00	\$25.00	N01234567	SMITH	JOHN	2000	DEB	P0050694	12/23/2014		1/12/2015		
18	\$692.31	\$692.31	N01234567	SMITH	JOHN	2000	THERESA	P00506116	1/8/2015	P0011502	1/12/2015	MARK 1/23/15	
19	\$100.00	\$100.00	N01234567	SMITH	JOHN	2000	THERESA	P00506117	1/8/2015	P0011501	1/12/2015	MARK 1/23/15	DAVE
20	\$2,200.00	\$2,200.00	N01234567	SMITH	JOHN	2000	MARK	P00506129	1/17/2015	P0013860	1/17/2015	DEB 4/22/15	Dave
21	\$150.00	\$100.00	N01234567	SMITH	JOHN	2000	DEB	P00506130	1/17/2015	P0012445	1/17/2015	MARK 04/03/2015	DAVE
22	\$150.00	\$50.00	N01234567	SMITH	JOHN	2000	DEB	P00506130	1/17/2015	P0012446	1/17/2015	MARK 04/03/2015	DAVE



# SRA/TDA continued

- Bulletins
- Bulletin #1539 – 2015 limits



# Tier 6 Two Year Lookback

- What is two year lookback?
- When is it implemented?
  - NYSERS – April 2015
  - NYSTRS – July 2015
  - NYCERS – April 2016
  - NYCTRS – July 2016
  - TIAA-CREF – January 2016
- NBEN554 input file



# Agency Updates

- Retirement Plans – Election date
- TIAA-CREF registration
  - Enter timely
  - Complete AC 1767
- Retired/Rehired
- Refund process



# Questions?

