CALSTRS
EMPLOYER TRAINING SERVICES

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
Valid	The Employee Change Request meets the criteria, errors are resolved, and warnings are suppressed.
Review	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
Approved	Criteria has been met, no errors exist, and warnings are suppressed.
Denied	Criteria has not been met.
Returned to Employer	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.
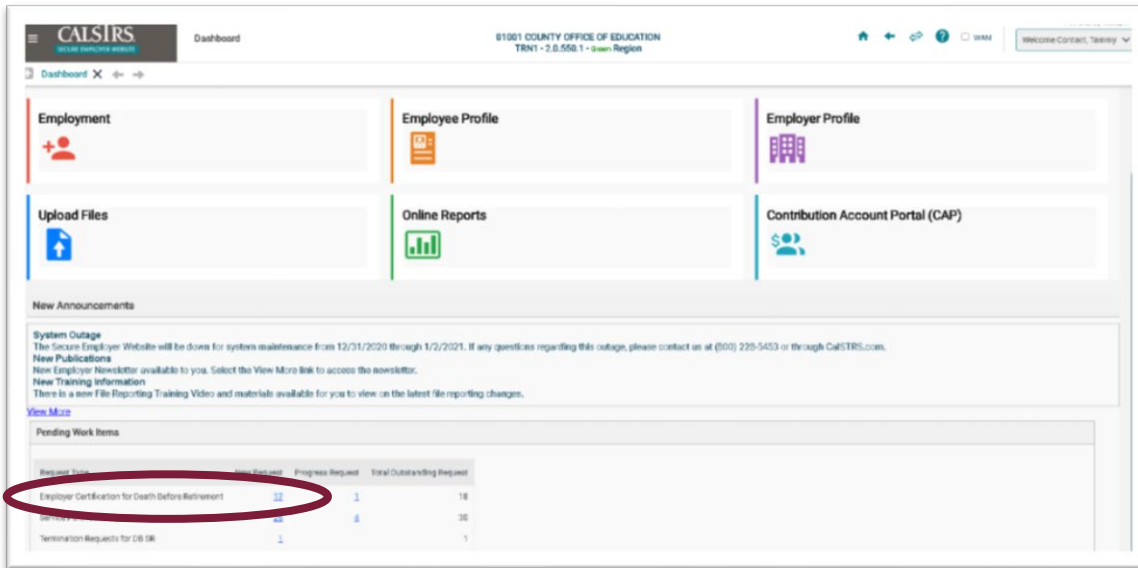
Step 2:

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**.
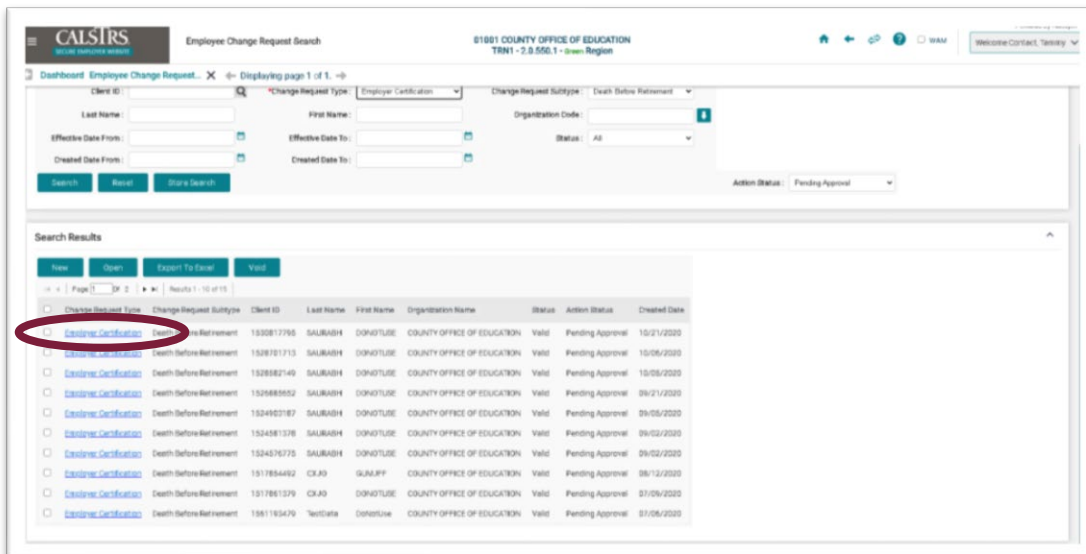
Step 3:

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

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.

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.
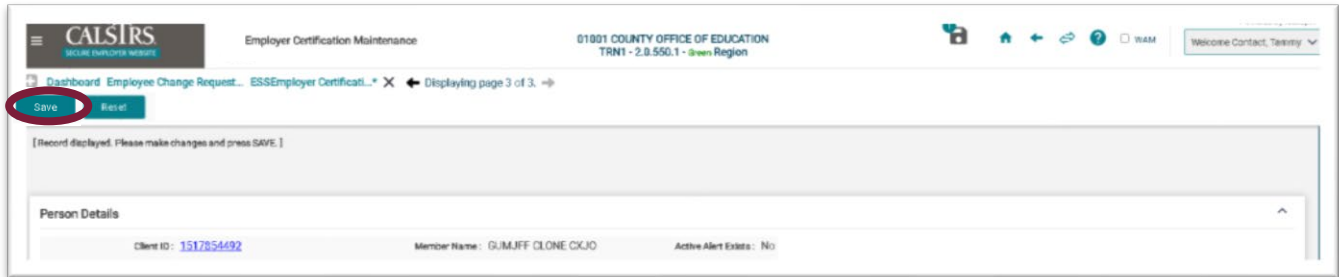
Step 6

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