Secured Employer Website (SEW) Access

All district staff responsible for retirement plans and payroll processing should have access to the CalSTRS Secured Employer Website (SEW). All information must be treated with confidentiality and accessed only for official business purposes.

Contact the STRS unit to begin the SEW access online registration process. Permissions must first be granted by the DFS SEW administrators according to the type of agency requesting access, and then CalSTRS will grant final access.

The registration link below will be e-mailed to the district along with the Permission Forms to be reviewed and signed by the employee's supervisor.

https://sew.calstrs.com/CalSTRSSewWebUI/Registration/Pages/Register.aspx

When completing the online registration:

1. All districts in Riverside County are DB employers.
2. The report source is 33.
3. The report unit is required (this is the district number).
4. Manager's name: someone other than the user requesting access.
5. Click on "Terms and Conditions," download and complete the:
    a. Access Request forms:
        i. You only need a Primary SEW Username.
        ii. Username is for DB only.
    b. Confidentiality Agreement.
6. Fax the forms to District Fiscal Services at (951) 826-6961, Attn: STRS unit.
    a. Include the SEW Permissions Form signed by the employee's supervisor.
7. Allow three to seven business days for your forms to be processed. Once your forms have been processed, you will receive an e-mail from CalSTRS notifying you that you have been authorized and your username has been activated for SEW access.

Choosing a Password:

- Must consist of alphanumeric characters and include at least one number, one upper case letter, and one lower case letter.
- Minimum **eight** characters – no spaces.
- No special character needed.
- May not be used again for 12 months.
- May not be the same as the user ID.
- Password expires every **90** days.
- Locked-out after **four** incorrect attempts.
    - Call or e-mail your SEW Administrator to reset password.

SEW Access Reminders

- Do not share usernames and passwords with other users.
- If you forget your password or are locked out of SEW please contact the SEW Administrators in DFS.
    - CalSTRS will send you a temporary password via e-mail after the SEW Administrator has re-set your password.
    - You will have to create a new password.
- Complete and submit the Confidentiality Agreement form to CALSTRS every year.
    - Access will be deactivated if the Confidentiality Agreement form is not submitted to CalSTRS.
    - Please note that the form is updated every year. Please be sure to use the most current form.

Note: When requesting access to SEW, the Confidentiality Agreement and Secured Employer Website Access Request forms must be faxed to the STRS unit in DFS. The annual update of the Confidentiality Agreement form can be directly submitted to CalSTRS.

SEW Administrators

Carolyn Yoakum: cyoakum@rcoe.us   951-826-6538
Julie Portillo: jportillo@rcoe.us   951-826-6538
Tracey Corso: tcorso@rcoe.us   951-826-6538
Ana M. Lambert: alambert@rcoe.us   951-826-6538
DFS Fax Number: 951-826-6961

SAMPLE

CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

**Secure Employer Web Site
Access Request**

In order to complete your request for access to the Secure Employer Web site, you must complete this form and the CalSTRS ISO 1949 (Confidentiality, Non-Disclosure and Acceptable Use Agreement).

The ISO-1949 Form serves as an agreement for users of CalSTRS systems to certify that they understand their responsibilities in safeguarding confidential information.

Once the forms are complete:

> ➤ Fax forms to 916.414.6963 Attention: "Service Desk"

SEW Users Information

Only need a primary username

Name: First [   ] MI [   ] Last [   ]

Primary SEW Username: [   ]

Additional SEW Username(s): [   ]

(Please indicate whether each username is for DB, CB or DB/CB). ➡ Username is for DB only

Email: [   ]

Phone: [   ] Ext.: [   ]

Address: [   ]
[   ]

County: [   ] Report Source Code: [   ]

School District: [   ] Report Unit Code: [   ]

For CalSTRS Administrator Use Only
Signature:
Date:
Notes:

SEW Request sheet   (Rev. May 2009)

CALSTRS   **Confidentiality, Non-Disclosure and Acceptable Use Agreement**   **2018**

REQUIREMENT

All CalSTRS employees, contractors, and business partners are required to read and sign the CalSTRS Confidentiality, Non-Disclosure, and Acceptable Use Agreement (ISO 1949) when they start work with CalSTRS and annually thereafter.

New SEW Users must submit a completed and signed form (ISO 1949) to the CalSTRS Information Security Office (ISO) prior to being granted access to any CalSTRS systems or engaging in any work involving confidential, sensitive, or personal information.

Existing SEW Users must submit annually a signed agreement (ISO 1949). A pre-filing announcement will be placed on SEW:
- Completed forms are due 30 days from the pre-filing announcement date;
- Non-filer reporting to executive management one week following the due date;
- Non-filers will have access and services disabled 30 days from the due date.

FORM INSTRUCTIONS

For assistance completing form ISO 1949, contact the CalSTRS Information Security Office at iso-operations@calstrs.com.

1. **Print and read** the "Confidentiality, Non-Disclosure and Acceptable Use Agreement" (ISO 1949)
2. **Complete all sections** on the agreement:
   - Identify if you are an existing user or new SEW user;
   - Enter your Employer's Name, Report Source Code, and Report Unit Code;
   - Your contact phone number
3. **Initial** on the designated space next each paragraph to signify that you have read and understand the information and requirements
4. **Signature and date**
5. ~~Fax completed forms to~~:

   CalSTRS Service Desk

   (916) 414-6963

   > District Fiscal Services
   > Attn: STRS Unit
   > (951) 826-6961

Incomplete or unsigned forms will be returned.

> **Assistance:**
> Please contact any of the administrators listed on page 201-2 of this manual if you have questions or need assistance completing the form.

CALSTRS

Confidentiality, Non-Disclosure and Acceptable Use Agreement

2018

SEW User Type	SCHOOL DISTRICT NAME		
☐ Existing User ☐ New User			
REPORT SOURCE CODE (County)	REPORT UNIT CODE (School District)	CONTACT PHONE NUMBER	

By signing this form I hereby acknowledge that confidential, sensitive, and personally identifiable information is protected from disclosure by law, regulation and policy. I further acknowledge that protecting this information is in the member's interest, the State's interest and my own personal interest. I also acknowledge that CalSTRS strictly enforces information security. I understand that accessing member accounts of family, friends and acquaintances is strictly forbidden and may result in consequences including termination.

I, _____ agree to protect from disclosure all confidential, sensitive, and personal information including, but not limited to:
- Member account information.
- Claimant and employer information.
- Information about individuals that relates to their personal life or identifies or describes an individual.
- Other agencies' confidential and proprietary information.
- Employee personnel, medical, or other personally identifiable information.
- Methods agencies use to safeguard information, including systems, networks and server configurations, etc.
- All security-related devices or information, such as tokens, access cards, User IDs, or related passwords.

I, _____ agree to protect the foregoing information in the following ways:
- Access, inspect, use, disclose, or modify information *only* to perform official duties.
- Never access, attempt to access, store, inspect, use, disclose, or modify information, including my own, for curiosity, personal gain, or any non-business related reason.
- Never remove or transport documents containing confidential, sensitive or personal information from CalSTRS or an approved CalSTRS facility without express written permission.
- Never take video or photographs of non-public areas of CalSTRS without express written permission.
- Never make audio recordings of CalSTRS' employees or non-public activities without express written permission.
- Secure confidential, sensitive, and personal information in approved locations by Enterprise Information Management.
- Comply with all policies, standards and procedures for secure transportation, handling and destruction of all data.
- Return all security devices and immediately cease using User ID and password upon separation from CalSTRS.
- Always lock (Ctrl + Alt + Del) computer systems that I have accessed when unattended.

I, _____ acknowledge that unauthorized access, inspection, use, disclosure, or modification of confidential, sensitive, non-public, or personal information, including my own, or any attempt to engage in such acts is prohibited and may result in:
- Administrative discipline, including but not limited to: *reprimand, suspension without pay, salary reduction, demotion, and/or dismissal from state service.*
- Criminal prosecution.
- Civil lawsuit.
- Termination of contract.

I, _____ acknowledge acceptable activities are those in accordance with the laws and policies of the United States Government and the State of California, and consistent with the purpose, goals, and mission of CalSTRS; as appropriate to my assigned job duties and responsibilities.

I, _____ expressly consent to CalSTRS monitoring of my activities on all devices including, but not limited to: access, phone, email, systems, network, and server information. I also have no expectation of privacy regarding information created, used, and stored using CalSTRS resources.

REFERENCE
CalSTRS' Information Security Policy; Civil Code section 1798 et seq; Education Code section 22306, Government Code section 11019.9; and State Administrative Manual section 5300-5360.1

CERTIFICATION
I certify that I have read this document and understand information security is strictly enforced. Wrongful access, inspection, use, modification, disclosure, or mishandling of confidential, sensitive, and personal information, or attempts to engage in such acts, is inappropriate and may result in disciplinary and/or legal action taken against me.

PRINT YOUR NAME	SIGNATURE	DATE

FAX completed forms to: CalSTRS Service Desk @ (916) 414-5963

ISO 1949 (SEW)   (Rev. December 2017)

K-12 and Charters Using Galaxy

Permissions will be granted according to the type of agency requesting access.

Permissions for K-12 districts and charters using Galaxy will be as follows, unless specified differently by the employing district.

District #: _____   Employee Number: _____

District Name: _____   Employee Name: _____

Upload and Transmit Files
- [ ] Address File
- [ ] Match File (Fast Track)
- [ ] Monthly Report (F496)
- [ ] MR87 (Fast Track)
- [ ] Supplemental Report (F496)
- [ ] Cash Balance Contribution Report (VDF)
- [ ] Partial Monthly Report (F496)-Upload Only
- [ ] Partial Supplemental Report (F496)- Upload Only
- [ ] Partial Cash Balance Contribution Report (VDF)- Upload Only
- [ ] Accounts Receivable
- [ ] CCD Collective Bargaining Agreement

View Reports
- [X] Accounts Receivable Reports
- [ ] Account Statistical Reports
- [ ] Address Reports
- [X] F496 Contribution Reports
- [ ] Variance Reports
- [ ] VDF Reports

REAP
- [X] Query
- [ ] Query and Update

Online Corrections
- [ ] Monthly Report (F496)
- [ ] Supplemental Report (F496)
- [ ] Cash Balance Contribution Report (VDF)
- [ ] Partial Monthly Report (F496)
- [ ] Partial Supplemental Report (F496)
- [ ] Partial Cash Balance Contribution Report (VDF)

Employer Approved Edits
- [X] Approve Edits

Penalties and Interest
- [X] View Penalty and Dispute Detail
- [ ] View Invoices and Notices
- [X] Display Account Detail
- [X] Create or Update Disputes
- [ ] Payment Management
- [ ] Create Payments

_____
Supervisor Name

_____
Supervisor Signature

_____
Supervisor Phone Number

_____
Date

_____
RCOE Review & Approval

PLEASE DO NOT SEND FORMS TO STRS. COMPLETED FORMS MUST BE FAXED TO DISTRICT FISCAL SERVICES [951] 826-6961.

Community Colleges

Permissions will be granted according to the type of agency requesting access.

Permissions for community colleges will be as follows unless, specified differently by the employing district.

District #: _____   Employee Number: _____

District Name: _____   Employee Name: _____

Upload and Transmit Files
- ☐ Address File
- ☐ Match File (Fast Track)
- ☐ Monthly Report (F496)
- ☐ MR87 (Fast Track)
- ☐ Supplemental Report (F496)
- ☐ Cash Balance Contribution Report (VDF)
- ☐ Partial Monthly Report (F496)-Upload Only
- ☐ Partial Supplemental Report (F496)- Upload Only
- ☐ Partial Cash Balance Contribution Report (VDF)- Upload Only
- ☐ Accounts Receivable
- ☒ CCD Collective Bargaining Agreement *(Supervisor Only)*

View Reports
- ☒ Accounts Receivable Reports
- ☐ Account Statistical Reports
- ☐ Address Reports
- ☒ F496 Contribution Reports
- ☐ Variance Reports
- ☐ VDF Reports

REAP
- ☒ Query
- ☐ Query and Update

Online Corrections
- ☐ Monthly Report (F496)
- ☐ Supplemental Report (F496)
- ☐ Cash Balance Contribution Report (VDF)
- ☐ Partial Monthly Report (F496)
- ☐ Partial Supplemental Report (F496)
- ☐ Partial Cash Balance Contribution Report (VDF)

Employer Approved Edits
- ☒ Approve Edits

Penalties and Interest
- ☒ View Penalty and Dispute Detail
- ☐ View Invoices and Notices
- ☒ Display Account Detail
- ☒ Create or Update Disputes
- ☐ Payment Management
- ☐ Create Payments

_____
Supervisor Name

_____
Supervisor Signature

_____
Supervisor Phone Number

_____
Date

_____
RCOE Review & Approval

PLEASE DO NOT SEND FORMS TO STRS. COMPLETED FORMS MUST BE FAXED TO DISTRICT FISCAL SERVICES [951] 826-6961.

Independent Districts and Charters

Permissions will be granted according to the type of agency requesting access.

Permissions for independent districts and charters will be as follows, unless specified differently by the authorizing district.

District #: _____   Employee Number: _____

District Name: _____   Employee Name: _____

Upload and Transmit Files
- [X] Address File
- [X] Match File (Fast Track)
- [ ] Monthly Report (F496)
- [X] MR87 (Fast Track)
- [ ] Supplemental Report (F496)
- [ ] Cash Balance Contribution Report (VDF)
- [X] Partial Monthly Report (F496)-Upload Only
- [X] Partial Supplemental Report (F496)- Upload Only
- [ ] Partial Cash Balance Contribution Report (VDF)- Upload Only
- [X] Accounts Receivable
- [ ] CCD Collective Bargaining Agreement

View Reports
- [X] Accounts Receivable Reports
- [X] Account Statistical Reports
- [X] Address Reports
- [X] F496 Contribution Reports
- [X] Variance Reports
- [ ] VDF Reports

_____
Supervisor Name

REAP
- [ ] Query
- [X] Query and Update

_____
Supervisor Signature

Online Corrections
- [ ] Monthly Report (F496)
- [ ] Supplemental Report (F496)
- [ ] Cash Balance Contribution Report (VDF)
- [X] Partial Monthly Report (F496)
- [X] Partial Supplemental Report (F496)
- [ ] Partial Cash Balance Contribution Report (VDF)

_____
Supervisor Phone Number

Employer Approved Edits
- [X] Approve Edits

_____
Date

Penalties and Interest
- [X] View Penalty and Dispute Detail
- [ ] View Invoices and Notices
- [X] Display Account Detail
- [X] Create or Update Disputes
- [ ] Payment Management
- [ ] Create Payments

_____
RCOE Review & Approval

PLEASE DO NOT SEND FORMS TO STRS. COMPLETED FORMS MUST BE FAXED TO DISTRICT FISCAL SERVICES [951] 826-6961.

DFS STRS Unit Staff

Permissions will be granted according to the type of agency requesting access.

Permissions for DFS STRS retirement staff:

District #: _____   Employee Number: _____

District Name: _____   Employee Name: _____

Upload and Transmit Files
- [ ] Address File
- [ ] Match File (Fast Track)
- [ ] Monthly Report (F496)
- [ ] MR87 (Fast Track)
- [ ] Supplemental Report (F496)
- [ ] Cash Balance Contribution Report (VDF)
- [X] Partial Monthly Report (F496)-Upload Only
- [X] Partial Supplemental Report (F496)- Upload Only
- [ ] Partial Cash Balance Contribution Report (VDF)- Upload Only
- [ ] Accounts Receivable
- [ ] CCD Collective Bargaining Agreement

View Reports
- [ ] Accounts Receivable Reports
- [ ] Account Statistical Reports
- [ ] Address Reports
- [X] F496 Contribution Reports
- [X] Variance Reports
- [ ] VDF Reports

REAP
- [ ] Query
- [X] Query and Update

Online Corrections
- [X] Monthly Report (F496)
- [X] Suppemental Report (F496)
- [ ] Cash Balance Contribution Report (VDF)
- [X] Partial Monthly Report (F496)
- [X] Partial Supplemental Report (F496)
- [ ] Partial Cash Balance Contribution Report (VDF)

Employer Approved Edits
- [X] Approve Edits

Penalties and Interest
- [X] View Penalty and Dispute Detail
- [X] View Invoices and Notices
- [X] Display Account Detail
- [X] Create or Update Disputes
- [ ] Payment Management
- [ ] Create Payments

_____
Supervisor Name

_____
Supervisor Signature

_____
Supervisor Phone Number

_____
Date

_____
RCOE Review & Approval

**PLEASE DO NOT SEND FORMS TO STRS.
COMPLETED FORMS MUST BE FAXED TO
DISTRICT FISCAL SERVICES [951] 826-6961.**

To Grant Access to Galaxy Users:

Once the SEW Access Request, the Confidentiality Agreement and SEW Permissions forms have been received by the DFS STRS unit, the SEW Administrator will complete the following:

- Check Galaxy to verify the employee is active at the district.
- Check Galaxy to verify the manager is active at the district and works in the same department as the user requesting access.
- Verify the Report Unit (district number) has been correctly identified by the employee.
  - This is a required field for all users except DFS Retirement Unit staff.
- Grant REAP access as specified on the SEW Permissions form signed by the employee's supervisor.
- Note: If a district number is not identified or forms are invalid/incomplete, the employee must complete a new registration form. CalSTRS does not allow updates to registration forms already submitted for approval.
  - If the SEW Administrator rejects registration, the employee and manager will receive an automatic e-mail from CalSTRS notifying them that the employee's request for access was denied.
  - The SEW Administrator will follow up with an e-mail to the employee and manager notifying them of the reason for the denial.

To Grant Access to Independent Districts and Charters

Once the SEW Access Request and Confidentiality Agreement form has been received, the SEW Administrator will grant access as specified in the SEW Permission form received from the authorizing employer.

SEW Access   https://sew.calstrs.com

Home Page   The SEW Home Page has the following major sections:
- Welcome and Announcements
- SEW tools (left side of home page)
- Informational links (right side of home page)

My Account: ████		Help	Logout
Home	**Welcome,**	**Web Site Information**
Manage Files	Congratulations! You have successfully logged onto the CalSTRS Secure Employer Web Site. This Web site is provided for employers and CalSTRS to communicate member account information securely. Many features are provided to assist in protecting and ensuring the confidential data of our members.	• Employer Administrator List
Manage Reports		• File Enforcement
Maintain Users		• Release Notes
Authorize Users	For information on the latest updates and features be sure to check the Announcements below and for more information, the Release Notes under Web site Information.	**Quick Reference Items**
REAP		• User Manuals and Training
Employer Notification (2)		• Frequently Asked Questions
Contribution Account Portal	**Announcements**	• File Specifications
Remittance Advice		• File Submission and Remittance Schedules
Secure Message Center	**Excess Contribution Report Available on CAP**	**Application Downloads**
Reference Items		• Employer Application Suite (Version 2.06)
Forms & Publications		
My Links		

Welcome   The Welcome and Announcement sections contain information on:
- Latest news about CalSTRS
- New Employer Directives and Employer Circulars
- Employer Reporting Information

My Account: ████		Help	Logout
Home	**Welcome,**	**Web Site Information**
Manage Files	Congratulations! You have successfully logged onto the CalSTRS Secure Employer Web Site. This Web site is provided for employers and CalSTRS to communicate member account information securely. Many features are provided to assist in protecting and ensuring the confidential data of our members.	• Employer Administrator List
Manage Reports		• File Enforcement
Maintain Users		• Release Notes
Authorize Users	For information on the latest updates and features be sure to check the Announcements below and for more information, the Release Notes under Web site Information.	**Quick Reference Items**
REAP		• User Manuals and Training
Employer Notification (2)		• Frequently Asked Questions
Contribution Account Portal	**Announcements**	• File Specifications
Remittance Advice		• File Submission and Remittance Schedules
Secure Message Center	**Excess Contribution Report Available on CAP**	**Application Downloads**
Reference Items		• Employer Application Suite (Version 2.06)
Forms & Publications		
My Links		

Source: CalSTRS Employer Reporting Handbook FY13-14

SEW Tools Features

Employer Tools located on the left side of the home page are available to Districts (or Report units) based on permissions set by your SEW Employer Administrator. These tools include:

- Managing Files: Upload files to SEW, Transmit to STRS
- Manage Reports: View Reports and Generate Reports
- REAP: Membership history, DB and CB Contribution lines,
- Service Credit Balance: Check members service credit balance
- Update Member accounts: Name change, status change
- Employer Notification: Members status change
- Manage Deposits: Accounting tools
- Secure Message Center: Communicate secured information
- Reference Items: FAQ's, Directive and Circulars
- My Links: Quick links to resources and web pages
- Contribution Account Portal
- Forms & Publications

NOTE: Maintain Users and Authorize Users tools are for Administrators only

The right side of the page are the quick links to:
- Web Site Information- your resource to Employer Administrator List, File Enforcement, and Release Notes
- Quick Reference Items - User Manual and Training, Frequently Asked Questions, File Specifications, File Submission and Remittance Schedules
- Application Downloads

Reference Items

Reference Items link allows users to:
- Search for stored documents or forms
- Search from a central database/location
- Use a variety of search criteria
- Add reference items to *My Links*

Reference Item Search

Search Criteria   Hide

Search Text:

Reference Category:
☐ Events   ☐ Employer Directives and Circulars
☐ FAQs   ☐ Forms
☐ Publications   ☐ Employer Communications
☐ File Specifications   ☐ File Submission and Remittance Schedules
☐ Teachers' Retirement Law ☐ User Manuals and Training
☐ Other

SEW Function:

Search   Reset

Search Results

- Search Text: Enter the item name; searches for character matches in the Name and the Description
  - Example: REAP User Manual
- Category: Check the category box or boxes
  - Example: User Manuals and Training
- SEW Functions: Choose a function from the drop-down menu
  - Example: REAP

REAP & Employer Notification
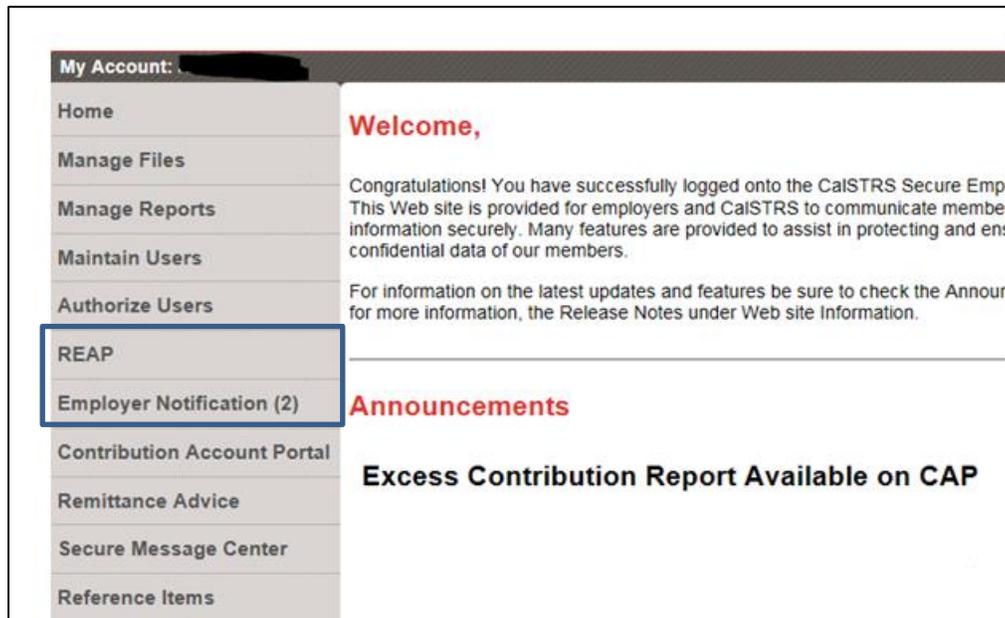
Introduction	REAP (Remote Employer Access Program) functionality can be accessed via SEW.
	REAP provides direct limited access to CalSTRS system of reported data for Defined Benefit and Cash Balance Accounts.
	REAP displays members' Person Information, Retirement Formula, Account Information, Contribution Lines, Service Credit Balance, and Person Address. The REAP Update function, with the expressed consent of a SEW Administrator, allows employers to establish and maintain certain member data such as:
	• Establish member and non-member accounts
	• Update last names
	• Correct birth dates and genders
	REAP allows users to search for accounts containing DB exceptions. Users can view all accounts meeting the search criteria without keying in tax IDs or client IDs.
	Employer Notifications provides employers with a searchable database of changes in membership status of their current or recent employees.

Source: CalSTRS Employer Reporting Handbook FY13-14

REAP Query

Search Page Query a single person or do a mass query/update from this page.

For single person query, select a search option and enter ID number then click *Search*. ID search options are:
- Tax ID
- Client ID
- LAUSD Number
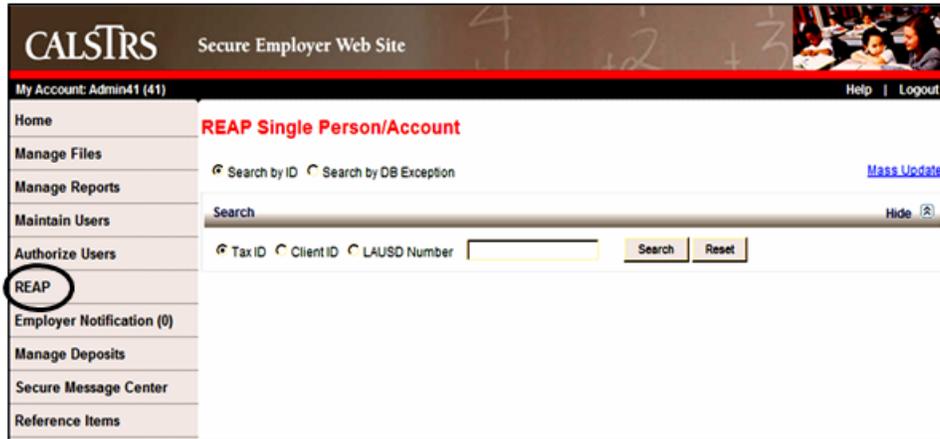
For mass query/update, click on *Mass Update* to open REAP Mass Update view. Enter up to twenty Tax IDs then click *Search*.
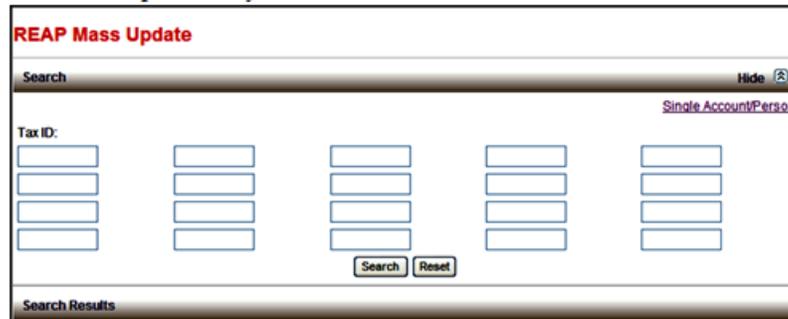
Source: CalSTRS Employer Reporting Handbook FY13-14

Single Person Account/Account Tab

Person/Account Tab	Select this tab to view demographic data, membership status and retirement formula. Includes RWP, PERS, and AB1586 status indicators.

REAP Single Person/Account

◉ Search by ID ○ Search by DB Exception   Mass Update

Search   Show ⌄

Teacher, Emily J Tax ID: 999-99-9999 Client ID: 9999999999 LAUSD Number: Hide ⌃
Retirement Formula : 2% at 60

Gender: F	Birth Date: 12/31/9999	Death Date:	Coverage: B
DB Status: MEMBER	DB Date: 08/22/2003	CB Status:	CB Date:

| Person / Account | DB Contribution Lines | Service Credit Balance | Update |

Person

History:

Effective	Tax ID	Name	Birth Date
01/26/2012	999-99-9999	Teacher, EMILY J	12/31/9999
01/18/2012	999-99-9999	Teacher, EMILY J	12/31/9999

DB Account

RWP Indicator: Temporary: N   Retirement System:

RWP Effective Date: AB1586:   System Election:

Account History:

Status	Status Date	Future	Permissive Election	Report Source/Unit
MEMBER	08/22/2003		Y	CalSTRS
NONMBR	07/01/2002			

CB Account

CB Indicator:

Account History:

Sub Accounts:

Person Address

Current Mailing Address: 2336 Madrone St
Sutter, CA 95982-2447

DB Contribution Tab

This tab shows earnings, pay rates, pay codes, contributions and service periods reported for the DB program. Records from fiscal year 1988/1989 to the present fiscal year can be viewed. Records can be filtered and reports created

| Person / Account | DB Contribution Lines | CB Contribution Lines | Service Credit Balance | Update |

Filter

Fiscal Year 2012-2013 ▾   ☑ Include lines reported this year for a prior fiscal year

Report Source / Unit All ▾   ☐ Only lines with exceptions

[Filter]

DB Contribution Lines   Download Report

Rpt Unit	Mem Code	As Cd	Pay Rate	Cd	Earnings	Contribution Rate	Cd	Amount	Service Period Begin	End	Srvc Crdt	Pre/ Post	Period	FY	Flag
56626	2	58	65.05	4	514.20	0			11/01/2012	11/30/2012	0.0000		MO05		A
56626	2	58	65.05	4	514.20	0			12/01/2012	12/31/2012	0.0000		MO06		A

Additional Contribution Line Details

Name: Tax ID: Classification Code: Base Hours:

Remarks:

Exceptions:

A = Accepted, B = Line has Base Hours or Classification Code, C = COB, D = Detail Adjust, E = Exception, K = Remark, P = Pending, R = Reversal, V = Line has an Approved Exception

CALSTRS   DB Contribution Line Report

Person Name: Created Date: 6/12/2013 8:40:13 AM
Tax ID: Fiscal Year: 2012/2013
Client ID: Lines for all report sources and units
LAUSD Number: Lines reported this fiscal year for a prior year are included.
                                    Exceptions and non Exceptions are included.

Report Unit	Member Code	As Code	Pay Rate	Code	Earnings	Contribution Rate	Code	Amount	Service Period Begin	End	Service Credit	Pre/Post	Period	Reported Fiscal Year	Class Code	Base Hours	Flags
56626	2	58	65.05	4	514.20	0			11/01/2012	11/30/2012	0.0000		MO05			0	A
56626	2	58	65.05	4	514.20	0			12/01/2012	12/01/2013	0.0000		MO06			0	A

Source: CalSTRS Employer Reporting Handbook FY13-14

Service Credit Balance Tab

This tab is for DB members only. It shows adjustments to a member's service credit balance for the chosen fiscal year.

Subsequent year adjustments can be excluded from view.

Account balances are not shown.

| Person / Account | DB Contribution Lines | Service Credit Balance | Update |

Fiscal Year Service Credit

Fiscal Year 2012-2013 ▼   ☑ Include Subsequent Year Activity

Filter

Activity	Service Credit
BEG BAL 07/01/2012	5.627
08/01/2012 04/30/2013	0.911
SUBSEQUENT YEAR	0.000
END BAL 06/30/2013	6.538

Fiscal Year Creditable Earnings: $62,497.68

REAP Single Person/Account Update Tab

Update	Allows a user with the correct permissions to update an employee's demographic information and DB or CB membership status.

Person / Account | DB Contribution Lines | CB Contribution Lines | Service Credit Balance | **Update**

Transaction: [▾] **Effective Date:** [ ] 🎟 (After 05/06/2007)

Tax ID: 999-99-9999 Last Name: TEACHER **First Name:** FIRST **MI:** [ ]

Gender: Female ▾ Birth Date: 01/24/1960 🎟 **LAUSD Number:** [ ]

Report Unit: [▾]

DB Status: MEMBER DB Date: 09/01/2006 CB Status: CBMEMBER CB Date: 09/07/2005 [Reset]

02 - Establish DB Non-Mbr
06 - Establish DB Non-Mbr/DB Non-Mbr contributing to CB
11 - Establish Mandatory Qualifying DB Member
50 - Name Change
51 - Birth Date and/or Gender modification
81 - Establish Permissive Elect DB Member
86 - Suspended DB Member contributing to CB

[Subm...]

01001 Alameda County Superintendent
01010 Alameda City Unified
01012 Albany Unified
01014 Berkeley Unified
01016 Castro Valley Unified
01017 Dublin Unified
01018 Emery Unified
01020 Fremont Unified
01022 Hayward Unified

Transaction Codes

TC	Description
11	To establish a member date if employee has *mandatorily qualified* into DB
81	If employee has *permissively elected* into DB
02	To establish a *non-member account*
50	To update employee's name, then enter the *current* last name, first name, middle initial, gender, birth date, and member or non-member effective date.
51	To change birth date and/or gender
06	Employee needs a CB account opened and employee does NOT have an existing DB member status
82	Close an alternative Retirement account
83	Close CB accounts opened in error
86	Employee needs a CB account opened and employee does have an existing DB member date
87	Establishes alternative retirement account

Source: CalSTRS Employer Reporting Handbook FY13-14

REAP Mass Update/Query

Use this function to look up several accounts at once. Enter tax IDs of up to 20 employees at a time. Click the *Search* button. REAP will provide you with a record for each member. You can scroll through all 20 and update them by entering the correct transaction code.

Source: CalSTRS Employer Reporting Handbook FY13-14

Employer Notification

Overview	Employer Notifications are triggered when a Defined Benefit Account status is changed by an employer or by CalSTRS.
	The updates that trigger a notification fall into three categories:
	1. Changes (membership status change or an effective date change)
	2. Additions (status is added to an account)
	3. Deletions (cancellation of a status and return to the prior status and the prior status effective date; e.g. Service Retirement Application cancelled)
Employer Notification Access	All SEW users will have access to Employer Notification. Report sources and units are eligible for notification if they have submitted contribution data for the employee in the current fiscal year and/or in the prior fiscal year.
Indicator Number	The Employer Notification counter will be updated daily. If you have not checked your notifications, the counter will reset to zero the next day. The number in parentheses is the number of new notifications for the current calendar day that were not initiated by the Report Source/Unit logged into SEW.

Home
Manage Files
Manage Reports
REAP
Employer Notification (0)

Home
Manage Files
Manage Reports
REAP
Employer Notification (1)

Source: CalSTRS Employer Reporting Handbook FY13-14

Employer Notification

How to View Notifications	From SEW homepage, click on *Employer Notification* to open the Employer Notification window. Enter Filter Criteria (report unit, dates) then click *Search*.

Filter Criteria	County Office of Education will be able to filter criteria by Report Unit and From/To dates. Districts will have access to view their own notifications. Districts will be able to filter only by From/To dates.
Search Results	All notifications will be from current or prior fiscal year. The Effective Date may occur before or after the notification date. The column headings are sortable. Click on a column heading to sort by that column first. Click on the *Notification Date* arrow to change from ascending to descending order.

Source: CalSTRS Employer Reporting Handbook FY13-14

Employer Notification

Employer Notification Report Link	To Print a report, click *Employer Notification Report* link. The Notification Report will open a spreadsheet in CSV format. The file can be saved as an Excel (.xls) format.

Source: CalSTRS Employer Reporting Handbook FY13-14

Contribution Account Portal

All SEW users have access to the Contribution Account Portal.

In the Contribution Account Portal, users will have access to detailed information, data, and reports regarding:

- Penalties and Interest invoices and district charges.
- GASB 68 reports.
- Excess contribution reports.

Reference Items

You can find very useful tools in the reference section of SEW such as training videos, Frequently Asked Questions, and many more helpful resources.