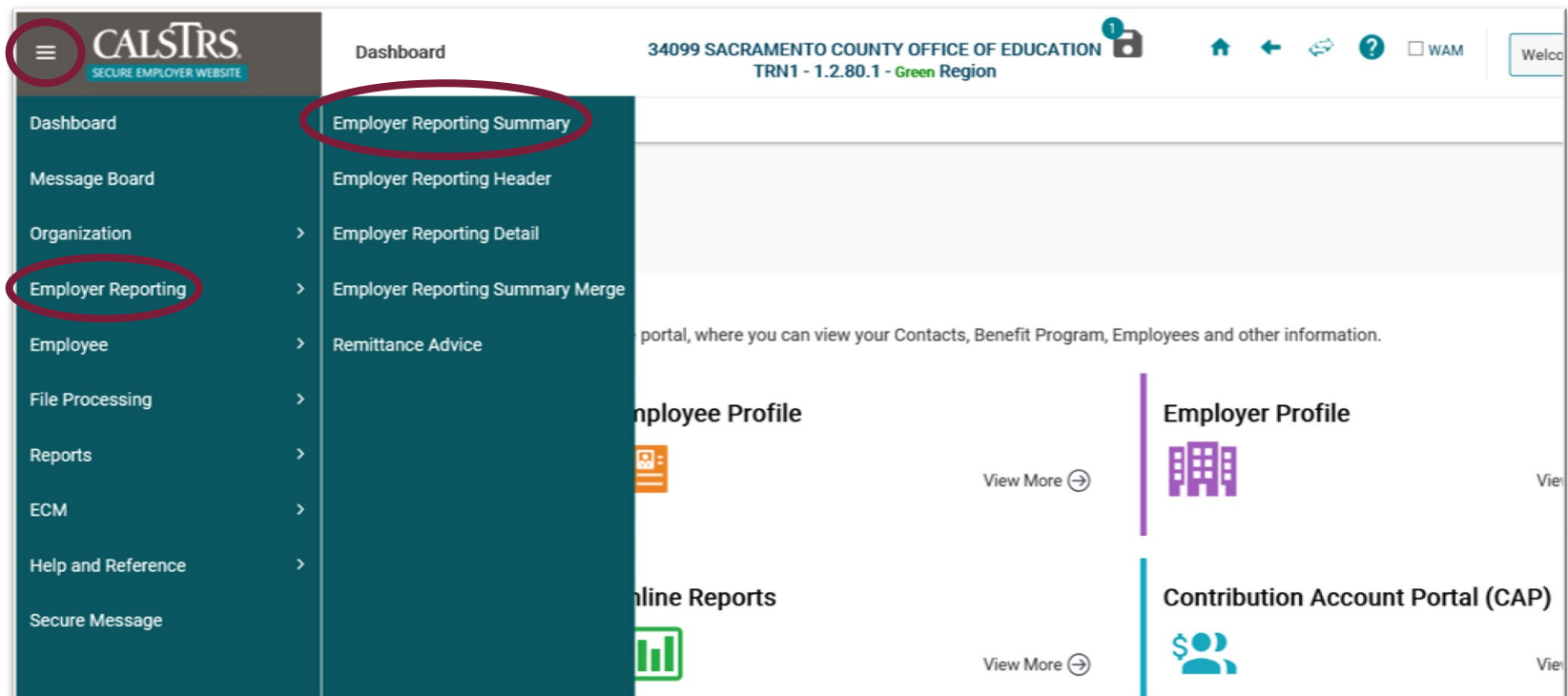



Submitting an Online Accounts Receivable Contribution Transaction

This is a step-by-step process for submitting an online Accounts Receivable Contribution Transaction in the new Secure Employer Website.

Step 1: From the **Global Navigation Menu**, hover over **Employer Reporting** and select






Step 2: The **Employer Payroll Summary Search** screen displays. Select a **Contribution—AR File** from the **File Type**, as well as the applicable **Benefit Program** from the drop down menu. Click the **New** button.



SECURE EMPLOYER WEBSITE

Employer Payroll Summary Search

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region







Search Criteria

Payroll Summary ID :


Payroll Summary Status : All


*File Type : Contribution - AR File


Payroll Posted Date From : 


Payroll Posted Date To : 


*Benefit Program : CalSTRS Defined Benefit


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 Results

| <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 |
|--------------------------|--------------------|-----------------------|------------------------|---------------------|----------------|------------------|-----------|-----------------|--------------|--------------|--------------------|
| No records to display. | | | | | | | | | | | |

Step 3: The **Employer Payroll Summary Maintenance** screen displays. To create the **Employer Payroll Summary** select a **Reporting Period** from the drop down menu and click **Save**.

CALSTRS
SECURE EMPLOYER WEBSITE

Employer Payroll Summary Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

☐ WAA

+ Employer Payroll Summar... Employer Payroll Summar... X
 Displaying page 1 of 1.

Save

Refresh

[Record displayed. Please make changes and press SAVE.]

Employer Payroll Summary

*Reporting Source :

08/01/2019-08/31/2019

NTY OFFICE OF EDUCATION

Payroll Summary ID :

Payroll Summary Status :

*Reporting Period :

08/01/2019-08/31/2019

File Type :

Contribution - AR File

Benefit Program :

CalSTRS Defined Benefit

Payroll Posted Date :

Payroll Detail Count :

Suppress Warning :

☐

Submitted By :

Payroll Submitted Date :

Submitted :

Comment :

Downloadable Contribution File Extracts

| Select | File Header ID | File Name | Uploaded By Organization Code |
|------------------------|----------------|-----------|-------------------------------|
| No records to display. | | | |

Step 4: On the **Employer Payroll Summary Maintenance** scroll down to the **Employer Payroll Header** panel and click **New**.

CALSTRS
SECURE EMPLOYER WEBSITE

Employer Payroll Summary Maintenance 908

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
 TRN1 - 1.2.80.1 - Green Region

☐ WAM

Welco

Employer Payroll Summar... Employer Payroll Summar... X ← Displaying page 3 of 3. →

Save Refresh

| | | | | |
|----------------------------|--------|--------|----------------------------|--------|
| Pre Tax EE Contribution : | \$0.00 | \$0.00 | Pre Tax EE Contribution : | \$0.00 |
| Post Tax EE Contribution : | \$0.00 | \$0.00 | Post Tax EE Contribution : | \$0.00 |
| Employer Contribution: | \$0.00 | \$0.00 | Total : | \$0.00 |
| Total : | \$0.00 | \$0.00 | | |

Employer Payroll Header

Filter

Organization Code :
 Organization Name :
 Benefit Structure :

Status :
 Submitted to Source : All


Search

New Open Export To Excel

☐ Organization Benefit Program Benefit Structure Status Submitted To Source Total Contributions Record Count

No records to display.

Step 5: The **Employer Payroll Header Maintenance** screen will display. Select an **Employer Organization** and **Benefit Structure** from the drop down menus. Click **Save**.



SECURE EMPLOYER WEBSITE

Employer Payroll Header Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

+

Employer Payroll Summar...

Employer Payroll Summar...

Employer Payroll Header...*

X

← Displaying page 1 of 1. →

Save

Refresh

[Record displayed. Please make changes and press SAVE.]

Employer Payroll Summary

Reporting Source : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)

Payroll Summary ID : [907](#)

Payroll Summary Status : Review

Reporting Period : [08/01/2019-08/31/2019](#)

File Type : Contribution - AR File

Benefit Program : CalSTRS Defined Benefit

Employer Payroll Header

*Employer Organization : 34099 - SACRAMENTO C

Payroll Header ID:

Payroll Header Status :

*Benefit Program : CalSTRS Defined Benefit

*Benefit Structure : DB 2% at 62

Submitted To Source : No

Submitted To Source By :

Submitted To Source Date :

Payroll Detail Count:

Payroll Posted Date :

Reporting Source :

Validation In Progress : ☐

File Header ID:

Suppress Warning : ☐

Comments :

Step 6: New button options display at the top of the screen. Click **Reopen**.

SECURE EMPLOYER WEBSITE

Employer Payroll Header Maintenance 1252

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region

☐ WAM

Welcome 1

Employer Payroll Summar...
 Employer Payroll Summar...
 Employer Payroll Header...
 X
 ← Displaying page 1 of 1. →

Save

Refresh

Copy Forward

Reopen

[All changes successfully saved.]

Employer Payroll Summary

Reporting Source : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)

Payroll Summary ID : [908](#)

Payroll Summary Status : Review

Reporting Period : [09/01/2019-09/30/2019](#)

File Type : Contribution File

Benefit Program : CalSTRS Defined Benefit

Employer Payroll Header

*Employer Organization : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)

Payroll Header ID: 1252

Payroll Header Status : Review

*Benefit Program : CalSTRS Defined Benefit

*Benefit Structure : DB 2% at 62

Submitted To Source By : btrainer@county.xorg

Submitted To Source Date : 09/25/2019 15:00:15

Submitted To Source : Yes

Payroll Posted Date :

Reporting Source : Employer Portal

Payroll Detail Count:

File Header ID:

Success Warning : ☐

Validation In Progress : ☐

Step 7: On the **Employer Payroll Header Maintenance** screen scroll down to the **Employer Payroll Detail** panel. Click **New**.

The screenshot shows the CALSTRS Employer Payroll Header Maintenance screen. The header includes the CALSTRS logo, the text 'SECURE EMPLOYER WEBSITE', and the user information '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. The main content area is titled 'Employer Payroll Header Maintenance 1252'. Below this, there are tabs for 'Employer Payroll Summary', 'Employer Payroll Header', and 'Employer Payroll Detail'. The 'Employer Payroll Detail' tab is selected and highlighted with a red circle. Below the tabs, there is a filter section with fields for Client ID, SSN, Last Name, Status (set to Review), and Transaction Type. A 'Search' button is next to these fields. Below the filter section, there are three buttons: 'New', 'Open', and 'Export To Excel'. The 'New' button is highlighted with a red circle. Below the buttons, there is a table with columns for Client ID, Employee Name, Status, Transaction Type, Pay Period Begin Date, Pay Period End Date, Earnings, Annualized Pay Rate, EE Contribution, and ER Contribution. The table currently displays 'No records to display.'

Step 8: The **Employer Payroll Detail Maintenance** screen appears. Scroll down to the **Employer Payroll Detail** panel and input the **Client ID**, **Pay Period Begin Date**, **Pay Period End Date**, and select the applicable **Transaction Type** from the drop down menu.

CALSTRS
SECURE EMPLOYER WEBSITE

Employer Payroll Detail Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

+ Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail...* X

← Displaying page 2 of 2. →

Save and Validate

Save And New

Refresh

Employer Payroll Summary

| | | |
|---|---|--|
| Reporting Source: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION | Payroll Summary ID: 907 | Payroll Summary Status: Valid |
| Reporting Period: 08/01/2019-08/31/2019 | File Type: Contribution - AR File | Benefit Program: CalSTRS Defined Benefit |

Employer Payroll Header

| | | |
|---|---|------------------------------|
| Organization: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION | Payroll Header ID: 1251 | Payroll Header Status: Valid |
| Benefit Program: CalSTRS Defined Benefit | Benefit Structure: DB 2% at 62 | |
| Submitted to Source By: | Submitted to Source Date: | Submitted to Source: No |

Employer Payroll Detail

| | | |
|---|---|---|
| Payroll Detail ID: *Client ID: <input type="text" value="1137457586"/> | Payroll Detail Status: Benefit Program Member Code: <input type="text"/> | Suppress Warnings: <input type="checkbox"/> |
| First Name: <input type="text" value="Lebron"/> | Middle Name: <input type="text"/> | *Last Name: <input type="text" value="Member"/> |
| *Pay Period Begin Date: <input type="text" value="08/01/2019"/> | *Pay Period End Date: <input type="text" value="08/31/2019"/> | *Earnings: <input type="text"/> |
| *Transaction Type: <input type="text" value="Post-Tax Account Receivable"/> | *Expected Pay Periods: <input type="text"/> | *Earnings Type: <input type="text"/> |
| *Time Base: <input type="text"/> | Work Hours Per Day: <input type="text"/> | Base Hours: <input type="text"/> |
| Annualized Pay Rate: <input type="text"/> | Comments: <input type="text"/> | |

Step 9: Certain fields in the **Employer Payroll Detail** panel will no longer show. Select the **Expected Pay Periods** from the drop down menu.

Employer Payroll Detail Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

+

Employer Payroll Summar...

+

Employer Payroll Summar...

+

Employer Payroll Header...

+

Employer Payroll Detail...

✕

←

Displaying page 2 of 2.

→

Save and Validate

Save And New

Refresh

Organization : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)

Payroll Header ID : [1251](#)

Payroll Header Status : Valid

Benefit Program : CalSTRS Defined Benefit

Benefit Structure : DB 2% at 62

Submitted to Source By :

Submitted to Source Date :

Submitted to Source : No

Employer Payroll Detail

Payroll Detail ID :

Payroll Detail Status :

Suppress Warnings : ☐

*Client ID :

First Name : Lebron

Middle Name :

*Last Name :

*Pay Period Begin Date :

*Pay Period End Date :

*Transaction Type :

*Expected Pay Periods :

Comments :

Step 10: Scroll down to the **Contributions** panel. Enter in the **Reported Amount** for the employee (EE) contributions. Click **Save and Validate**.

Employer Payroll Detail Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X

← Displaying page 2 of 2 →

Save and Validate

Save And New

Refresh

*Pay Period Begin Date : 08/01/2019

*Pay Period End Date : 08/31/2019

*Transaction Type : Pre-Tax Account Receivat


*Expected Pay Periods : 11- July to May

Comments :

Contributions

| Contribution Type | Contribution Rate | Reported Amount | Calculated Amount |
|----------------------------|-------------------|-----------------|-------------------|
| Pre Tax EE Contribution : | 0.000000% | \$625.00 | \$0.00 |
| Post Tax EE Contribution : | 0.000000% | \$0.00 | \$0.00 |
| Employer Contribution : | 0.000000% | \$0.00 | \$0.00 |
| Total : | | \$0.00 | \$0.00 |

Step 11: If you are successful a message appears above the **Employer Payroll Summary** panel, “All Changes Saved Successfully.”



Employer Payroll Detail Maintenance
28082

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X ← Displaying page 2 of 2. →

Save and Validate Save And New Refresh Void Reject

[All changes successfully saved.]

Employer Payroll Summary

Reporting Source: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) Payroll Summary ID: [907](#) Payroll Summary Status: Valid

Reporting Period: [08/01/2019-08/31/2019](#) File Type: Contribution - AR File Benefit Program: CalSTRS Defined Benefit

Employer Payroll Header

Organization: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) Payroll Header ID: [1251](#) Payroll Header Status: Valid

Benefit Program: CalSTRS Defined Benefit Benefit Structure: DB 2% at 62

Submitted to Source By: Submitted to Source Date: Submitted to Source: No

Employer Payroll Detail

Payroll Detail ID: 28082 Payroll Detail Status: Valid Suppress Warnings: ☐

*Client ID: [1137457586](#)

First Name: LeBron Middle Name: *Last Name:

*Pay Period Begin Date: *Pay Period End Date:

*Transaction Type: *Expected Pay Periods:

Comments:

Step 12: Click the blue hyperlinked **Payroll Summary ID**.

CALSTRS SECURE EMPLOYER WEBSITE

Employer Payroll Detail Maintenance
28082

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X ← Displaying page 2 of 2. →

Save and Validate Save And New Refresh Void Reject

[All changes successfully saved.]

Employer Payroll Summary

Reporting Source: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) **Payroll Summary ID : 907** Payroll Summary Status : Valid
Reporting Period : [08/01/2019-08/31/2019](#) File Type : Contribution - AR File Benefit Program : CalSTRS Defined Benefit

Step 13: The **Employer Payroll Summary Maintenance** screen will display.

CALSTRS SECURE EMPLOYER WEBSITE

Employer Payroll Summary Maintenance 907

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... X ← Displaying page 1 of 1. →

Save Refresh Submit to CalSTRS

[All changes successfully cancelled.]

Employer Payroll Summary

*Reporting Source : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) Payroll Summary ID : 907 Payroll Summary Status : Valid
*Reporting Period : [08/01/2019-08/31/2019](#) File Type : Contribution - AR File Benefit Program : CalSTRS Defined Benefit
Payroll Posted Date : Payroll Detail Count : 2 Suppress Warning : ☐
Submitted By : Payroll Submitted Date : Submitted :

Step 14: Click the “**Submit to CalSTRS**” button to submit the **Payroll Summary**.

Note: If you are a Report Unit, the text on the button will display as “Submit to Source”.

Employer Payroll Summary
Maintenance 907

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

+ Employer Payroll Summar... X ← Displaying page 1 of 1. →

Save Refresh **Submit to CalSTRS**

[All changes successfully cancelled.]

Employer Payroll Summary

*Reporting Source: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)
*Reporting Period: [08/01/2019-08/31/2019](#)
Payroll Posted Date:
Submitted By:
Comment:

Payroll Summary ID : 907
File Type : Contribution - AR File
Payroll Detail Count : 2
Payroll Submitted Date :

Payroll Summary Status : Valid
Benefit Program : CalSTRS Defined Benefit
Suppress Warning : ☐
Submitted :

Contribution Totals

| Contribution Type | Total Reported Amount | Total Calculated Amount |
|----------------------------|-----------------------|-------------------------|
| Pre Tax EE Contribution : | \$680.00 | \$0.00 |
| Post Tax EE Contribution : | \$0.00 | \$0.00 |
| Employer Contribution: | \$0.00 | \$0.00 |
| Total : | \$680.00 | \$0.00 |

Account Receivable

| Contribution Type | Total Reported Amount |
|----------------------------|-----------------------|
| Pre Tax EE Contribution : | \$680.00 |
| Post Tax EE Contribution : | \$0.00 |
| Total : | \$680.00 |