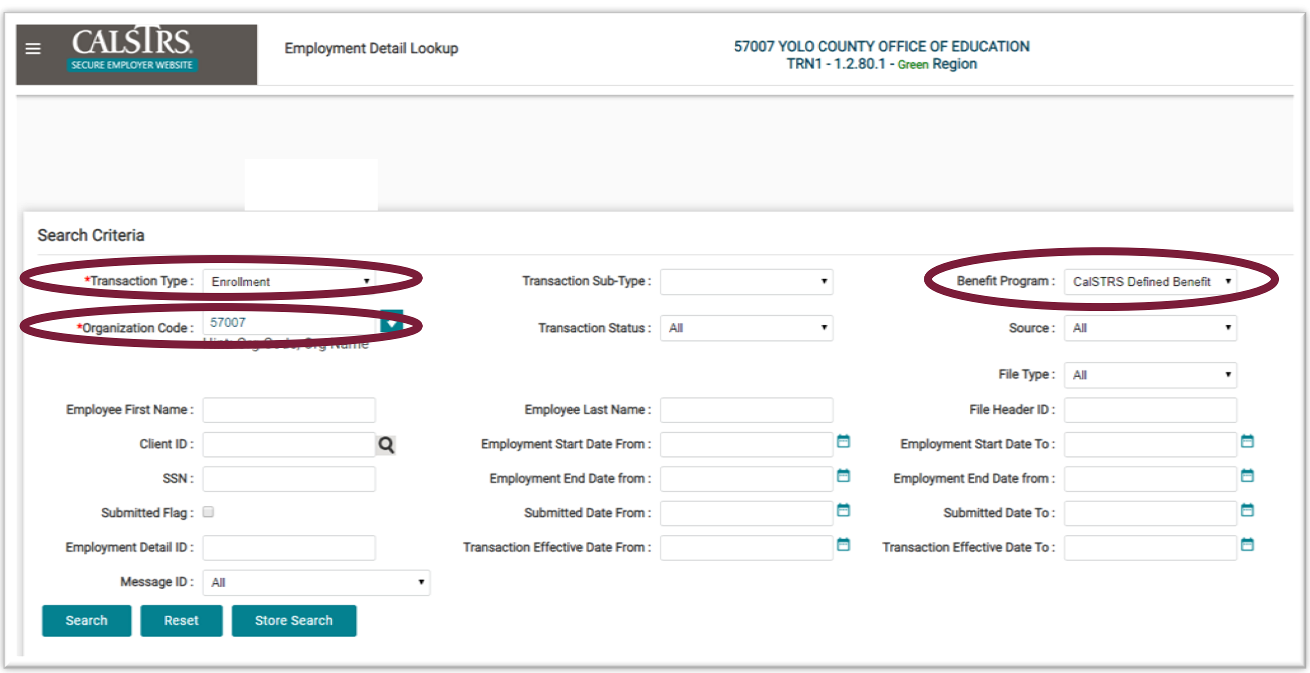
CALSTRS
EMPLOYER TRAINING SERVICES

Submitting an Online Employment Transaction

This is a step-by-step process for submitting an online Employment Transaction in the new Secure Employer Website. This process applies to all Employment Transactions types; however, different conditional fields will be available depending on the Transaction Type selected. Both required and conditional fields can be found in the *Employment File Specification* document.

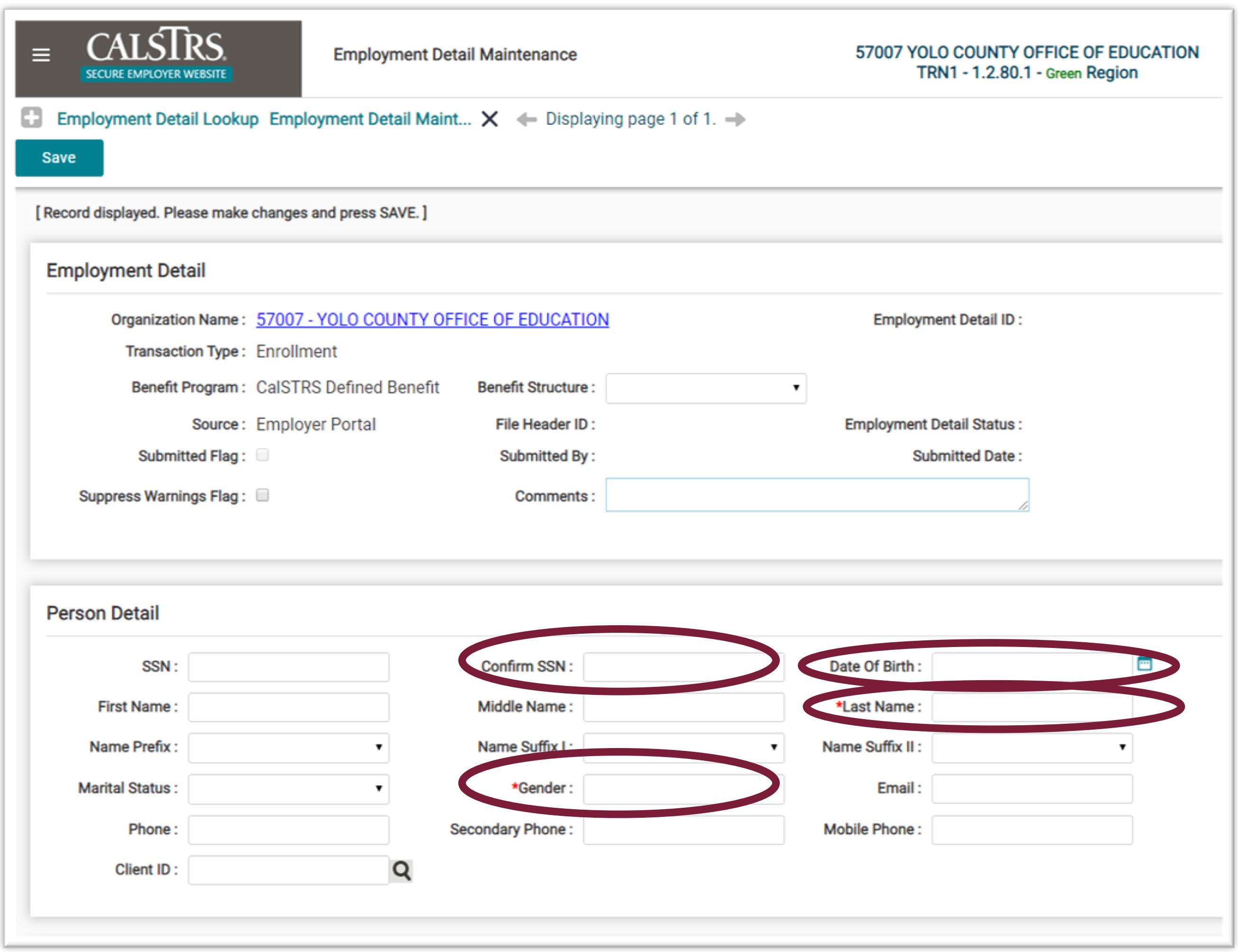
Step 1: Navigate to the **Employment Detail Search** screen by clicking the **Employment** quick link.

Step 2: The **Employment Detail Search** screen displays. For this new enrollment example you will populate the required and conditional fields. You may also search for existing records here, three fields are required: **Transaction Type**, **Benefit Program** and **Organization Code**.

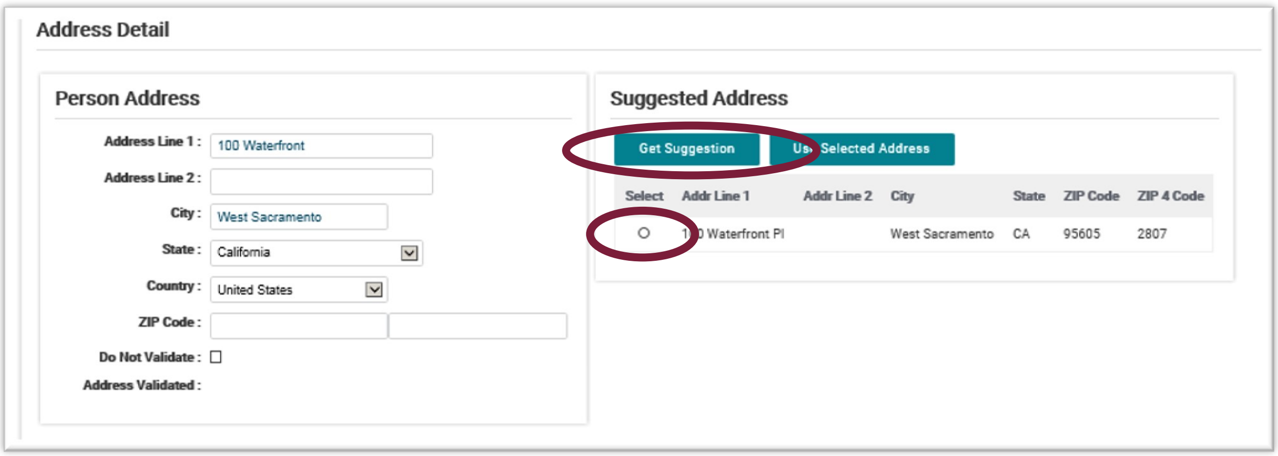


Step 3: When creating new employment transactions, select the **New** button found in the **Search Results** panel.

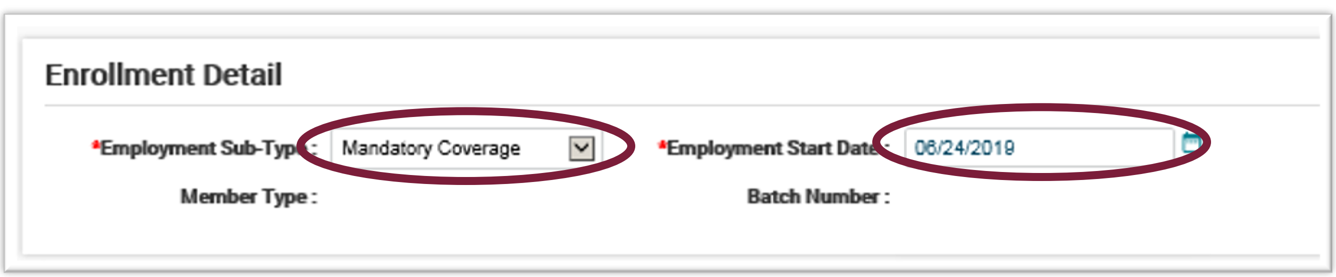
Step 4: The **Employment Detail Maintenance** screen displays. The **Employment Detail** panel shows data that was entered on the **Employment Detail Search** screen The **Person Detail** panel is where users enter all required and conditional information. **Note**: For this example, the required fields are **Date of Birth**, **Last Name** and **Gender**.



Step 5: The **Address Detail** panel is where users will populate address information. The **Suggested Address** panel allows the address to be verified prior to submitting the transaction. After entering the address information, select the **Get Suggestion** button, which will provide any missing elements, as well as Zip Code with the last 4 digits. To use the suggested address, select the radio button next to the address that is desired.



Step 6: The **Enrollment Detail** panel has two required fields for enrollment transactions, **Employment Sub-Type** and **Employment Start Date**. Use the dropdown menu to select the **Employment Sub-Type**. The **Employment Start Date** field is required and can be populated by manually entering or clicking the calendar icon to select the date.



Step 7: Users will select the **Save** button on the top left of the screen to trigger the validation process. Selecting the **Save** button also transitions the employment transaction into an employment record. Once saved, records cannot be deleted, they can only be voided or submitted.

Step 8: As the transaction data is validated, informational messages, warnings and errors may appear at the top and/or the bottom of the screen. No action is required for informational messages. Warnings may be suppressed, however errors must be corrected before the transaction can be submitted to CalSTRS. When the record is error free and the **Save** button is selected, the **Submit** button will appear and allow the submission to CalSTRS.