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

EMPLOYER TRAINING SERVICES

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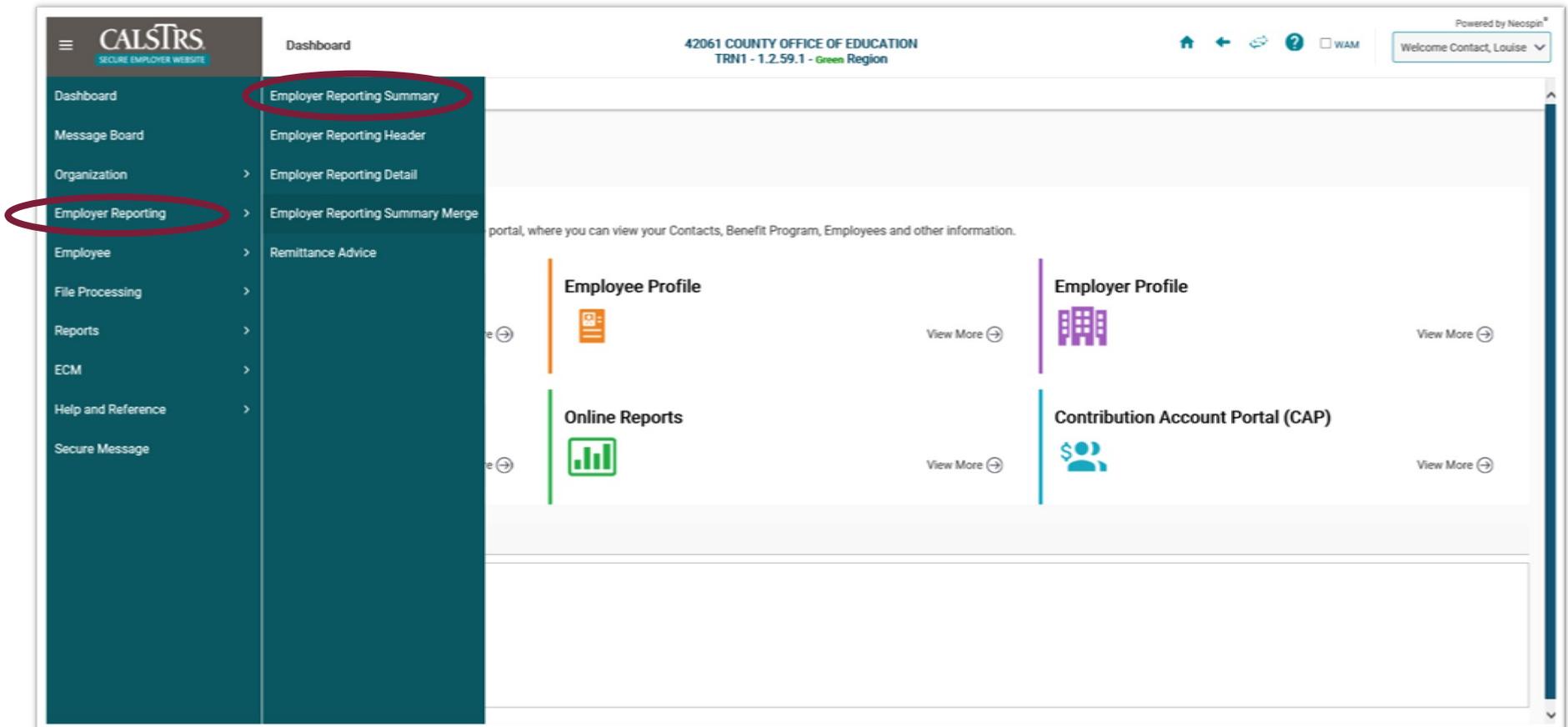
Step 3: The **Employer Payroll Summary Search** screen displays. Enter in desired search criteria in the **Search Criteria** panel.

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

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

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

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

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."**

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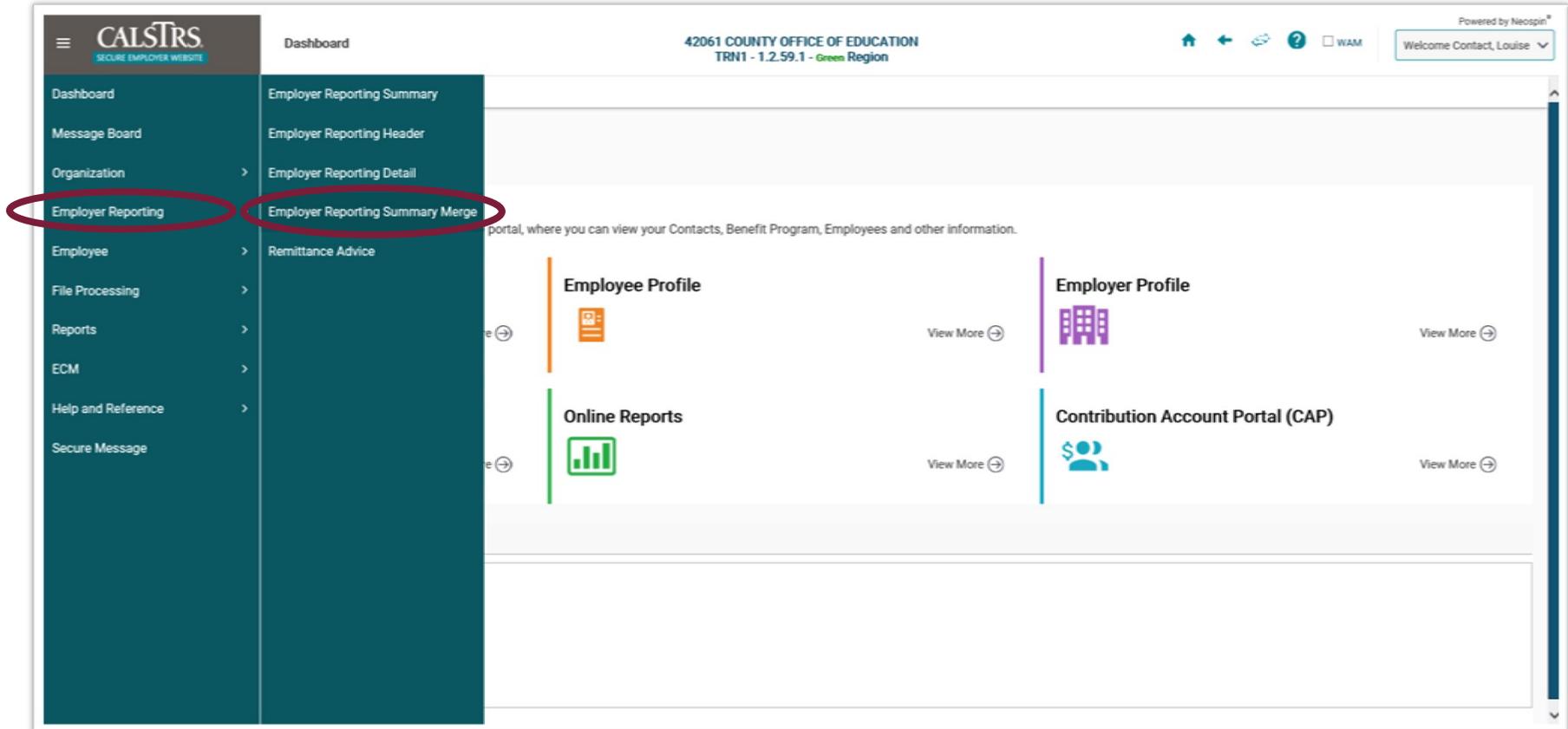
Step 3: The **ESS Employer Reporting Summary Merge Maintenance** screen displays. The **Merge Filter** panel allows you to filter Payroll Summaries that are eligible to be merged. Other dropdown fields become available after the you are make a selection. Select **Contribution File** from the **File Type**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

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.

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

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**.