

# **Submitting Termination Data**

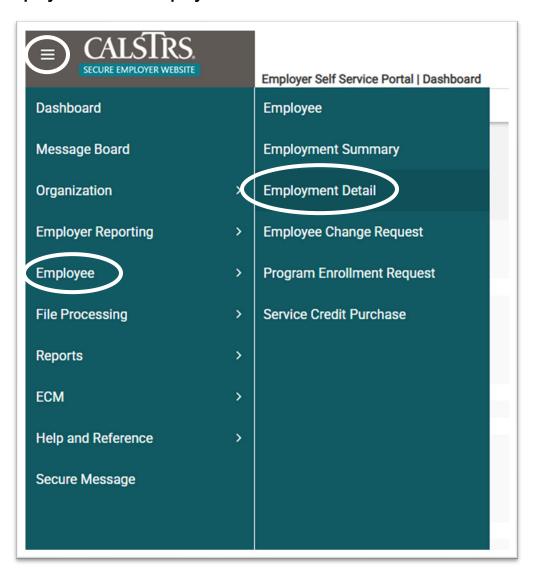
This is a step-by-step process for submitting termination data and correcting previously submitted termination data in the new Secure Employer Website.

Revised: 03/04/2025

# **Submitting Termination Data**

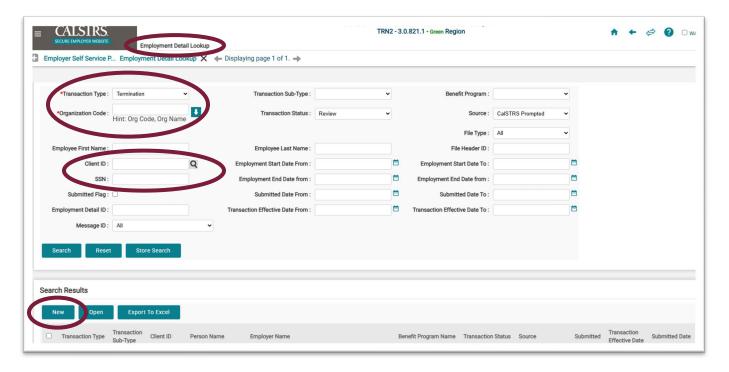
#### Step 1:

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



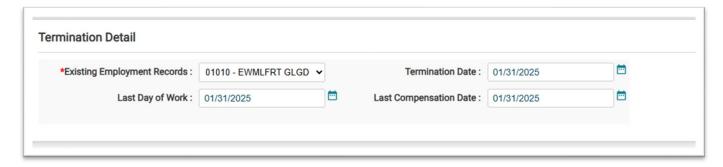
### Step 2:

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**.



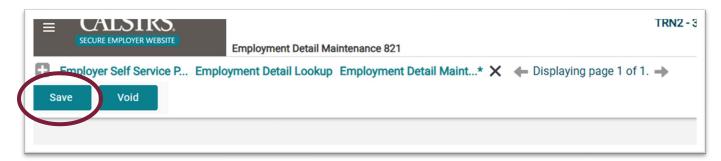
### Step 3:

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**.



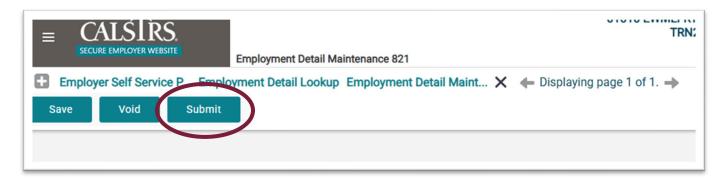
### Step 4:

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.

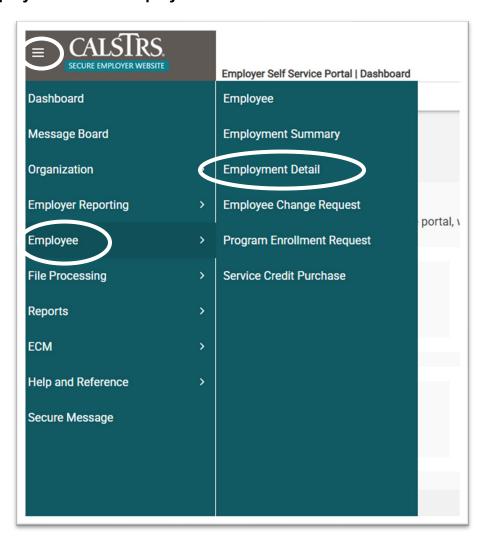




# **Correcting Termination Data**

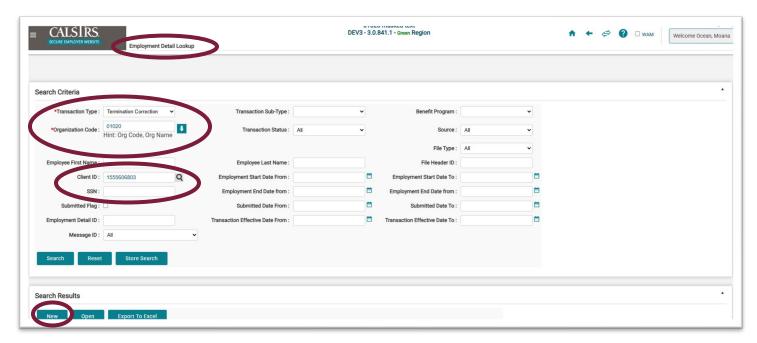
# Step 1:

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



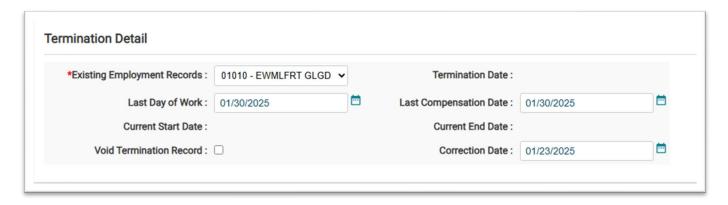
### Step 2:

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**.



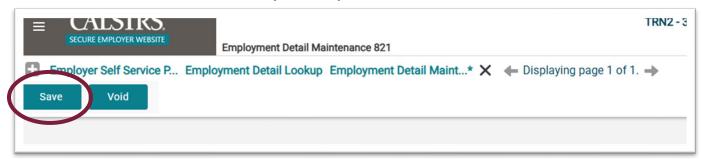
### Step 3:

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**.



### 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.

