

### Managing Payroll Summaries

This is a step-by-step process on how to delete and merge Payroll Summaries. It also includes eligibility requirements for both processes.

**Eligibility Requirements:** The information listed below is important information after a Payroll Summary has been deleted and eligibility requirements for Payroll Summaries merging. Please note that the system will only display Payroll Summaries that are eligible to be merged and will not allow users to delete an ineligible Payroll Summary.

Deleted Payroll Summaries Important Information	
Cannot be restored after deletion	Are not eligible for a Payroll Summary Merge
Cannot be submitted to CalSTRS	Are removed permanently from SEW

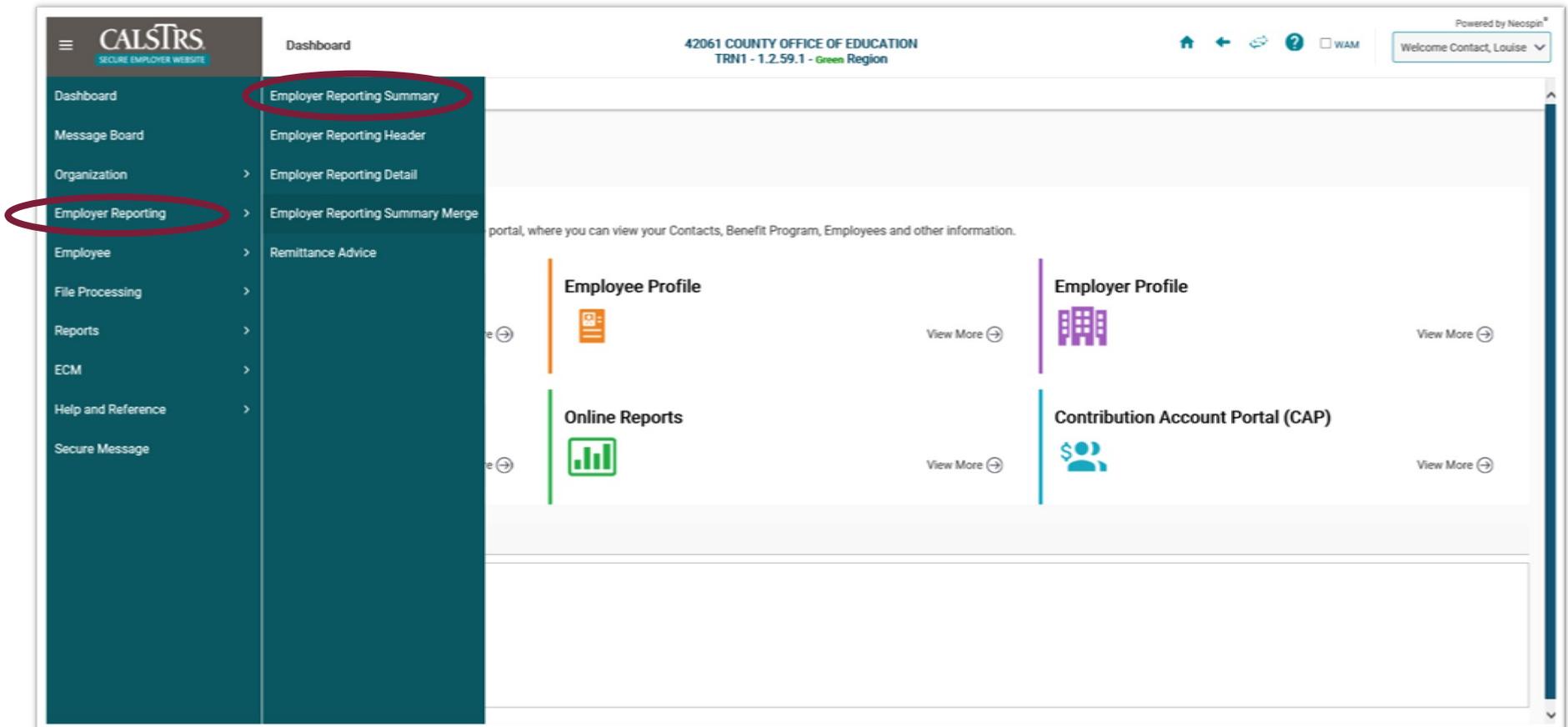
Merged Payroll Summaries Eligibility Requirements	
Report Source is the same	Payroll Summary Status is Review or Valid
Reporting Period is the same	File Type is the same
Benefit Program is the same	Cannot be already submitted to CalSTRS



### 1) How to Delete a Payroll Summary in SEW

**Step 1:** Select **Employer Reporting** from the **Global Navigation** menu.

**Step 2:** Select **Employer Reporting Summary**.



**Step 3:** The **Employer Payroll Summary Search** screen displays. Enter in desired search criteria in the **Search Criteria** panel.

**Step 4:** Select the **Search** button and results display in the **Search Results** panel.

Employer Payroll Summary Search

42061 COUNTY OFFICE OF EDUCATION  
TRN1 - 1.2.59.1 - Green Region

Powered by Neospin®

Welcome Contact, Louise

[ 7 Records met the search criteria. ]

**Search Criteria**

Payroll Summary ID :

Payroll Summary Status : All

\*File Type : All

Payroll Posted Date From :

Payroll Posted Date To :

\*Benefit Program : All

Payroll Submitted Date From :

Payroll Submitted Date To :

Reporting Period Start Date From :

Reporting Period Start Date To :

Reporting Period End Date From :

Reporting Period End Date To :

Search

Reset

Store Search

**Search Results**

New

Open

Delete

Export To Excel

<input type="checkbox"/>	Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
<input type="checkbox"/>	878	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Review			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit	3	25	06/13/2019
<input type="checkbox"/>	877	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	876	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	875	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	874	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019

New 10/7/2019

Page 3 of 11

**Step 5:** Select the **radio** button next to each **Payroll Summary ID** to be deleted.

**Step 6:** Select the **Delete** button.

The screenshot shows the 'Employer Payroll Summary Search' interface for '42061 COUNTY OFFICE OF EDUCATION'. The search criteria section includes fields for Payroll Summary ID, Payroll Posted Date, Payroll Submitted Date, Reporting Period Start Date, and Reporting Period End Date, along with dropdown menus for Payroll Summary Status, File Type, and Benefit Program. The search results section displays a table with columns for Payroll Summary ID, Reporting Source Name, Payroll Summary Status, Payroll Posted Date, Submitted Date, Reporting Period, File Type, Benefit Program, Header Count, Detail Count, and Last Modified Date. The 'Delete' button in the toolbar is circled in red, and the checkbox for the first row (Payroll Summary ID 878) is also circled in red.

Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
<input checked="" type="checkbox"/>	878	COUNTY OFFICE OF EDUCATION	Review		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit	3	25	06/13/2019
<input type="checkbox"/>	877	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	876	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	875	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	874	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	873	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	872	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019

**Step 7:** A message pops up and asks “Are you sure you want to delete the selected record(s)?” Select the **OK** button.

The screenshot displays the CALSTRS Employer Payroll Summary Search interface. A modal dialog box titled "Message from webpage" is centered on the screen, asking "Are you sure you want to delete the selected record(s)?" with "OK" and "Cancel" buttons. The "OK" button is circled in red. The background interface includes search criteria fields, search results buttons, and a table of payroll records.

Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Reporting Period Start Date	Reporting Period End Date	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
<input checked="" type="checkbox"/>	876 COUNTY OFFICE OF EDUCATION	Review	05/01/2019-05/31/2019		Contribution File	CalSTRS Defined Benefit	3	25	06/13/2019
<input type="checkbox"/>	877 COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	878 COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	879 COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	874 COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	873 COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	872 COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		Contribution File	CalSTRS Defined Benefit			06/13/2019

**Step 8:** A message displays “[Record(s) successfully marked for deletion.]” and the Payroll Summary Status is updated to **Deleted**. If you attempt to delete a Payroll Summary that is not eligible to be deleted, a message displays at the top of the screen: “**Error Occurred. One or more summaries is not eligible for deletion.**”

The screenshot displays the 'Employer Payroll Summary Search' interface for the '42061 COUNTY OFFICE OF EDUCATION' in the 'Green Region'. The page includes a search criteria section with various filters and a search results table. A message indicating successful deletion is highlighted, as is the 'Deleted' status of a specific record in the results table.

**Search Criteria:**

- Payroll Summary ID: [ ]
- Payroll Summary Status: All
- File Type: All
- Payroll Posted Date From: [ ] To: [ ]
- Payroll Posted Date To: [ ]
- Benefit Program: All
- Payroll Submitted Date From: [ ] To: [ ]
- Payroll Submitted Date To: [ ]
- Reporting Period Start Date From: [ ] To: [ ]
- Reporting Period Start Date To: [ ]
- Reporting Period End Date From: [ ] To: [ ]
- Reporting Period End Date To: [ ]

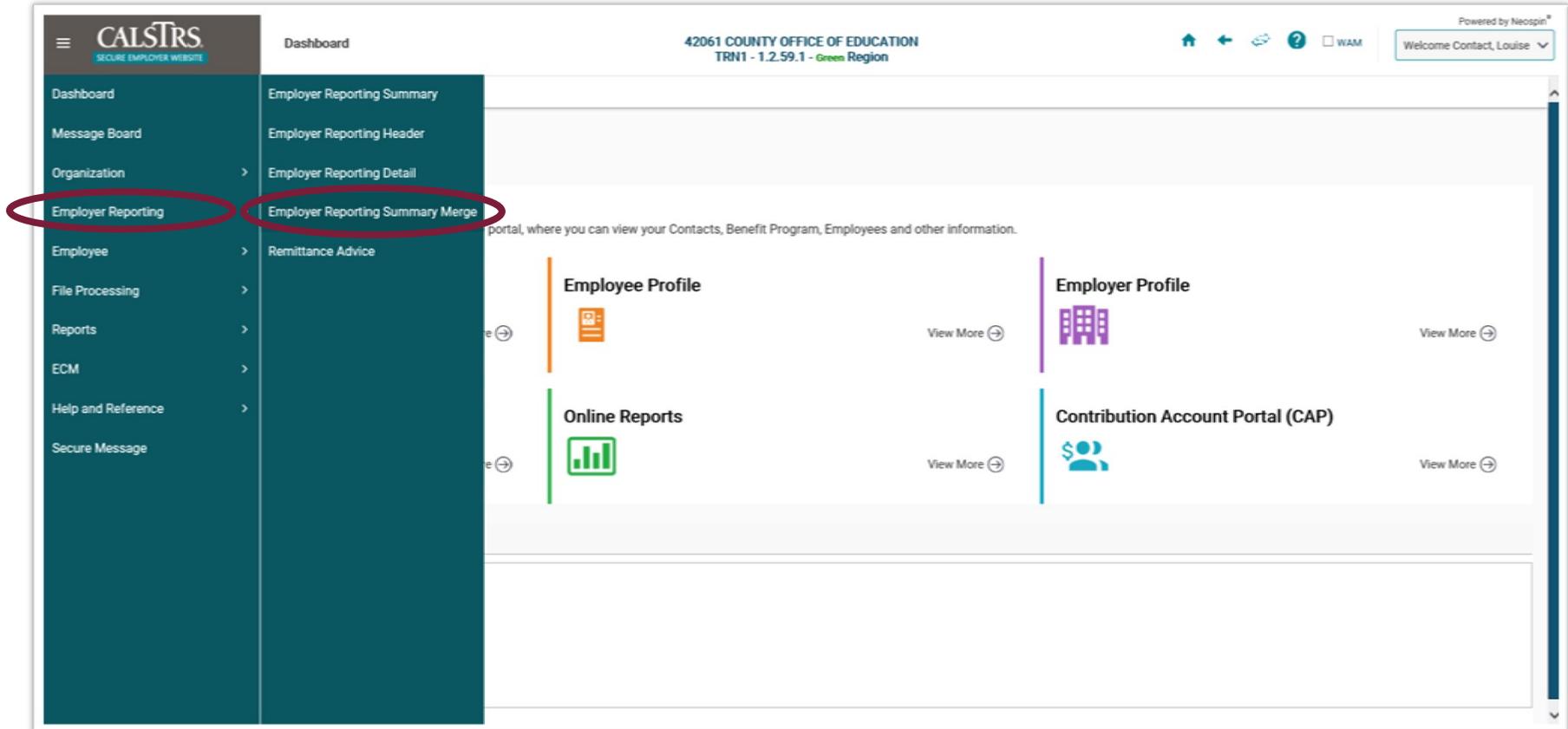
**Search Results:**

Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
<a href="#">878</a>	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Deleted			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit	3	25	06/13/2019
<a href="#">877</a>	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<a href="#">876</a>	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<a href="#">875</a>	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<a href="#">874</a>	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<a href="#">873</a>	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<a href="#">872</a>	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019

### 2) How to Merge a Payroll Summary SEW

**Step 1:** Select **Employer Reporting** from the **Global Navigation** menu.

**Step 2:** Select **Employer Reporting Summary Merge**.



**Step 3:** The **ESS Employer Reporting Summary Merge Maintenance** screen displays. The **Merge Filter** panel allows you to filter Payroll Summaries that are eligible to be merged. Other dropdown fields become available after the you are make a selection. Select **Contribution File** from the **File Type** dropdown field. You also have the option to select F496 for the File Type.

**Step 4:** Select **CalSTRS Defined Benefit** from the **Benefit Program** dropdown field. You also have the option to select Cash Balance.

**Step 5:** Select the appropriate **Reporting Period** from the **Reporting Period** dropdown field.

Record displayed.

**Merge Filter**

File Type : Contribution File

Benefit Program : CalSTRS Defined Benefit

Reporting Period : 05/01/2019-05/31/2019

Apply Filter Reset

**Merge Summaries**

Merge

<input type="checkbox"/>	Employer Payroll Summary Id	Reporting Source Name	Payroll Summary Status	Reporting Period Start Date	Reporting Period End Date	File Type	Benefit Program
No records to display.							

**Step 6:** Select the **Apply Filter** button. Payroll Summaries that are eligible to be merged will display in the **Merge Summaries** panel.

**Step 7:** Select the **radio box** next to **Employer Payroll Summary ID** that will be merged.

**Step 8:** Select the **Merge** button.

[ All changes successfully saved. ]

**Merge Filter**

File Type : Contribution File

Benefit Program : CalSTRS Defined Benefit

Reporting Period : 05/01/2019-05/31/2019

Apply Filter Reset

**Merge Summaries**

Merge

<input type="checkbox"/>	Employer Payroll Summary Id	Reporting Source Name	Payroll Summary Status	Reporting Period Start Date	Reporting Period End Date	File Type	Benefit Program
<input type="checkbox"/>	877	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Review	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/>	873	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Review	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/>	872	<a href="#">COUNTY OFFICE OF EDUCATION</a>	Review	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit

**Step 9:** A message pops up and asks “Are you sure you want to merge selected record(s)?” Select the **OK** button.

The screenshot shows the CalSTRS ESS Employer Reporting Summary Merge Maintenance interface. At the top, the page title is "34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region". Below the header, there are filter options for File Type (Contribution File), Benefit Program (CalSTRS Defined Benefit), and Reporting Period (08/01/2019-08/31/2019). A "Merge" button is visible. A modal dialog box is open, asking "Are you sure you want to merge selected record(s)?" with "OK" and "Cancel" buttons. The "OK" button is circled in red. Below the dialog, a table displays the merge summaries.

Employer Payroll Summary Id	Reporting Source Name	Payroll Summary Status	Reporting Period Start Date	Reporting Period End Date	File Type	Benefit Program
<input checked="" type="checkbox"/> 906	<a href="#">SACRAMENTO COUNTY OFFICE OF EDUCATION</a>	Review	08/01/2019	08/31/2019	Contribution File	CalSTRS Defined Benefit
<input checked="" type="checkbox"/> 905	<a href="#">SACRAMENTO COUNTY OFFICE OF EDUCATION</a>	Review	08/01/2019	08/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/> 904	<a href="#">SACRAMENTO COUNTY OFFICE OF EDUCATION</a>	Review	08/01/2019	08/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/> 903	<a href="#">SACRAMENTO COUNTY OFFICE OF EDUCATION</a>	Review	08/01/2019	08/31/2019	Contribution File	CalSTRS Defined Benefit

**Step 10:** A new message displays at the top of the screen: “[Employer Reporting Summaries have been successfully merged into Summary ID 878].” The Payroll Summary ID will be different with each Payroll Summary Merge the user completes. The status for the Payroll Summaries that have been merged will change to **Merged**.

ESS Employer Reporting Summary Merge Maintenance

42061 COUNTY OFFICE OF EDUCATION TRN1 - 1.2.59.1 - Green Region

ESS Employer Reporting ...

[ Employer Reporting Summaries have been successfully merged into Summary ID 878. ]

Merge Filter

File Type: Contribution File

Benefit Program: CalSTRS Defined Benefit

Reporting Period: 05/01/2019-05/31/2019

Apply Filter Reset

Merge Summaries

Merge

<input type="checkbox"/>	Employer Payroll Summary Id	Reporting Source Name	Payroll Summary Status	Reporting Period Start Date	Reporting Period End Date	File Type	Benefit Program
<input type="checkbox"/>	877	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/>	873	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/>	872	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit