

# Employee Change Request – Employer Certification for Death Before Retirement

This document provides an overview of the different statuses and action statuses of an Employee Change Request. Also, this document explains the step-by-step process employers take to certify an Employee Change Request for death before retirement.

Revised: 04/02/2021

## Statuses and Action Statuses

### Statuses

The Status of an Employee Change Request indicates the current state of the request.

Term	Definition
<b>Valid</b>	The Employee Change Request meets the criteria, errors are resolved, and warnings are suppressed.
<b>Review</b>	The Employee Change Request either has incomplete fields or errors or warnings that must be addressed in order to submit the information to CalSTRS.

### Action Statuses

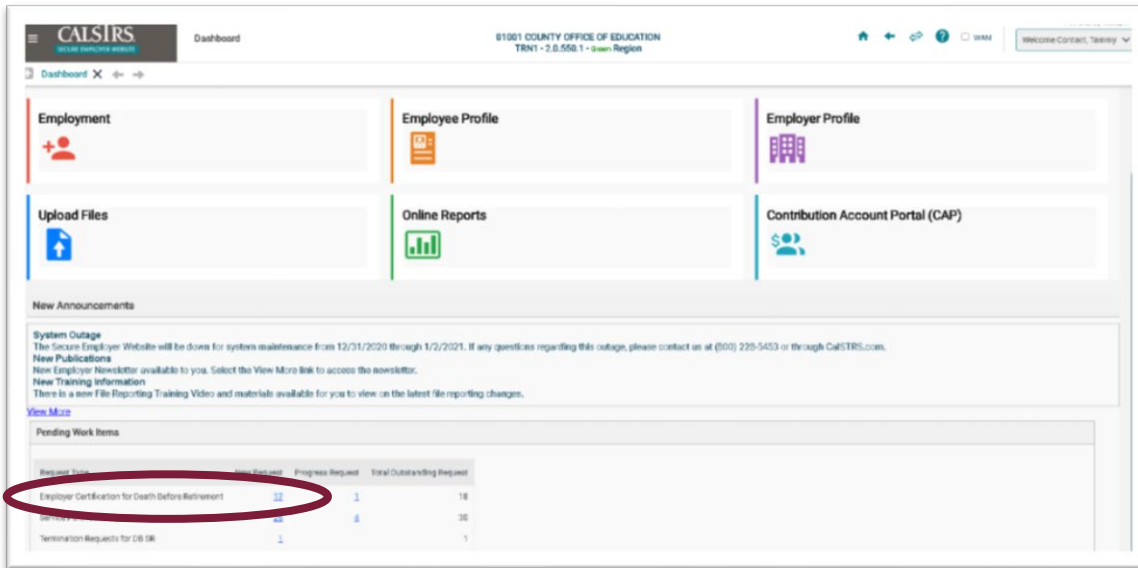
The Action Status of an Employee Change Request applies to the different stages of the request being moved through the process.

Term	Definition
<b>Approved</b>	Criteria has been met, no errors exist, and warnings are suppressed.
<b>Denied</b>	Criteria has not been met.
<b>Returned to Employer</b>	CalSTRS review has determined a possible data entry error exists. CalSTRS has returned the request to the employer organization for correction.

## Certify Death Before Retirement

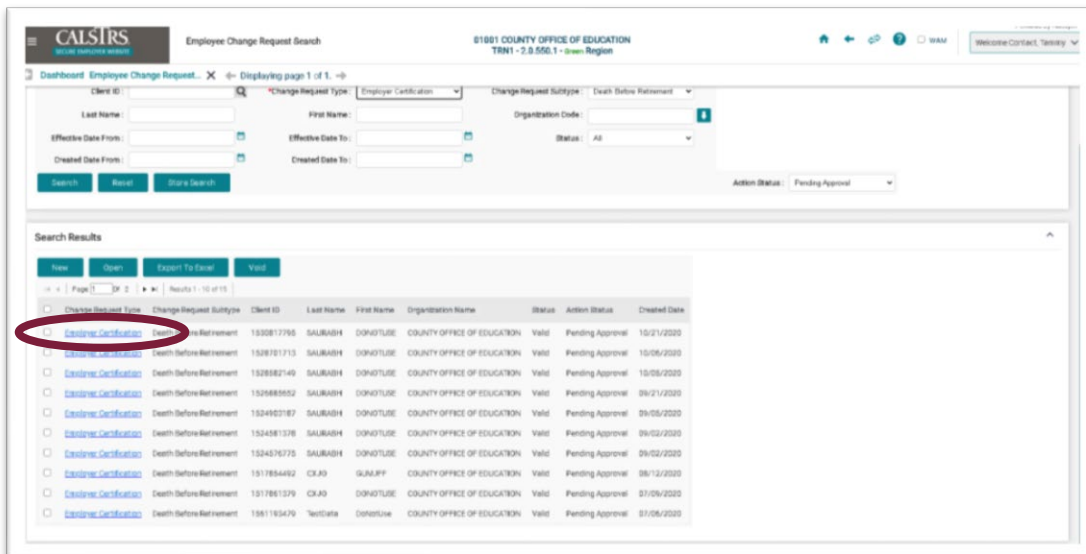
### Step 1:

On the Dashboard in the **Pending Work Items** panel, a number displays as a link in the **New Request** column for **Employer Certification for Death Before Retirement**. Click the **New Request** link.



### Step 2:

The **Employee Change Request Search** screen displays. The Employee Change Requests for the **Employer Certification for Death Before Retirement** automatically display in the **Search Results** panel. Click the **Change Request Type** link for **Employer Certification**.



### Step 3:

The **Employer Certification Maintenance** screen displays. Enter the applicable details in the **Employment Information** panel.

Person Details  
Client ID: 1137054492 Member Name: G. BAFF, CLONE, OJJO Active Alert Fields: No

Employee Change Request Details  
Change Request Type: Employer Certification Change Request Subtype: Death End on Retirement

Employment Information  
Employment Start Date: 05/01/2009 Employment End Date: 12/15/2020 Current Employment Status: No  
Last Compensation Date: 12/14/2020  
Was Employee on Approved Leave: No  
Was Employee a Substitute: No  
Sick Leave: From: To: [calendar icon]  
Other Paid Leave: From: To: [calendar icon]  
Differential Pay: From: To: [calendar icon]  
Unpaid Leave: From: To: [calendar icon]  
Employment Remarks:

### Step 4:

Review the statements regarding one-year final compensation and reduction in school funds. If the statement applies to the member, select the applicable checkbox.

Sick Leave: From: To: [calendar icon]  
Other Paid Leave: From: To: [calendar icon]  
Differential Pay: From: To: [calendar icon]  
Unpaid Leave: From: To: [calendar icon]  
Employment Remarks:

I certify pursuant to the district bargaining agreement, that the present-value payment for one-year final compensation will be made to CalSTRS within 30 days of receiving billing for the member who has fewer than 25 years of service credit.

I acknowledge the following years were provided as years of salary reduction. If there are additional years to consider for this member, I understand this information must be provided through the Reduction in School Funds provision transaction in order to be considered for the member's benefit calculation.

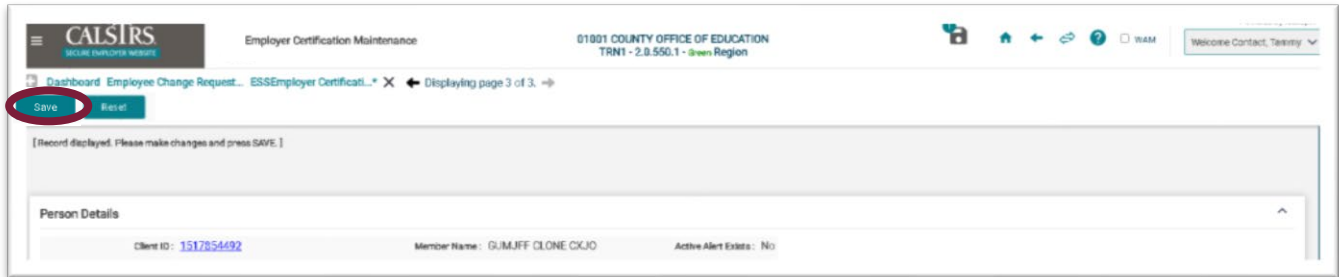
School Years  
No records to display

Validation Information  
 Message ID Display Message Severity Instructions  
No records to display

Audit Information

### Step 5:

At the top of the screen, click the **Save** button. The system validates the information entered and any applicable errors and warnings display. Hard errors, which prevent you from submitting the Employee Change Request, will display at the top of the screen in red text. These errors normally occur when a field is missed or completed incorrectly. Soft errors display in the Validation Information panel. Hard and soft errors must be resolved before you can submit the request.



### Step 6

Click the **Submit** button. A message displays stating: "All changes successfully saved."

