

Submitting Termination Data

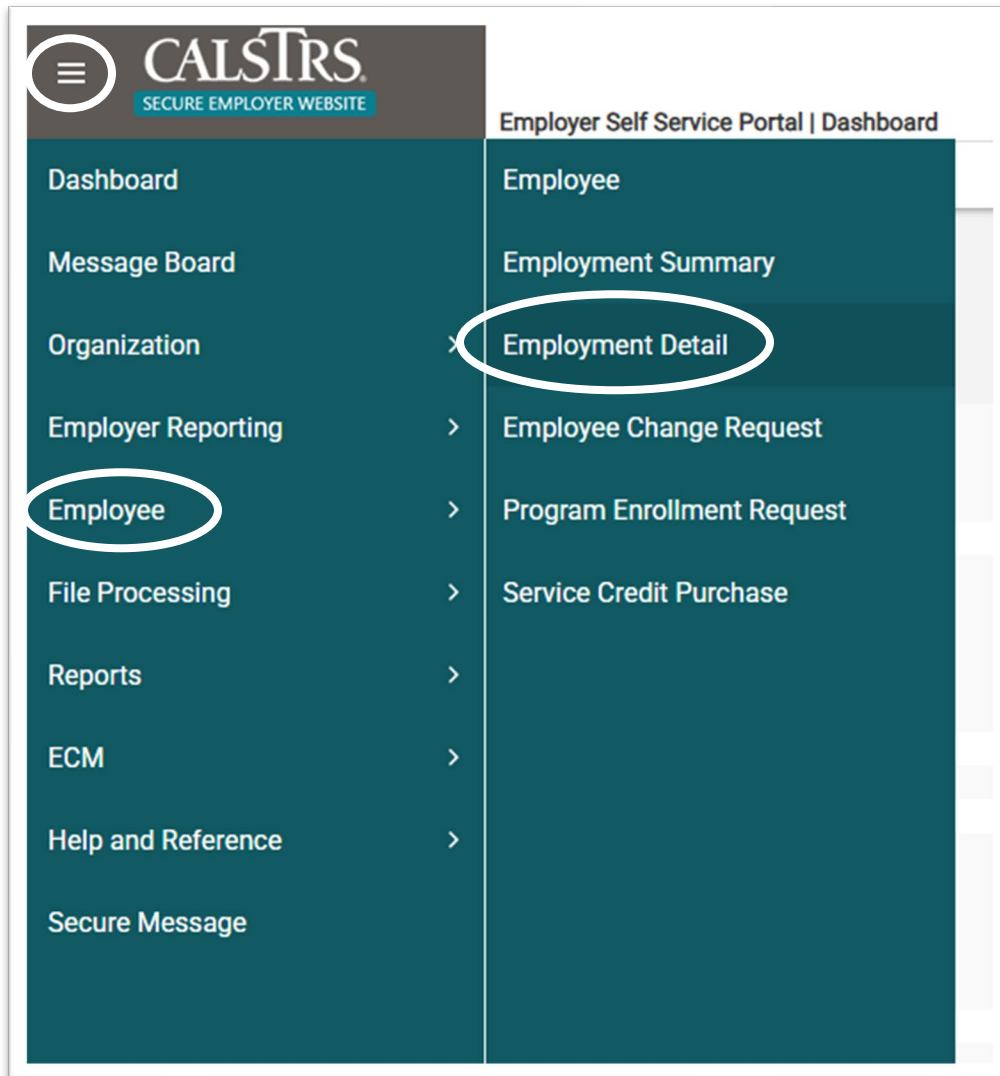
This is a step-by-step process for submitting termination data and correcting previously submitted termination data in the new Secure Employer Website.

Revised: 03/04/2025

Submitting Termination Data

Step 1:

Navigate to the **Employment Detail Lookup** screen by clicking the **Global Navigation Menu**, selecting **Employee** and then **Employment Detail**.



Step 2:

The **Employment Detail Lookup** screen displays. Select "Termination" from the **Transaction Type** drop-down menu. Enter the **Organization Code**. Enter either the member's **Client ID** or the **SSN**. Click **New**.

The screenshot shows the 'Employment Detail Lookup' interface. The 'Transaction Type' dropdown is set to 'Termination'. The 'Organization Code' field is populated with '01010 - EWMLFRT GLGD'. The 'Client ID' and 'SSN' fields are empty. The 'New' button is highlighted with a red circle. Below the search results, there are buttons for 'New', 'Open', and 'Export To Excel'. The table below shows the search results with columns for Transaction Type, Transaction Sub-Type, Client ID, Person Name, Employer Name, Benefit Program Name, Transaction Status, Source, Submitted, Transaction Effective Date, and Submitted Date.

Transaction Type	Transaction Sub-Type	Client ID	Person Name	Employer Name	Benefit Program Name	Transaction Status	Source	Submitted	Transaction Effective Date	Submitted Date
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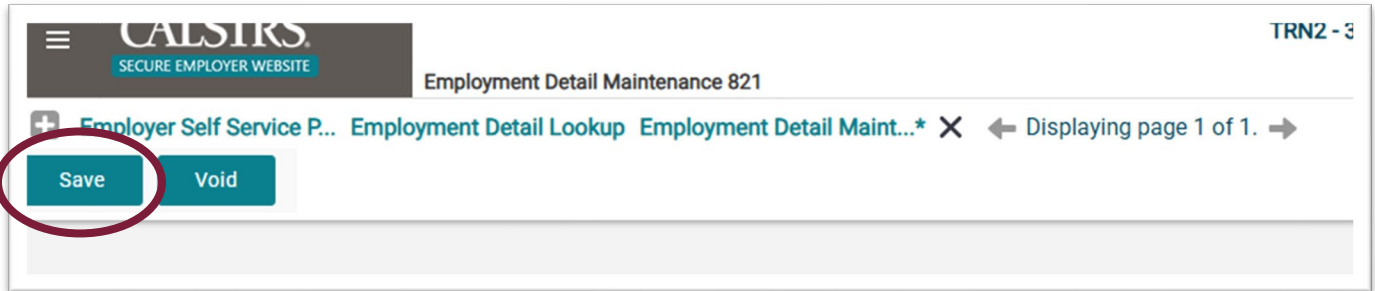
Step 3:

The **Employment Detail Maintenance** screen displays. Scroll to the **Termination Detail** panel. Select the appropriate employer from the **Existing Employment Records** drop-down menu. Then, enter the **Termination Date**, **Last Day of Work** and **Last Compensation Date**.

The screenshot shows the 'Termination Detail' panel. The 'Existing Employment Records' dropdown is set to '01010 - EWMLFRT GLGD'. The 'Termination Date' is '01/31/2025'. The 'Last Day of Work' is '01/31/2025'. The 'Last Compensation Date' is '01/31/2025'.

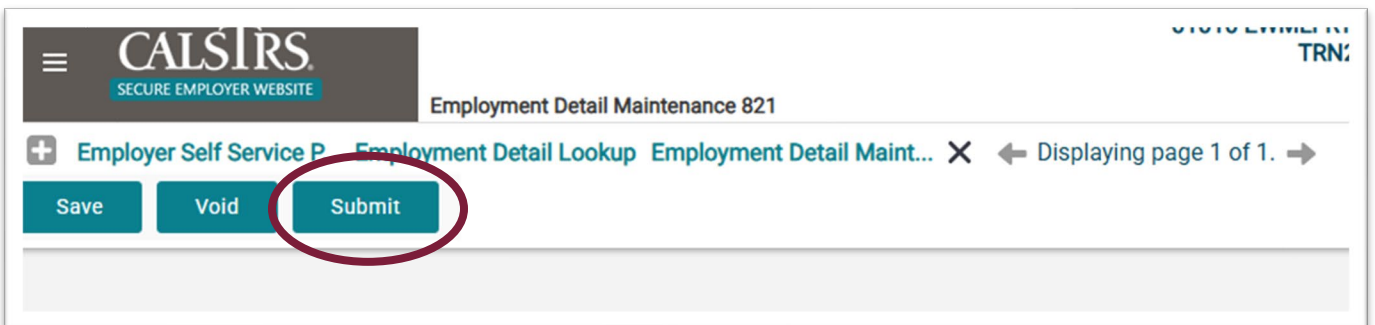
Step 4:

Click the **Save** button on the top left of the screen to initiate the validation process. Clicking 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 5:

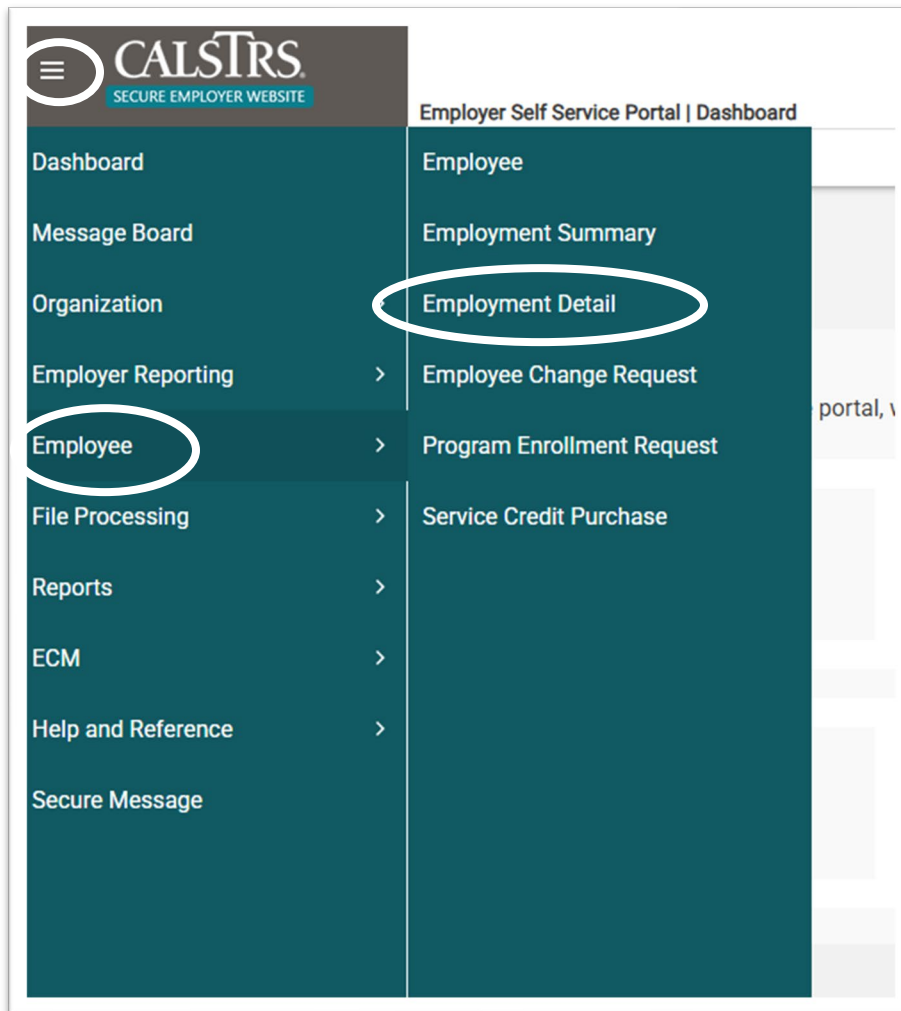
As the transaction data is validated, informational messages, warnings and errors may appear at the top and/or bottom of the screen. No action is required for informational messages. Warnings may be suppressed; however, errors must be corrected before the transaction can be submitted to CalSTRS. When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



Correcting Termination Data

Step 1:

Navigate to the **Employment Detail Lookup** screen by clicking the **Global Navigation Menu**, selecting **Employee** and then **Employment Detail**.



Step 2:

The **Employment Detail Lookup** screen displays. Select the "Termination Correction" from the **Transaction Type** drop-down menu. Then, enter the **Organization Code** and either the member's **Client ID** or **SSN**. Click **New**.

The screenshot shows the 'Employment Detail Lookup' interface. In the 'Search Criteria' section, the following fields are highlighted with red circles:

- Transaction Type:** Termination Correction
- Organization Code:** 01020
- Client ID:** 155506803

Other visible fields include Transaction Sub-Type, Transaction Status, Benefit Program, Source, File Type, Employee Last Name, Employment Start/End Dates, and Submitted Date. At the bottom, the 'Search Results' section contains a 'New' button, which is circled in red.

Step 3:

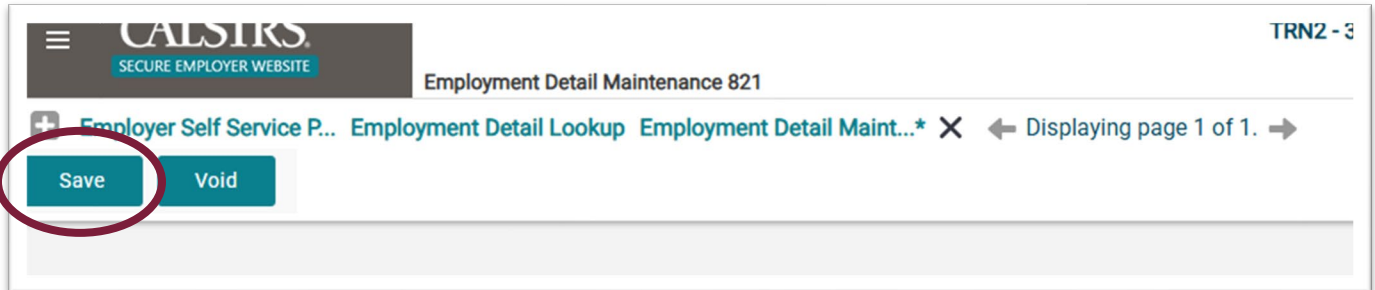
The **Employment Detail Maintenance** screen displays. Scroll to the **Termination Detail** panel. Select the appropriate employer from the **Existing Employment Records** drop-down menu. Then, enter the **Last Day of Work**, **Last Compensation Date**, and the **Correction Date**.

The screenshot shows the 'Termination Detail' panel with the following data:

- Existing Employment Records:** 01010 - EWMLFRT GLGD
- Last Day of Work:** 01/30/2025
- Last Compensation Date:** 01/30/2025
- Correction Date:** 01/23/2025
- Termination Date:** (empty)
- Current Start Date:** (empty)
- Current End Date:** (empty)
- Void Termination Record:**

Step 4:

Click the **Save** button on the top left of the screen to initiate the validation process. Clicking 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 5:

As the transaction data is validated, informational messages, warnings and errors may appear at the top and/or 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, click the **Submit** button.

