Release Overview

Release Number: 1.0

Production Date: October 7, 2019

Release 1.0 is the initial build of the **new Secure Employer Website (SEW)** which includes specific system functions for employers only. Release 1.0 of Functional Roll-out 1 has been implemented during Soft Launch in the Employer Readiness Environment. Employers are expected to utilize the Employer Readiness Environment to test and prepare for Functional Roll-out 2, currently anticipated Fall 2021, when the new SEW will be deployed into production. These Release Notes describe the high-level employer functions, new and enhanced features, and known system issues with suggested workarounds.

Summary of Implemented Functionality[1]

The following table summarizes the high-level system functions in Release 1.0:

Member Account Management	
- Enroll Members (New File Format) - Manage Member Information (*limited functions*) - Create and Maintain Member Account	Users can submit an Employment File containing enrollment information as well as demographic data needed to establish and maintain a membership account. Users can submit a Match File and retrieve the response file that contains member/non-member demographic data to keep systems synchronized with information CalSTRS has for these members/non-members.
Employer Reporting	
- Contribution Reporting (New File Format) - Management of Employer Organizations and Reports	Users can submit a Contribution File (Defined Benefit or Cash Balance) containing salary and contribution information as well as certain employment details related to the Defined Benefit Plan and Cash Balance Benefit Plan.

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[1] See Known Issues table below which summarizes the disabled FR1 features during Soft Launch.

New / Enhanced Features

The following list summarizes the new and enhanced features in Release 1.0; Employers now have the ability to:

- Utilize System Administration features to administer their own users and reset passwords.
- Submit unlimited number of Contribution Files.
- Manually create contribution detail records to add to a Contribution File.
- Void contribution detail records from a Contribution File.
- Merge Contribution Files in the system.
- Suppress warning comments that will persist through the file merging process.
- Report Defined Benefit, Cash Balance, and Accounts Receivable transactions using a single file format.
- Create and update Cash Balance reporting schedules and contribution rates.
- No longer submit Defined Benefit companion contribution detail records when reporting Cash Balance contribution detail records.
- Update member contact information to ensure accurate member communication.
- Generate a report for outstanding adjustments.
- Submit and view Reduced Workload Program (RWP) requests through SEW.

Known Issues / Alternative Processes

The following table describes the known system issues included in Release 1.0 and provides suggestions for alternative processing. Please note that known issues numbered seven through 20 are related to business rules associated with reporting contribution detail records and the recommended action, for testing purposes only, is to void the detail records in order to continue processing the Contribution File. The Message IDs for these error messages are included with these known issues for reference purposes.

Nbr	Known Issue	Alternative Processes
1	Compensation Cap Threshold Report takes several minutes or hours to display.	To obtain compensation cap information, users can search for Message IDs 30301373 and 30301374 from the Employer Payroll Detail Lookup screen.

Nbr	Known Issue	Alternative Processes
2	Defined Benefit and Cash Balance contribution detail records cannot be submitted manually.	Users must use the electronic file format to submit Defined Benefit and Cash Balance contribution detail records. Accounts Receivable detail records can be submitted manually.
3	Inability to utilize the form generation functions.	Users should not use the Employer Readiness Environment to generate CalSTRS forms since it is not yet the production environment.
4	The 'View' hyperlink in the Validation Information panel of the Employer Payroll Detail Maintenance screen does not contain the error resolutions.	Users should use the Contribution or Employment File Specifications for New File Format (NFF) error resolutions and the F496 or VDF error resolutions for current file format (now referred to as Old File Format, OFF).
5	Some system features are deferred and disabled in the Employer Readiness Environment.	Users will not be able to perform the following deferred or disabled FR1 system features: ▪ Online generation of pre-filled forms ▪ Ability to create and maintain Person Contact Records ▪ Select "Seasonal" Address Type ▪ Transfer and Merge Membership Account ▪ Associate cash deposits to Contribution Files ▪ Online Help ▪ Access to the Contribution Account Portal (CAP) from the Dashboard
6	"Reopen" button on Employer Payroll Header Maintenance should not be displaying for Report Sources.	Users should avoid clicking on the "Reopen" button otherwise it will make the header unavailable to edit and submit to CalSTRS.

Nbr	Known Issue	Alternative Processes
7	Reduced Workload Program (RWP) adjustments (transaction type = ADJS) are receiving errors. (Message ID 30301187)	Contribution amounts are not being calculated correctly by the system for RWP adjustments. Users should void the detail records that error out for RWP adjustments.
8	'Annualized Pay rate is below minimum' is not excluding RWP retroactive pay rate increases. (Message ID 30301367)	Users should void RWP retroactive payrate increases with this error.
9	'Reported contributions exceed variance' is not calculating correctly for RWP pay rate adjustments. (Message ID 30301187)	Users should void RWP pay rate adjustments with this error.
10	'Adjustment resulting in negative balance for pay period' is calculating the negative balance incorrectly. (Message ID 30301177)	Users should void detail records with this error when the earnings, contributions and service credit balance is zero or positive for pay period.
11	'Special Pay total is negative for fiscal year' is calculating the negative balance incorrectly. (Message ID 30301312)	Users should void detail records with this error when the service credit balance is zero or positive for the fiscal year.
12	'Retired Activities Service Type invalid' is not excluding disability member status. (Message ID 30301358)	Users should void detail records with this error when the member is in disabled (DA) status.
13	'Cash Balance member employment record exists for this employer' is not excluding closed CB accounts. (Message ID 30301387)	Users should void detail records with this error if the CB account is closed.
14	'Match to previously reported data cannot be made for adjustment' and 'Match to previously reported data cannot be made for Bargained Retroactive Pay rate adjustment' are not excluding full time base hours from matching criteria. (Messages ID 30301359 and ID 30301376, respectively)	Users should void Contribution File detail records that are adjusting previously reported F496 detail records when Full Time Base Hours is populated on the detail record and the F496 target line does not have Full Time Base Hours populated and all other fields match.

Nbr	Known Issue	Alternative Processes
15	'Match to previously reported data cannot be made for adjustment' and 'Match to previously reported data cannot be made for Bargained Retroactive Pay rate adjustment' conflict with assignment code 57 and Pay Code 8 (daily). (Messages ID 30301359 and ID 30301376, respectively)	Users should void Contribution File detail records that are adjusting previously reported F496 detail records where Assignment Code is 57 and Pay Code is 8 (daily).
16	'Annualized pay rate is prohibited' is not excluding the pay rate field when reversing an F496 detail records with a Contribution File line with Retired Activities service type. (Message ID 30301356)	Users should void Contribution File adjustment detail records with Retired Activities Service Type that is reversing an F496 detail record and all fields match except Pay Rate.

17	'Transaction matches another transaction in the summary' should only display when:
	
	  ▪ Time Base is Reduced Workload Program (RWPM) or Full Time (FLTM) <u>and</u> Earnings type is Salary (SLRY)
	  ▪ Service Type is Elected Officer (ELOF)
	
	(Message ID 30301283)
		Users should void or suppress contribution detail records with this error that do not meet the criteria specified in the Known Issue column.

18	'Adjustment does not match previously reported service' is not finding a match for Assignment Code 71 detail records. (Message ID 30301174)	Users should void Assignment Code 71 adjustment detail records where all applicable fields match per the matching criteria.
19	'Pay rate adjustment alters earned to earnable ratio' is not calculating correctly when overlapping pay rate adjustments exist. (Message ID 30301181)	Users should void Pay Rate adjustments when receiving this error and an existing Pay Rate adjustment detail record exists and overlaps the pay period being adjusted.
20	'Negative contributions cannot be matched for reversal' is not finding a match when Expected Pay Period and/or Pay Code is null. (Message ID 30301224)	Users should void reversal detail records with this error when Expected Pay Period and/or Pay Code is null, and all other fields match per the matching criteria.