CALSTRS®
EMPLOYER TRAINING SERVICES

Success Criteria and Testing Guide

1. Introduction

This guide is a key resource aimed at supporting you and your organization in completing the testing success criteria in preparation for the implementation of the new Secure Employer Website. The Employer Readiness Environment is available to all employers who report contribution and employment data to CalSTRS until the fall 2025 implementation.

This guide is organized into six sections:

- Section 1 – Introduction
- Section 2 – Success criteria checklists
- Section 3 – Success criteria testing guide
- Section 4 – Getting ready to test
- Section 5 – Understanding the Employer Testing Environment
- Section 6 – Terms and acronyms

If you need additional assistance, please email PSEmployerReadiness@CalSTRS.com.

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2. Success criteria checklists

During the final file validation period, report sources are required to complete a series of success criteria in the Employer Readiness Environment to demonstrate readiness for the new SEW. Success criteria checklists, one for mandatory and one for strongly recommended activities, are included below for report sources to track and complete.

Report sources will contact their Employer Readiness Team representative once each success criterion is completed so CalSTRS can validate each report sources' readiness progress.

2.1 Mandatory success criteria

- ☐ **Success criterion 1**
  - ☐ Register organization contact(s)
    - ☐ If you have districts that upload partial files in production SEW, register each of these users with the Payroll Contact role.
    - ☐ If you have districts that submit member/nonmember enrollments via REAP, register each of these users with the Employment Contact role.

- ☐ **Success criterion 2**
  - ☐ If applicable: upload and transmit a Defined Benefit F496 File representing a normal monthly volume of transactions that must contain transaction types 'Regular' (Contribution Code blank, 0 or 1) and 'Adjustment' (Contribution Code 3 and/or 5).

  As part of this criterion, the following must be completed:

    - ☐ Partial file uploaders must upload an F496 file in the Employer Readiness Environment.
    - ☐ Submit DB Member and/or Nonmember enrollment transactions.
    - ☐ Suppress Warning type F496 errors.
    - ☐ Void an F496 contribution record.
    - ☐ Download All Errors Report.

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☐ Success criterion 3

- ☐ If applicable: upload and transmit a Cash Balance VDF File that represents a normal monthly volume of transactions.

As part of this criterion, the following must be completed:

- ☐ Submit Cash Balance Participant and/or Alternative Retirement enrollment transactions.
- ☐ Create Cash Balance Reporting Schedule.

☐ Success criterion 4

- ☐ If applicable: submit Account Receivable transactions.

AR transactions can be submitted using any of the following methods:

- ☐ Uploading an F496 file with Contribution Code 4 records.
- ☐ Manually create (online entry) an F496 Payroll Summary, Header and Detail records with Contribution Code 4 records.
- ☐ Manually create (online entry) Contribution File – AR Payroll Summary, Header and Detail records with AR transaction types.
- ☐ Upload a Contribution File – AR.

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2.2 Strongly recommended success criteria

☐ Success criterion 5

- ☐ Manually create (online entry) transactions for information that is provided on the Express Benefit Report.

As part of this criterion, the following transactions must be submitted:

- ☐ Termination
- ☐ Sick Leave Information

☐ Success criterion 6

- ☐ Merge two or more Payroll Summaries in the system.

☐ Success criterion 7

- ☐ Upload and transmit an MR87 file and download the Employment Response File.

☐ Success criterion 8

- ☐ Submit an Employee Match File and retrieve the Match Response File via secure message.

☐ Success criterion 9

- ☐ Use the self-service functionality to send a Secure Message to your Employer Readiness Team contact.

☐ Success criterion 10

- ☐ Use the self-service functionality to upload a document via Electronic Content Management.

☐ Success criterion 11

- ☐ Update Person Address and Demographic information via the Employee Maintenance screen.

3. Success criteria testing guide

The following section provides additional detail and guidance for completing each success criterion in the checklist.

3.1 Success criterion 1 – Register organization contact(s)

Each report source must register at least one user for each report unit that currently uploads partial files in production SEW and/or submit member/nonmember enrollments via REAP. Users who upload partial files only should be setup with the Payroll Contact role. Users who submit enrollments only should be setup with the Employment Contact role. Users who upload partial files and submit enrollments should be setup with the Payroll and Employment Contact role. Completion of success criterion 1 will aid in completing success criterion 2 (upload F496) and/or success criterion 3 (upload VDF).

Only system administrators have the ability to establish additional users in the environment. Report sources can have multiple system administrators as well as designate system administrators at report units. For data security purposes, it is recommended that user access is selectively granted and actively monitored.

View the Employer Organization Maintenance and Introduction to the New Secure Employer Website course within the Employer Learning Center to understand the user registration process and basic navigation in the new system.

Refer to the Employer Contacts job aid for step by step instructions on how to setup new users.

Newly registered users can refer to the Using the Secure Employer Website job aid for step by step instructions for completing the registration process and understanding basic navigation in the new system.

3.2 Success criterion 2 - Upload and transmit a Defined Benefit F496 File representing a normal monthly volume of transactions that must contain transaction types 'Regular' (Contribution Code blank, 0 or 1) and 'Adjustment' (Contribution Code 3 and/or 5)

Each report source must upload and submit a production level F496 file(s). File(s) should contain all report units and a similar number of records for the payroll month as submitted in production. Page, District and County Total records (i.e., Line Type P, D and C) are no longer required on F496 files. If they exist on an uploaded file, the system will ignore them.

Report sources and report units (if applicable) must take the following actions before a file can be submitted.

- Submittal of DB Member and/or Nonmember enrollment transactions to address employment related errors.
- Suppression of warning type error messages (currently referred to as employer approvable edits in production). When a warning is suppressed, the Payroll Detail record status will change to 'Valid' and no longer count as a 'Review' item that prevents the file from being submitted. The warning associated to the record will not disappear after it is suppressed. Refer to the Contribution File Business Rule Validation – Warnings and Annotations job aid for step by step instruction on how to suppress a warning type error.
- Modifying or voiding records with errors.

It is also expected that report units that currently upload partial F496 files in production will upload at least one F496 file to demonstrate their ability to do so in the new system.

The Download All Errors Report lists all contribution record detail where an error exists. It is expected each report source will download and view this report to familiarize yourself with the report and help in addressing business rule errors present on uploaded files. Refer to the Formatting the "Error Details" report job aid to for step by step instructions on how to view the report.

Uploaded F496 files go through a series of processing steps and require user action at certain steps. The following is a high-level overview of how it works. View the

Contribution Reporting course within the Employer Learning Center to understand the full file upload and submittal process in the new system. Refer to the Contribution Reporting Terminology job aid to understand terminology specific to the contribution reporting process in the new system.

- An uploaded F496 is first checked to ensure the file extension is .txt (text file). Files will fail to upload if they do not have a .txt extension.
- An uploaded F496 file then processes through structural business rules (similar to integrity checks in production) and is only viewable within the 'File Processing>Processed Files' screen. Structural errors must be fixed before a file will move onto the next processing step.
- The system will create a Payroll Summary Record that is viewable within the 'Employer Reporting>Employer Reporting Summary' screen and will begin processing through normal business rules. Payroll Header records are created that group Payroll Detail records by report unit and benefit program.
- All Error and Warning type business rules must be addressed before a file can be submitted to CalSTRS. Once all are addressed a 'Submit' button will appear at the top of the Payroll Summary for report sources.
- Report units can view Payroll Summary, Header and Payroll Detail records uploaded by a report source but not make changes. The following buttons exist to allow report units to make changes.
    - Report sources can use the 'Return to Unit' button to allow report units to make changes to Payroll Header and Details associated to them. Clicking this button will make the Payroll Header and Details editable for report units but read only for the report source.
    - Report units can use the "Submit to Source' button to allow report sources to make changes to Payroll Header and Details and potentially submit to CalSTRS. Clicking this button will make the Payroll Header and Details editable for report sources but read only for the report unit.

- F496 files uploaded by report units cannot be submitted directly to CalSTRS, but they can use the 'Submit to Source' button to allow report sources to submit the file to CalSTRS.
- Optionally separate Payroll Summary records can be merged into one payroll summary (e.g., a file uploaded by three different report units that create three separate payroll summaries can be merged into one payroll summary). Refer to the Managing Payroll Summaries job aid for step by step instructions on how to merge Payroll Summaries.

Most of the F496 business rules in the new system are the same as what you experience in production. However, some of the rules have changed and new rules have been added. Refer to the F496 File Specifications document for the full list of business rule errors. The following is a list of new and modified rules you may encounter:

- New Error Message ID: 30301009 - Person Employment does not exist in System for this Employer and Reporting Period, a new Enrollment is required to be posted for further processing the Payroll detail.
- New Error Message ID: 30301008 - Member is not active in any Benefit Program for the given Reporting Period.
- Warning Message ID: 30301137 – Non-member service for employee who appears to qualify for mandatory membership. Mandatory qualification can now occur in June and carryover to the next FY.
- Error Message ID: 30301181 – Pay Rate adjustment alters earned to earnable ratio for the Pay Period range. Only 1 retro per person per pay period allowed per payroll summary. Must upload multiple files or create multiple payroll summaries when more than one retro per person per pay period exists
- New Error Message ID: 30301227 - The contribution line must be coded with Assignment Code 61. All post-retirement service must be coded with Assignment Code 61

- New Error Message ID: 30301239 - Reported Earnings and Contribution must be a positive amount for 'Regular' (Contribution Code blank, 0 or 1) Payroll Detail records.
- New Error Message ID: 30301213 - Reporting period cannot overlap Jan 1, 2001, or Dec 31, 2010.
- New Error Message ID: 30301229 - Date of Birth is missing for the Client ID in context. A new Enrollment is required to be posted for further processing the Payroll detail.
- New Error Message ID: 30301124 - The existing transfer record must be posted before creating the payroll detail.
- New Error Message ID: 30301114 - Merge is in progress, cannot submit contribution lines.
- New Error Message ID: 30301409 - There is no matching Service Purchase Receivable to apply to the Total Contribution for Member.
- New Error Message ID: 30301412 - Member Contributions must be less than or equal to the sum of active payment plan installment amount(s).
- New Warning Message ID: 30301250 - Contributions alter the total contributions reported for the creditable compensation cap for DB 2% @ 62.
- New Error Message ID: 30301251 - Contributions alter the total contributions reported for the creditable compensation cap for DB 2% @ 62.

3.3 Success criterion 3 – Upload and transmit a Cash Balance VDF File that represents a normal monthly volume of transactions

Each report source (if applicable) must upload and submit a production level VDF file. The file should contain all report units and a similar number of records for the Pay Schedule Date as submitted in production. District and Source Total records (i.e., Record

Type 02 and 03) are no longer required on VDF files. If they exist on an uploaded file, the system will ignore them.

Report sources and report units (if applicable) must take the following actions before a file can be submitted:

- Submittal of CB Participant and/or Alternative Retirement enrollment transactions to address employment related errors.
- Modifying or voiding records with errors.

It is also expected that report sources will create a Cash Balance Reporting Schedule for the next Fiscal Year to demonstrate their ability to do so in the new system. When creating a new Cash Balance Reporting Schedule the Pay Period End Date cannot be the same date as the Pay Schedule Date. Refer to the Cash Balance Reporting Schedules job aid for step by step instructions on how to create a new schedule. View the Employer Organization Maintenance – Cash Balance Employer Organization Tasks course within the Employer Learning Center to understand how to create a schedule in the new system.

Uploaded VDF files go through the same processing steps as stated in the F496 section above with one difference. If a Payroll Summary already exists in the system (i.e., previously uploaded VDF) for a given report source and Pay Schedule Date that has not been deleted or submitted to CalSTRS, any additional VDF files uploaded for the same report source and Pay Schedule Date will append to the existing Payroll Summary. A new Payroll Summary is not created in this instance. To avoid this issue, delete the existing Payroll Summary so that a new Payroll Summary is created and not appended to an existing one. View the Contribution Reporting course within the Employer Learning Center to understand the full file upload and submittal process in the new system. Refer to the Contribution Reporting Terminology job aid to understand terminology specific to the contribution reporting process in the new system.

VDF files in the new system have two key differences that are important to know:

- The Pay Period End Date populated on Cash Balance detail records must be at least one day before the Pay Schedule Date the file represents. Currently, the Pay Period End Date can match the Pay Schedule Date. This is no longer allowed in the new system.
- Negative signs are no longer allowed when reporting negative amounts. Report sources must use signed values (e.g., -6,543.21 must be represented as 65432J). Use the key below to indicate negative values.

Table 1: Key for replacing negative values with approved letter codes

Letter Code	A	B	C	D	E	F	G	H	I	{	J	K	L	M	N	O	P	Q	R
Negative Value	+1	+2	+3	+4	+5	+6	+7	+8	+9	+0	-1	-2	-3	-4	-5	-6	-7	-8	-9

Most of the VDF business rules in the new system are the same as what you experience in production. However, new rules have been added. Refer to the VDF File Specifications for a detailed list of the business rules for each file type. The following is a list of new rules you may encounter:

- New Error Message ID: 30301009 – Person Employment does not exist in System for this Employer and Reporting Period.
- New Error Message ID: 30301112 – Contributions reported after status effective date.
- New Error Message ID: 30301124 – The existing transfer record must be posted before creating the payroll detail.
- New Error Message ID: 30301114 – Merge in progress, cannot submit contribution lines.
- New Error Message ID: 30301230 – No Reporting Period found.
- New Error Message ID: 30301246 – The report unit in the file does not belong to the report source indicated when the file was uploaded.
- New Error Message ID: 30301248 – Field value is greater than $999,999,999.99.

3.4 Success criterion 4 – Submit Account Receivable transactions

Each report source (if applicable) must submit Account Receivable transactions. Please note that the Employer Application Suite/Fox Pro is being retired at implementation and cannot be used to submit these transactions. Please use one of the options below that best suits your business process:

1. Co-mingle Account Receivable transactions (Contribution Code 4) alongside normal payroll information on your monthly F496 file or upload an F496 file with only Account Receivable transactions. This option best suites organizations that have payroll software that can generate F496 files from your payroll system. Only report sources can submit F496 files directly to CalSTRS. However, report units can use the 'Submit to Source' button to allow report sources to submit F496 files on their behalf.
2. Manually create an F496 file onscreen by hand keying Account Receivable information. Report source and report unit users with the Payroll Contact type role have the ability to manually create a Payroll Summary, Header and Details (i.e., manually create an F496 file within the system). This options best suits organizations that do not have payroll software than can automatically generate an F496 file from their payroll system. Only report sources can submit F496 files directly to CalSTRS. However, report units can use the 'Submit to Source' button to allow report sources to submit F496 files on their behalf. Please refer to the Submitting an Online F496 File Transaction Job Aid for step by step instructions on how to submit the F496.
3. Manually create a Contribution File – AR onscreen by hand keying Account Receivable information. Report source and report unit users with the Account Receivable Contact type role have the ability to manually create a Payroll Summary, Header and Details (i.e., manually create a Contribution – AR File within the system). Report unit users with the Account Receivable Contact type role can submit these directly to CalSTRS. This option best suits report units that are already submitting Account Receivable files directly to CalSTRS in production.

Please refer to the Submitting an Online Accounts Receivable Contribution Transaction job aid for step by step instructions on how to manually create a Contribution File – AR.

4. Upload a Contribution File – AR. This option best suits organizations that have already built New File Format functionality into their payroll systems and can generate Contribution File - AR files from your payroll system. Report unit users with the Account Receivable Contact type role can submit these directly to CalSTRS.

New business rules have been added that evaluate Account Receivable transactions:

- New Error Message ID: 30301409 - There is no matching Service Purchase Receivable to apply to the Total Contribution for Member. Must be resolved prior to submitting to CalSTRS.
- New Error Message ID: 30301412 - Member Contributions must be less than or equal to the sum of active payment plan installment amount(s). Must be resolved prior to submitting to CalSTRS.

3.5 Success criterion 5 – Manually create (online entry) transactions for information that is provided on the Express Benefit Report

It is strongly recommended that each report source submit 'Termination' and 'Sick Leave Information' transactions. This is the same information required on the Express Benefit Report when a person retires. The Express Benefit Report will be retired in the future and this will help familiarize you with the new process to submit this information.

3.6 Success criterion 6 – Merge two or more Payroll Summaries in the system

It is strongly recommended that each report source merge two or more Payroll Summaries to understand how this tool works and possibly incorporate into your business process. The system creates a Payroll Summary for each uploaded F496 file. For report sources that upload and submit multiple F496 files per month, this tool allows you to merge multiple file uploads or Payroll Summaries into one Payroll Summary that can be submitted to CalSTRS. This feature can also be used if you have report units that upload their own F496. Report sources can merge Payroll Summaries created by report units and/or report sources into one Payroll Summary and submit to CalSTRS. Refer to the Managing Payroll Summaries job aid for step by step instructions on how to merge Payroll Summaries.

3.7 Success criterion 7 – Upload and transmit an MR87 file and download the Employment Response File

For report sources capable of producing an MR87, it is strongly recommended that you upload and transmit an MR87 file and download the response file to familiarize yourself with this process in the new system. The MR87 allows an employer to enroll multiple people at one time. This will be especially helpful for larger employers who have a higher volume of enrollments throughout the year. The new system now requires an enrollment for every report unit a person works for. The number of enrollments required will increase substantially in the new system. Please refer to the MR87 File Specifications for more details about business rules and error resolutions for the MR87 file.

3.8 Success criterion 8 – Submit an Employee Match File and retrieve the Match Response File via secure message

For report sources capable or currently using the Match File in production, it is strongly recommended that you submit an Employee Match File to familiarize yourself with this process in the new system. The Employee Match File allows an employer to inquire on multiple people at one time. The response file contains employment information which can be used to identify existing CalSTRS member or nonmember enrollments per report unit. The response file also contains the CalSTRS Client ID which report sources will need when CalSTRS requires contribution reporting in the New File Format.

Refer to the Uploading an Employee Match File job aid for step by step instructions on how to submit an Employee Match File and retrieve the response file. Refer to the

Employee Match File Specification to understand the Employee Match File and Response File layout.

3.9 Success criterion 9 – Use the self-service functionality to send a Secure Message to your Employer Readiness Team contact

It is strongly recommended that each report source send a Secure Message to your Employer Readiness Team contact to familiarize yourself with how Secure Messaging works in the new system.

3.10 Success criterion 10 – Use the self-service functionality to upload a document via ECM

It is strongly recommended that each report source upload a document via the Electronic Content Management (ECM) screen to familiarize yourself with how this works in the new system. ECM is a way to securely send CalSTRS electronic documents (member information, forms, bargaining agreements, etc.).

3.11 Success criterion 11 – Update Person Address and Demographic information via the Employee Maintenance screen

It is strongly recommended that each report source update person address and demographic information to familiarize yourself with how this works in the new system. The Demographic Information panel allows name and contact information changes that will aid in resolving name mismatch errors. The Address Information panel allows address information changes and replaces the Address File process for managing address information.

3.12 Additional tools and features to test

Report sources are encouraged to familiarize yourself and test Employee Change Request functionality, Program Enrollment Requests – Retirement Incentive functionality and Service Credit Purchases in the new system if applicable. Refer to the following job aids for step by step instructions: Certification for Disability, Employer Certification for Death Before Retirement, One Year Final Compensation, Reduced Workload Program, SR Earnings Limit Exemption, Program Enrollment Requests, Purchasable Service Credit Records and Service Credit Purchase Requests.

You can also view the Employer Change Requests course, Program Enrollment Requests course and Service Credit Purchase Requests course within the Employer Learning Center to learn more.

4. Getting ready to test

If you have not accessed the system regularly you may need help logging back in after an extended period of inactivity. Email your Employer Readiness Contact or PSEmployerReadiness@calstrs.com if you need assistance accessing the system.

Getting set-up and testing transactions in the Employer Readiness Environment generates notification messages. Since testing activities are typically iterative, it is likely users will receive multiple notifications from the Employer Readiness Environment (e.g., “NoReply@CalSTRS.CA.Gov”). As a reminder, notifications related to production activities and results are sent from “CalSTRS Secure Employer Website <reply@CalSTRS.com>”.

4.1 Schedule and prepare for an employer readiness visit

If you represent a report source and need a testing refresher, email the Employer Readiness Team at PSEmployerReadiness@calstrs.com to schedule an in-person or online Readiness Visit. This visit will re-familiarize you with the testing environment and help you understand the readiness activities to be completed during final file validation as well as prepare for implementation. If you represent a report unit or vendor and are ready to begin testing, contact your report source to gain access to the testing environment.

4.2 Employer Support Portal

The Employer Support Portal is a centralized support location for employers that contains all documentation and resources employers need for testing and to prepare for implementation. The portal houses links to the Employer Readiness Environment, Pension Administration Learning Management System and the SEW. The portal also has a message board to communicate system outages, database refreshes and other important announcements. If you have questions or need additional assistance, please contact your report source or email PSEmployerReadiness@calstrs.com.

4.3 Register in the Employer Learning Center

Computer-based training courses are available to educate employers on the new SEW system functionality in the Employer Learning Center. Each class includes several modules that provide a wide range of topics that users will need to understand to successfully test files in the Employer Readiness Environment. Each course also includes knowledge checks to ensure that you understood the course material.

An Employer Learning Center job aid has been created to assist you in registering for an account which will allow you to enroll in classes.

4.4 Understand old file format vs. new file format testing

The Employer Readiness Environment is a non-production environment that employers will use to test both their current and future reporting files. The Employer Toolkit refers to F496 Files, VDF Files and MR87 Files that are used in production today as Old File Formats. The new reporting files, Contribution and Employment Files, to be used in the new SEW will be referred to as New File Formats.

The Employer Readiness Environment supports testing of both OFF files (F496, VDF, Address, MR87 and Match) as well as NFF files (Contribution – DB/CB, Employment, Accounts Receivable and Match). Reporting of OFF or NFF files is controlled by a system setting per report source that is maintained by CalSTRS. An employer can only report OFF or NFF files based on this setting; employers cannot report both formats at the same time. The report source setting also applies to any report units associated to the report source.

By default, each report source and their report units are set to report OFF files. With the recent decision to delay implementation of NFF due to Assembly Bill 1997, CalSTRS recommends primarily testing OFF files since this is what will be used at implementation in Fall 2025. However, if you would like to test NFF files email PSEmployerReadiness@calstrs.com to request this option.

Please note that once a report source submits NFF data it cannot be set back to OFF until a database refresh. Refer to the Employer Readiness Environment Maintenance Dates section for specific dates.

5. Understanding the Employer Readiness Environment

The Employer Readiness Environment is intended to be as production-like as possible but is not subject to production levels of service with regard to uptime or the timeframes for remediating issues. While the environment hardware and software are robust, not all transactions are guaranteed to complete in a timely manner. Please email PSEmployerReadiness@calstrs.com if you are experiencing processing times that deviate from those anticipated in production as outlined in Table 2 below.

Table 2: Anticipated Production Processing Times

Transaction Type	Processing Time
Standard - Transaction	Less than or equal to 1.5 seconds
Complex - Transaction	Greater than 2.5 seconds and less than or equal to 4.5 seconds
Standard - Report	Less than or equal to < 5 seconds
Complex - Report	Greater than 10 seconds and less than or equal to 30 seconds
Employer Files	Process to completion within 60 minutes

5.1 Web browser compatibility

The Employer Readiness Environment is compatible with the most current version and one prior version of the following web browsers:

- Microsoft Internet Explorer[1]
- Google Chrome
- Microsoft Edge
- Mozilla Firefox

Please ensure you are using one of the listed web browsers when accessing the Employer Readiness Environment.

[1] You will not be able to print Adobe Acrobat (.pdf) documents unless you are using Microsoft Internet Explorer.

5.2 Converted SEW users

Active users from SEW have been converted into the Employer Readiness Environment. To prevent every user from receiving the registration email when conversion completed, a ‘cnv’ extension was appended to each user’s email address. Employers should enter new users for the purposes of testing only in the Employer Readiness Environment. Employers can also evaluate the list of converted users for accuracy, gaps, and appropriateness of user roles. In preparation for implementation in the Fall of 2025, employers should make any necessary changes directly in the SEW, so they are implemented during implementation conversion.

5.3 Testing data date

To successfully process and test files in the Employer Readiness Environment, employers must use test files with data that is as current as the production data snapshot date in the Employer Readiness Environment. The current data date is shown in the New Announcements section on the Dashboard in the testing environment and will be communicated in the Message Board on the Employer Support Portal.

5.4 Employer Readiness Environment maintenance

Bi-Monthly Database Refreshes and Environment Builds

Approximately every two months the database in the Employer Readiness Environment will be refreshed with an updated production snapshot of data and the latest environment build. Any test data that has been uploaded and submitted in the test environment will be deleted. Though the underlying database will be refreshed with the new production data as of a certain date at each scheduled refresh, employer users that have been setup in the environment will NOT be deleted and will remain in the system after the refresh. Users will not need to be re-established after each refresh.

CalSTRS tentatively has refreshes scheduled in the following months for 2024:

- April 2024 with snapshot date of 3/15/24

- June 2024 with snapshot date of 5/17/24
- August 2024 with snapshot date of 7/19/24
- October 2024 with snapshot date of 9/18/24
- December 2024 with snapshot date of 11/15/24

The 2025 refresh schedule will not be known until late 2024.

Note: Updates regarding the dates and status of each data refresh will be available in the Announcements section of the Employer Support Portal.

5.5 Environment batch jobs

The Employer Readiness Environment is configured with many batch jobs that simulate transactions. Many batch jobs are immediate and occur seamlessly while end users are processing transactions. Other batch jobs occur at daily, monthly, or other intervals and may need to be considered when testing files. Table 3 shows the batch jobs scheduled to run in the Employer Readiness Environment.

Table 3: Employer Readiness Environment Batch Jobs

Job ID	Job Name	Timing	Job Description
8	Employer Address File Processing	Immediate	Processes Employer Address.
9	Employer Match Response File	Immediate	Creates the response file based on the match file uploaded by the employer.
10	Create Cash Balance Reporting Schedule	Monthly	Generates ESS Message Board notifications to the Employer Contacts to submit new fiscal year schedule for active Cash Balance programs.
11	Process MR87 Enrollment File	Immediate	Processes the MR87 Enrollment File.
12	F496 Contribution File Processing	Immediate	Processes the F496 Contribution File.
13	VDF Contribution File Processing	Immediate	Processes the VDF Contribution File.

Job ID	Job Name	Timing	Job Description
16	Employer Contribution Report Posting	Immediate	Posts Employer Contribution Report.
18	Payroll Header Validation	Immediate	Validates payroll detail when user executes validate Payroll Detail in header.
91	Process Employment File	Immediate	Processes the Employment File.
92	Employer Contribution Processing Batch	Immediate	Takes uploaded Contribution file and creates the appropriate records.
93	Pay Rate Update for Outgrowth Batch	Monthly	Updates the Annualized Pay Rate for transactions with a Service Type of Outgrowth.
127	Process Employment Detail Clean-up	Daily	Updates the status of old and outdated employment detail records to Void.
999 - CR125	Payroll Summary Deletion	Daily	Hard deletes payroll summaries that have been marked for deletion.

6. Terms and acronyms

Table 4 lists the common terms and acronyms used when discussing the transition to the new SEW.

Table 4: Terms and Acronyms

Term	Acronym	Definition
Batch job	-	A scheduled background program that runs on a regular basis without any user intervention.
Computer-based training	CBT	Self-paced training modules accessible from the web.
Employer Readiness Environment	ERE	A sandbox/testing version of the new Secure Employer Website.
Employer Support Portal	ESP	A website with links to the ERE, ELC and the SEW. Help materials such as job aids and file specifications. A message board for important announcements related to the ERE.
New file format	NFF	The new reporting formats (Contribution file and Employment file) that will replace the current reporting formats (F496, VDF, MR87, Address file and Account Receivable file).
Old file format	OFF	The current reporting formats used to submit Defined Benefit and Cash Balance information (F496, VDF, MR87, Address file and Account Receivable file).
Employer Learning Center	ELC	New training system where you can access computer-based training and sign up for in person and webinar style training.
Success criteria	SC	A set of testing tasks CalSTRS is asking report sources to complete to consider them ready for the new reporting system.
Secure Employer Website	SEW	The current production employer reporting system.