

Employment Maintenance Terminology

Below is terminology that is specific to the Employment Reporting process and how it works in the new Secure Employer Website.

1) Validation Checks and Error Severity

Term	Definition
File Upload Error	Errors related to the wrong file extension being uploaded. This prevents the file from being processed and must be resolved before structural errors or Business Rule checks can apply.
Structural Error	Structural errors are triggered when data does not meet business or user interface rules for the field. This prevents the file from being processed and must be resolved before business rules can be checked.
Error	Errors triggered by Business Rules must be resolved before the Employment Summary can be submitted to CalSTRS and posted. The Employment Detail records with errors can be voided or rejected as applicable.
Warning	Warnings triggered by Business Rules must be resolved or suppressed before the file can be submitted to CalSTRS and posted. These are suppressed either one at a time or once per fiscal year and require an employer comment explaining why the record is valid for each suppression.
Information	Information triggered by Business Rules. An informational message provides additional information to the employer. No action is required.

2) Employment File Statuses

Term	Definition
Uploading	The file is in the process of being uploaded.
Uploaded	The file has been uploaded and is waiting to be processed.
Unprocessed	The file has been received but not yet processed.
Processing	File processing is underway.
Processed	File processing is complete. Employment Summary and Employment Detail records have been created. Employment File errors may be triggered when the file is checked against the Business Rules.
Review	The file contains Structural Errors that prevent it from being processed. These must be corrected in the file by the employer and the file reuploaded.

3) Employment Detail Statuses

Term	Definition
Uploaded	The Employment File has been uploaded and processed, and the Employment Detail is waiting to be processed. An Employment Detail record in this status indicates the file has passed file formatting (file upload and structural errors). The Employment Detail records are now ready to be validated against the Business Rules.
Review	The Employment Detail record has been validated against the Business Rules and contains one or more unresolved Business Rule Errors or unsuppressed Warnings that require Employer review.
Valid	No errors exist, or warnings that do exist have been suppressed for the Employment Detail record(s). This Employment Detail record is ready to be submitted to CalSTRS and posted.
Void	The Employment Detail record has been updated manually to this status during a review of the Employment Detail records. These records are not considered when processing the Employment Summary. The Employment Detail record is read-only.
Processed	The Employment Summary (if applicable) has been submitted to CalSTRS and processed. The Employment Detail records have been posted to the membership accounts, and applicable enrollment records and person records have been created. The Employment Detail record is read-only.

4) Employment Summary Statuses

Term	Definition
Partially Processed	Some of the Employment Detail record associated with the Employment Summary are in a Processed or Void status, and some are in a Review status. The Processed records have been posted to membership accounts and applicable enrollment records and person records have been created
Review	The Employment Summary contains Employment Detail records that are all in review status and contain business rule errors.
Valid	The Employment Summary and its associated Employment Detail records are valid. Business Rule Errors have been resolved. Some of the Employment Detail records can have a Void status.
Void	All the Employment Detail record(s) associated with the Enrollment Summary are in a Void status. The Employment Summary is read-only.
Processed	The Employment Summary and its associated Employment Detail records have been posted and the applicable enrollment records and person records have been created. Some of the Employment Detail records can have a Void status. The Employment Summary is read-only.