

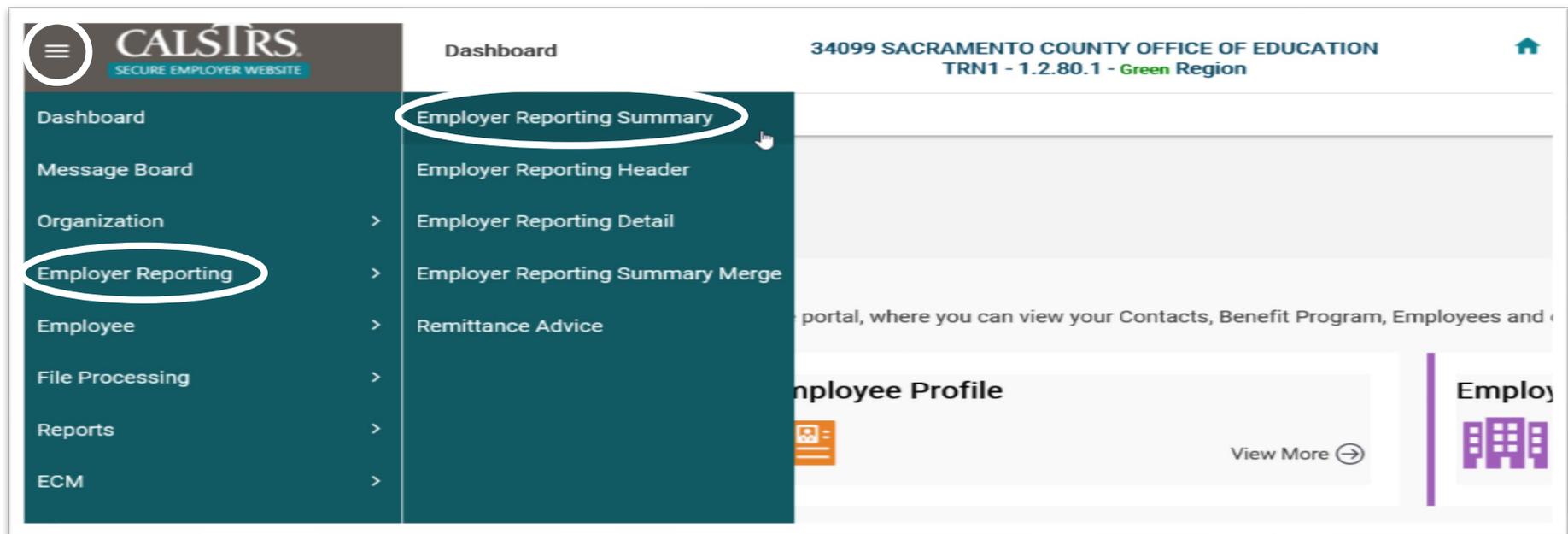
Contribution File Business Rule Validation – Warnings and Annotations

This job aid walks you through the process of resolving Business Rule errors that could trigger when submitting a contribution file in the Secure Employer Website.

Revised: 01/02/2020

Step 1:

From the **Global Navigation Menu**, hover over **Employer Reporting** and select **Employer Reporting Summary**.



Step 2:

The **Employer Payroll Summary Search** screen displays. In the **Search Criteria** panel, click **Search**.

Note: You can narrow your search by populating the various fields in the **Search Criteria** panel.

Employer Payroll Summary Search 34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Search Criteria

Payroll Summary ID :	<input type="text"/>	×	Payroll Summary Status :	All	▼
Payroll Posted Date From :	<input type="text"/>	📅	Payroll Posted Date To :	<input type="text"/>	📅
Payroll Submitted Date From :	<input type="text"/>	📅	Payroll Submitted Date To :	<input type="text"/>	📅
Reporting Period Start Date From :	<input type="text"/>	📅	Reporting Period Start Date To :	<input type="text"/>	📅
Reporting Period End Date From :	<input type="text"/>	📅	Reporting Period End Date To :	<input type="text"/>	📅

Search **Reset** **Store Search**

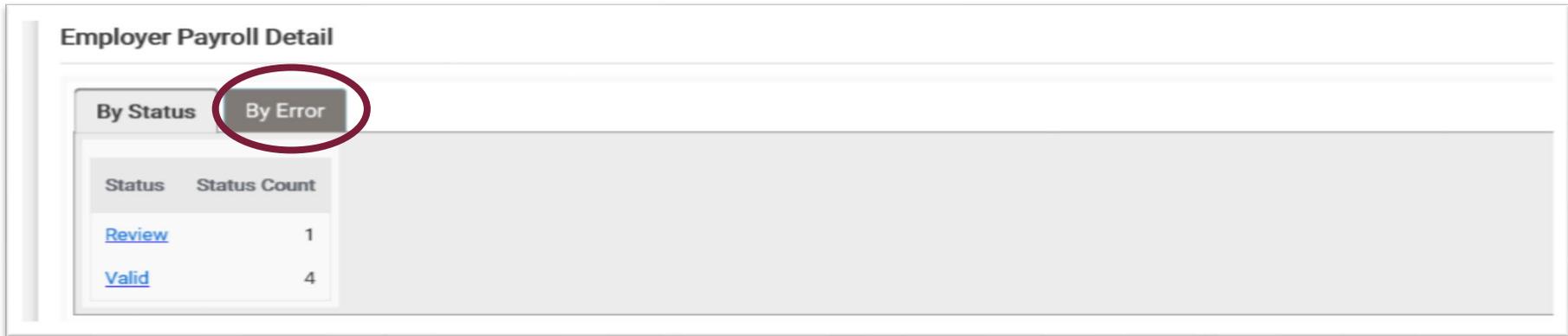
Step 3:

The **Search Results** panel will display your **Payroll Summary ID**. Click the blue hyperlinked **Payroll Summary ID** for the file in **Review** status.

Search Results						
<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/> <input type="button" value="Export To Excel"/>						
<input type="checkbox"/>	Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period
<input type="checkbox"/>	904	SACRAMENTO COUNTY OFFICE OF EDUCATION	Review			08/01/2019-08/31/2019

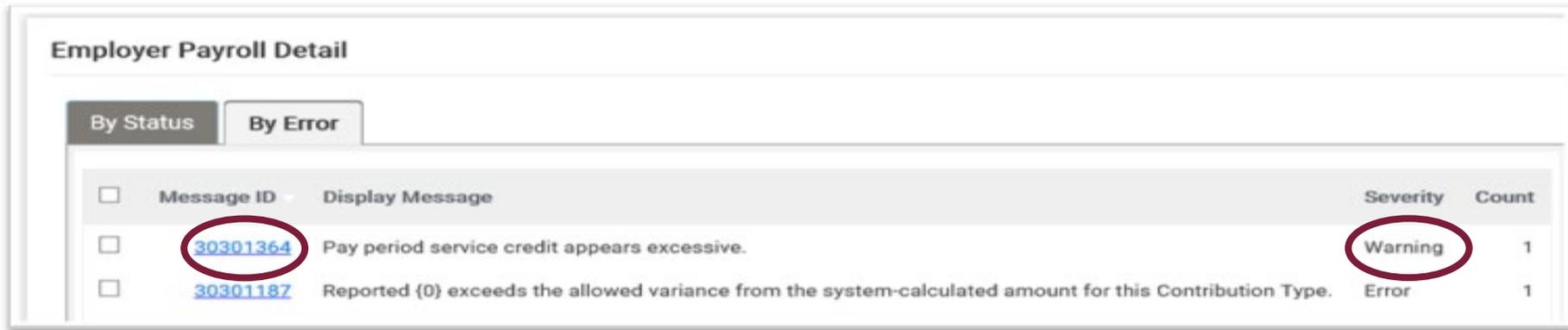
Step 4:

The **Employer Payroll Summary Maintenance** screen will display. Scroll down to the **Employer Payroll Detail** panel and click the **By Error** tab.



Step 5:

Messages will display that relate to the different errors on your contribution reporting. Click the blue hyperlinked **Message ID** that has the **Severity** of **Warning**.



Step 6:

The **Employer Payroll Detail Search** screen displays. In the **Search Results** panel click the blue hyperlinked **Payroll Detail ID**.

Search Results

[Open](#) [Export To Excel](#)

<input type="checkbox"/>	Payroll Detail ID	Transaction Type	Employee Name	Client ID	Employer Organization	Benefit Structure	Pay Period Begin Date	Pay Period End Date	Payroll Detail Status	Assignment Code	Time Base
<input type="checkbox"/>	28069	Regular	Sarah X Coffey	8589510416	SAN JUAN UNIFIED SCHOOL DISTRICT	DB 2% at 60	07/01/2019	07/31/2019	Review	Contract	Full Time

Step 7:

The **Employer Payroll Detail Maintenance** screen displays. In the **Employer Payroll Detail** panel, verify that the information is correct. If all the information is correct, click the radio checkbox for **Suppress Warnings**.

Employer Payroll Detail

Payroll Detail ID : 28069	Payroll Detail Status : Review	Suppress Warnings : <input checked="" type="checkbox"/>
*Client ID : 8589510416	Benefit Program Member Code : DB Member <input type="button" value="v"/>	
First Name : Sarah	Middle Name : X	*Last Name : Coffey <input type="button" value="v"/>
*Pay Period Begin Date : 07/01/2019 <input type="button" value="c"/>	*Pay Period End Date : 07/31/2019 <input type="button" value="c"/>	*Earnings : \$13,900.00
*Transaction Type : Regular <input type="button" value="v"/>	*Expected Pay Periods : 10- July to May (Decembe <input type="button" value="v"/>	*Earnings Type : Salary <input type="button" value="v"/>
*Assignment Code : 57 - Contract <input type="button" value="v"/>	*Service Type : Superintendent/President/ <input type="button" value="v"/>	Work Hours Per Day : 0
*Time Base : Full Time <input type="button" value="v"/>	Annualized Pay Rate : \$136,000.00	Base Hours : 0.00

Step 8:

In the **Comments** field you must write an explanation as to why the warning is being suppressed.

Employer Payroll Detail

Payroll Detail ID : 28069	Payroll Detail Status : Review	Suppress Warnings : <input checked="" type="checkbox"/>
*Client ID : 8589510416	Benefit Program Member Code : DB Member	
First Name : Sarah	Middle Name : X	*Last Name : Coffey
*Pay Period Begin Date : 07/01/2019	*Pay Period End Date : 07/31/2019	*Earnings : \$13,900.00
*Transaction Type : Regular	*Expected Pay Periods : 10- July to May (Decembe	*Earnings Type : Salary
*Assignment Code : 57 - Contract	*Service Type : Superintendent/President/	Work Hours Per Day : 0
*Time Base : Full Time	Annualized Pay Rate : \$136,000.00	Base Hours : 0.00
Comments : District validated contribution line is for Superintendent pay.		

Step 9:

Click **Save and Validate** so the system can re-check the **Payroll Detail Record**. A message will appear at the top of the screen “[All changes successfully saved.]” if the re-check was successful.

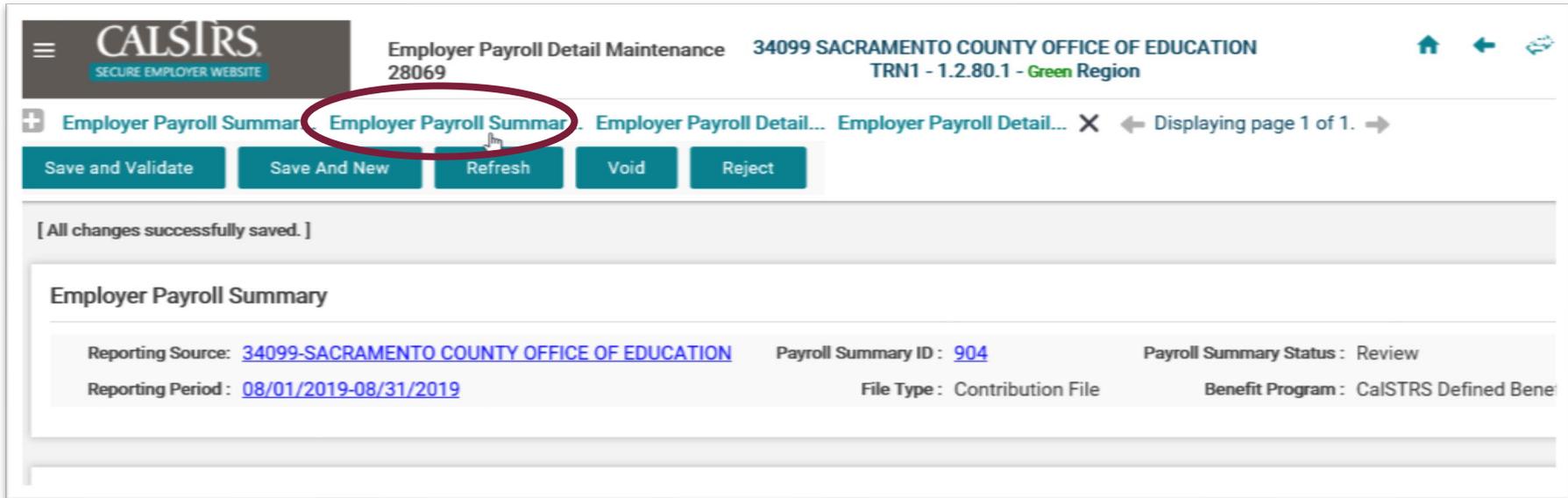
The screenshot displays the CALSTRS Secure Employer Website interface for Employer Payroll Detail Maintenance. The page title is "34099 SACRAMENTO COUNTY OFFICE OF EDUCATION 28069" with a sub-header "TRN1 - 1.2.80.1 - Green Region". The breadcrumb trail includes "Employer Payroll Detail Maintenance" and "Employer Payroll Detail...". A navigation bar contains buttons for "Save and Validate", "Save And New", "Refresh", "Void", and "Reject". The "Save and Validate" button is circled in red. Below the buttons, a message box displays "[All changes successfully saved.]", which is also circled in red. The main content area shows the "Employer Payroll Summary" with the following details:

Reporting Source: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Summary ID: 904	Payroll Summary Status: Review
Reporting Period: 08/01/2019-08/31/2019	File Type: Contribution File	Benefit Program: CalSTR

Below the summary is the "Employer Payroll Header" section.

Step 10:

Use the breadcrumb navigation menu to return to the **Employer Payroll Summary Maintenance** screen.



The screenshot shows the CALSTRS Secure Employer Website interface. The breadcrumb navigation menu is highlighted with a red circle, showing the path: **Employer Payroll Summary** > Employer Payroll Summary > Employer Payroll Detail... > Employer Payroll Detail... X. The page displays a success message: [All changes successfully saved.]

Employer Payroll Summary

Reporting Source: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Summary ID: 904	Payroll Summary Status: Review
Reporting Period: 08/01/2019-08/31/2019	File Type: Contribution File	Benefit Program: CalSTRS Defined Bene

Step 11:

On the **Employer Payroll Summary Maintenance** screen, scroll down to the **Employer Payroll Detail** panel. The **By Error** tab will show the message and warning. Click the **By Status** tab.

The screenshot shows the 'Employer Payroll Summary Maintenance 904' interface for '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. The 'Employer Payroll Detail' section has two tabs: 'By Status' (circled in red) and 'By Error'. Below the tabs is a table with the following data:

<input type="checkbox"/>	Message ID	Display Message	Severity	Count
<input type="checkbox"/>	30301364	Pay period service credit appears excessive.	Warning	1

Step 12:

In this example, all items in **Review** have been suppressed and changed to a **Valid Status**.

Note: If you have multiple items in **Review Status**, you should see that number decrease with each suppression.

Employer Payroll Detail

By Status By Error

Status	Status Count
Valid	5

Step 13:

In this example, everything that was in **Review Status** has been suppressed and changed to a **Valid Status**. Once all items are in a **Valid Status**, the **Submit to CalSTRS** button will appear. If you are ready to submit your reporting, click the button.

Note: If you are a Report Unit, the button will say **Submit to Source**.

The screenshot shows the CalSTRS Employer Payroll Summary interface. At the top, the CalSTRS logo and 'SECURE EMPLOYER WEBSITE' are on the left. The page title is 'Employer Payroll Summary Maintenance 904'. On the right, the employer information is '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. Below the header, there are two tabs for 'Employer Payroll Summary' and a navigation indicator 'Displaying page 1 of 2'. A row of buttons includes 'Save', 'Refresh', and 'Submit to CalSTRS', with the latter being circled in red. Below this is the 'Employer Payroll Detail' section, which has two tabs: 'By Status' (selected) and 'By Error'. A table is displayed with the following data:

Status	Status Count
Valid	5

The 'Valid' link and the count '5' are circled in red.