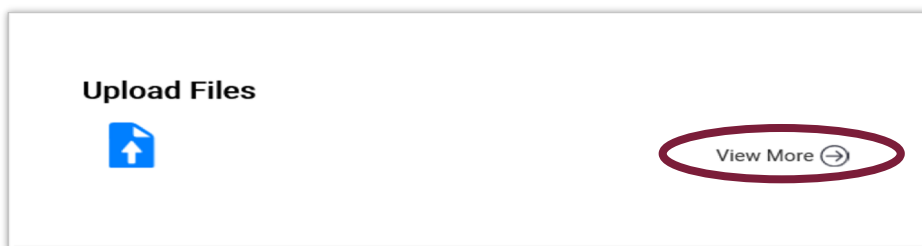


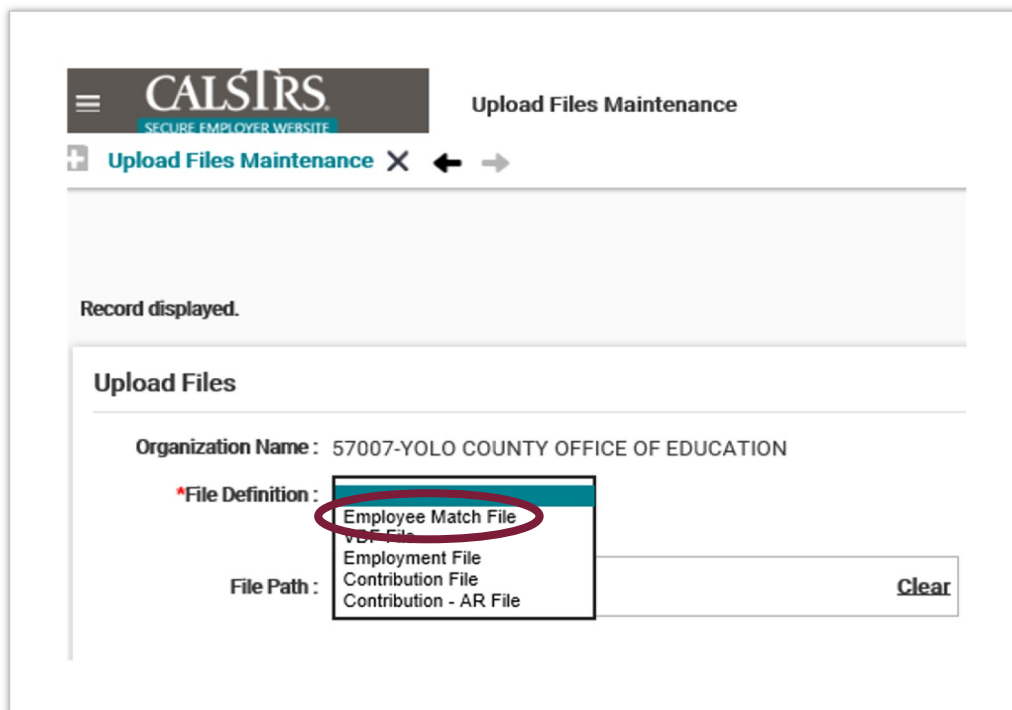
### Uploading an Employee Match File

This is a step-by-step process for uploading an Employee Match File and downloading the Employee Match Response File in the new Secure Employer Website.

**Step 1:** Navigate to the **Upload Files Maintenance** screen by clicking the **Upload Files** quick link on the SEW Dashboard.



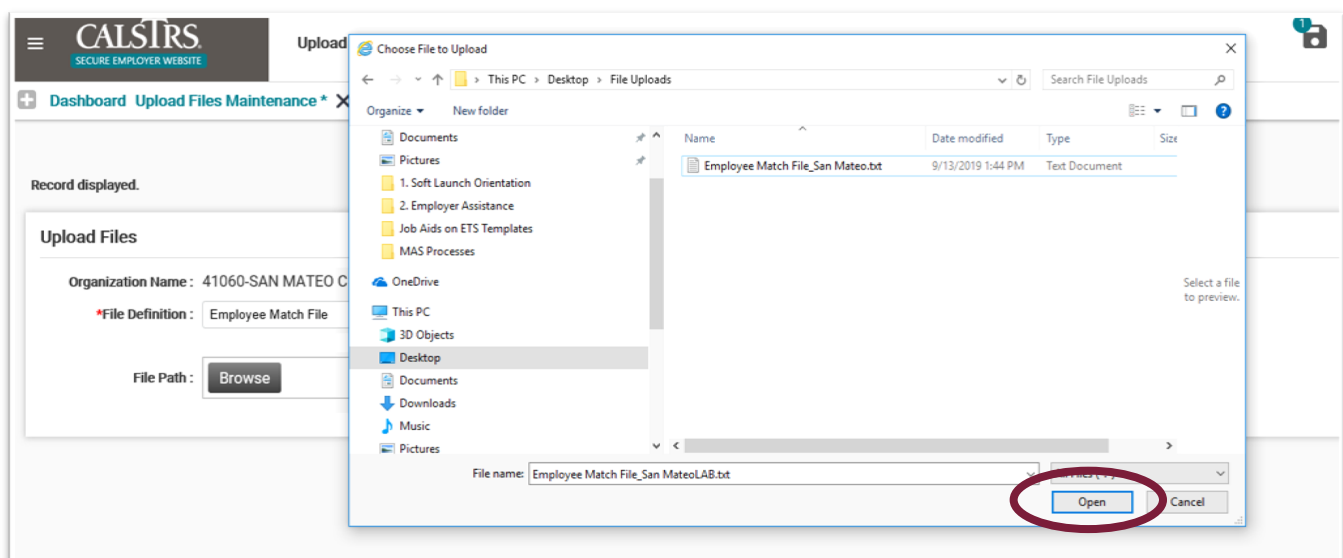
**Step 2:** The **Upload Files Maintenance** screen displays. Select **Employee Match File** from the **File Definition** dropdown menu.



**Step 3:** Select the **Browse** button to search for the file to upload. Please note the Match File will continue to be uploaded in a .txt format.

The screenshot shows the 'Upload Files Maintenance' page in the CALSTRS system. The page header includes the CALSTRS logo and the text 'SECURE EMPLOYER WEBSITE'. The main content area displays the organization name '41060-SAN MATEO COUNTY OFFICE OF EDUCATION' and the file definition 'Employee Match File'. The 'File Path' field is empty, and the 'Browse' button is circled in red.

**Step 4:** Select the file to be uploaded. Then select the **Open** button.



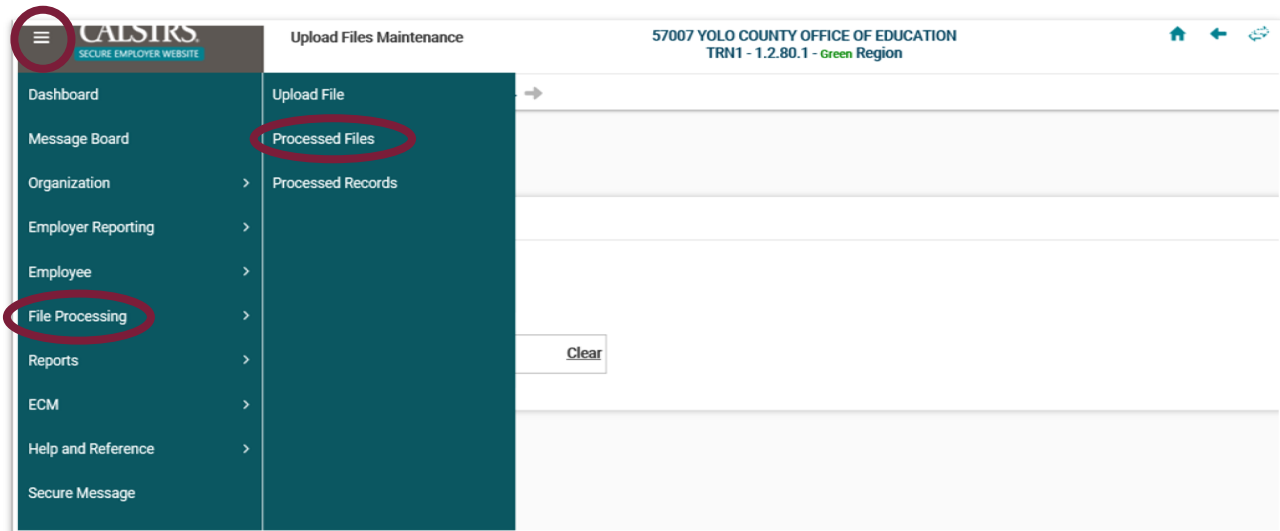
**Step 5:** Select the **Upload** button. The Employee Match File will go through its first validation to check for File Upload Errors.

The screenshot shows the 'Upload Files Maintenance' page for the organization '41060-SAN MATEO COUNTY OFFICE OF EDUCATION'. The 'File Definition' is set to 'Employee Match File'. A file named 'Employee Match File\_San Mateo.txt' (74 bytes) is shown in the 'File Path' box. The 'Upload' button is circled in red.

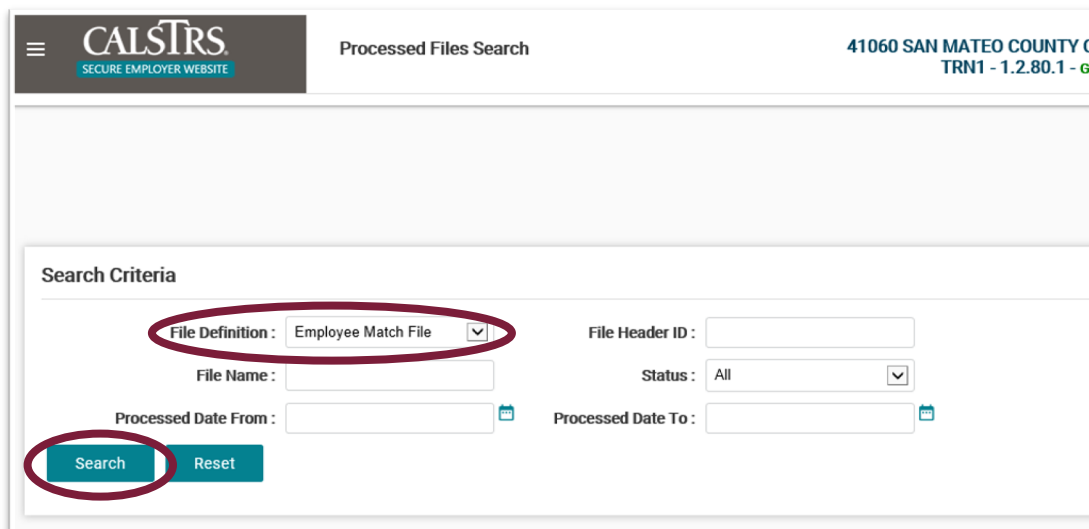
**Step 6:** You will know the file upload was successful and has passed initial validation because of the green checkmark, the messages found under the File Path box and the message displayed at the top of the screen.

The screenshot shows the 'Upload Files Maintenance' page after a successful upload. A message at the top states 'Successfully uploaded Employee Match File\_San Mateo.txt, length 74'. The file 'Employee Match File\_San Mateo.txt' (74 bytes) is now shown with a green checkmark in the 'File Path' box. A message at the bottom states '1 of 1 files successfully uploaded.'.

**Step 7:** To check the status of the **Employee Match File** click the **Global Navigation** menu. Hover over **File Processing** and select **Processed Files**. The **Processed Files Search** screen will display.



**Step 8:** In the **Search Criteria** panel select **Employee Match File** from the **File Definition** dropdown menu, click **Search**.



**Note:** To narrow your search results, input information into the following fields: **File Name**, **Processed Date From**, or **Processed Date To**.

**Step 9:** In the **Search Results** panel locate the file you uploaded and make sure the **Status** is **Processed**.

The screenshot shows the 'Processed Files Search' page. At the top, there is a header with the CALSTRS logo and 'SECURE EMPLOYER WEBSITE'. The page title is 'Processed Files Search' and the location is '41060 SAN MATEO COUNTY TRN1 - 1.2.80.1'. Below the header is a 'Search Criteria' section with the following fields: 'File Definition' (set to 'Employee Match File'), 'File Header ID', 'File Name', 'Status' (set to 'All'), 'Processed Date From', and 'Processed Date To'. There are 'Search' and 'Reset' buttons. Below the search criteria is a 'Search Result' section with 'Open' and 'Export To Excel' buttons. A table displays the search results:

<input type="checkbox"/>	File Header ID	File Definition	File Name	Processed Date	Status	Number of Rows
<input type="checkbox"/>	<a href="#">3053</a>	Employee Match File	Employee Match File_San Mateo.txt	09/23/2019 12:59:40 PM	Processed	4

**Step 10:** To download **Employee Match Response File** click the **Global Navigation** menu and select **Secure Message**.

The screenshot shows the 'Processed Files Search' page with the 'Global Navigation' menu open on the left side. The menu items are: Dashboard, Message Board, Organization, Employer Reporting, Employee, File Processing, Reports, ECM, Help and Reference, and Secure Message. The 'Secure Message' option is circled in red. The background shows the search criteria and search result table from the previous screenshot.

**Step 11:** The Secure Message Search screen will display. In the Search Criteria panel type the **Organization Code** and click **Search**.

Secure Message Search

41060 SAN M TI

[ 1 Records met the search criteria. ]

Search Criteria (Click Search to display messages)

Subject :

Message :

Organization Code : 41060

Follow-up Count :

Hint : Org Code, Org Name

Category : All

Sub-Category : All

Sent Date From :

Sent Date To :

Last Updated By :

Status : All

**Step 12:** The **Search Results** panel will display. Look for the message with the Subject **“Download Employee Match Response File”**. Open the message by selecting the hyperlinked Subject of the message.

Search Results

<input type="checkbox"/>	Subject	Message	Attachment	Last Updated By	Follow-up Count	Sent Date	Status
<input type="checkbox"/>	<a href="#">Download Employee Match Response File</a>		Yes	[BATCH_10_8595]	0	09/23/2019	Sent

**Step 13:** The **Secure Message Maintenance** screen displays. To download the **Employee Match Response** file, open the **Attachment** within the Secure Message.

The screenshot shows the 'Secure Message Maintenance' interface for CALSTRS. The header includes the CALSTRS logo and the text '41060 SAN MATEO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. The main content area is titled 'Secure Message Detail' and contains the following information:

- \*Category:** Organization
- \*Sub-Category:** Request a Document
- \*Organization Code:** 41060 (with a dropdown arrow)
- Hint:** Org Code, Org Name
- Client ID:**
- \*Subject:** Download Employee Match Response File
- Message Type:** Customer response to Secured Message
- Organization Name:** SAN MATEO COUNTY OFFICE OF EDUCATION
- Person Name:**
- \*Contact Type:** Payroll Contact
- Status:** Sent
- Send Date:** 09/23/2019 01:00:47 PM

The message content area displays: 'Employee Match Response File Is Ready For Download'.

Below the message content is an 'Attachment(s):' section with a 'Select File' button and a 'Clear' button. A list of attachments is shown below, with the first one highlighted by a red box:

- Attachment
- [CALSTRS\\_EmployeeMatchResponse\\_20190923130046.csv](#)