

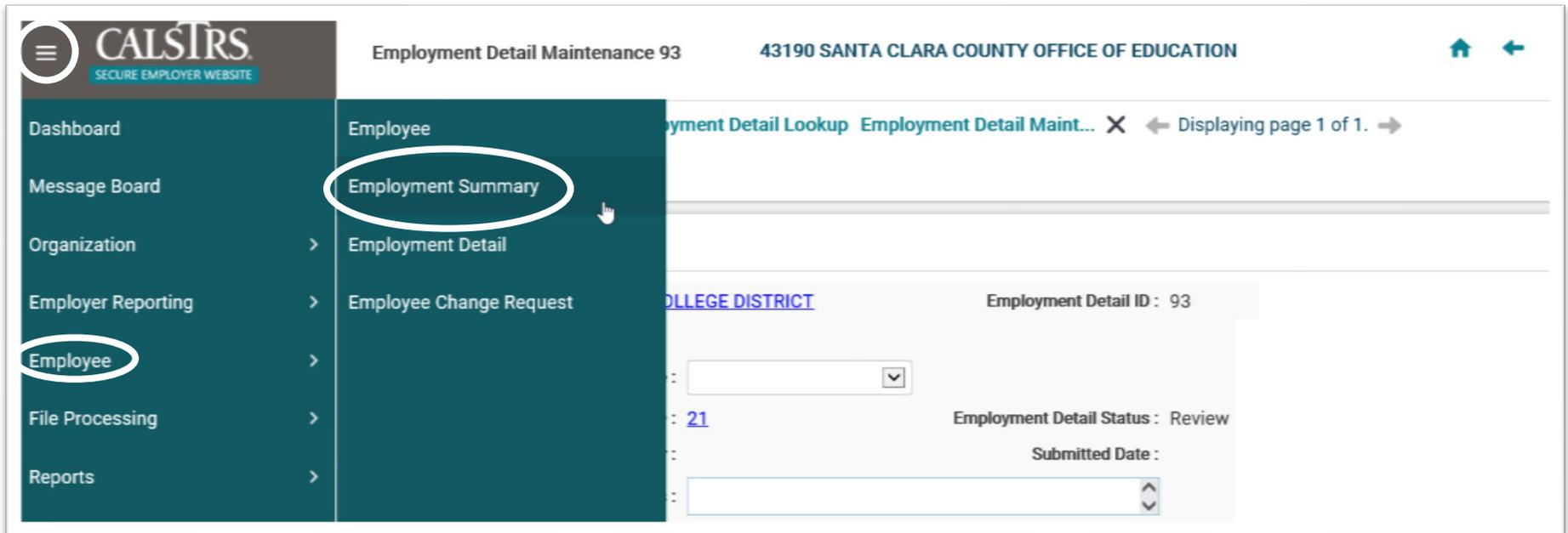
Employment File Business Rule Validation

This job aid walks you through the process of resolving Business Rule errors that could trigger when submitting an employment file in the Secure Employer Website.

Revised: 01/02/2020

Step 1:

From the **Global Navigation Menu**, hover over **Employee** and select **Employment Summary**.



Step 2:

The **Employment Summary Lookup** screen displays. In the **Search Criteria** panel, click **Search**.

Note: You can narrow your search by populating the various fields in the **Search Criteria** panel.

The screenshot shows the 'Employment Summary Lookup' interface. At the top, there is a header with the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' on the left, the page title 'Employment Summary Lookup' in the center, and the organization name '43190 SANTA CLARA COUNTY OFFICE OF EDUCATION' on the right. Below the header is a 'Search Criteria' section containing several input fields and dropdown menus: 'Organization Code' with a hint 'Hint: Org Code, Org Name', 'Employment Summary Status' set to 'All', 'Processed Date From' and 'Processed Date To' with calendar icons, 'Employment Summary ID', 'Source' set to 'All', and 'File Header ID' and 'File Type' set to 'All'. At the bottom of the search criteria section are three buttons: 'Search' (circled in red), 'Reset', and 'Store Search'. Below the search criteria is a 'Search Results' section.

Step 3:

The **Search Results** panel will display your **Employment Summary**. Click the blue hyperlinked **Employment Summary ID** for the file in **Review** status.

Search Criteria

Organization Code :	<input type="text"/>	↓	Employment Summary Status :	All	▼
	Hint: Org Code, Org Name				
Processed Date From :	<input type="text"/>	📅	Processed Date To :	<input type="text"/>	📅
Employment Summary ID :	<input type="text"/>		Source :	All	▼
File Header ID :	<input type="text"/>		File Type :	All	▼

Search Results

<input type="checkbox"/>	Employment Summary ID	Organization Name	Processed Date	Source	Status	File Header ID
<input type="checkbox"/>	3	43190 - SANTA CLARA COUNTY OFFICE OF EDUCATION	12/27/2019 10:50:24 AM	Employer File	Review	21

Step 4:

The **Employment Summary Maintenance** screen displays. Scroll down to the **Employment Details** panel to correct records in **Review** status. Click the blue hyperlinked **Record Count** for the records in **Review**.

Note: You can also click **Download Employment Response File** to view records in **Processed** and **Review** status.

Record displayed.

Employment Summary

Organization :	43190 - SANTA CLARA COUNTY OFFICE OF EDUCATION	Summary Status :	Review	Created Date :	12/27/2019 10:51:09 AM
File Processed Date :	12/27/2019	File Status :	Processed	File Name :	2019-12-27-10-50-24_Empl
Record Count :	106	File Type :	Employment File	Source :	Employer File
Error Message :		File Header ID :	21		

Employment Details

Employment Status	Employment Transaction Type
Employment Records Status	Records Count
Processed	104
Review	2

Step 5:

The **Employment Detail Lookup** screen displays. Scroll down to the **Search Results** panel to see the records that are in **Review** status. Click the blue hyperlinked **Transaction Type** to correct the record.

Employment Detail Lookup
43190 SANTA CLARA COUNTY OFFICE OF EDUCATION

Home
Back
Refresh
Help
WAM
Welcome

Employment Summary Lookup
Employment Summary Main...
Employment Detail Lookup
← Displaying page 1 of 1. →

Client ID :

Employment Start Date From :

Employment Start Date To :

SSN :

Employment End Date from :

Employment End Date from :

Submitted Flag :

Submitted Date From :

Submitted Date To :

Employment Detail ID :

Transaction Effective Date From :

Transaction Effective Date To :

Message ID : All

Search
Reset
Store Search

Search Results

New
Open
Export To Excel

	Transaction Type	Transaction Sub-Type	Client ID	Person Name	Employer Name	Benefit Program Name	Transaction Status	Source	Submitted	Transaction Effective Date	Submit Date
<input type="checkbox"/>	Enrollment	Non-Member	4268068817	WILLIAM FIRMENDER	43171 - FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT	Defined Benefit	Review	Employer File		10/01/2019	
<input type="checkbox"/>	Enrollment	Non-Member	1559998238	MATTHEW GILANI	43175 - WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT	Defined Benefit	Review	Employer File		11/01/2019	

Step 6:

The **Employment Detail Maintenance** screen displays. Scroll down to the **Validation Information** panel to see the **Error Message IDs** for that record. If the **Severity** is **Error**, it requires correction before the record can be submitted to CalSTRS.

The screenshot shows the CALSTRS Employment Detail Maintenance interface. At the top, the header includes the CALSTRS logo, the text "SECURE EMPLOYER WEBSITE", and the page title "Employment Detail Maintenance 93" for "43190 SANTA CLARA COUNTY OFFICE OF EDUCATION". Below the header, there are navigation tabs for "Employment Summary Lookup", "Employment Summary Main...", "Employment Detail Lookup", and "Employment Detail Maint...". There are "Save" and "Void" buttons. A table lists organizations with columns for "Organization", "Start Date", "End Date", and "Status". One entry is "43171 - FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT" with a start date of "09/01/2018" and status "Active". Below this is the "Validation Information" section, which contains a table with columns for "Message ID", "Display Message", "Severity", and "Instructions". Two messages are listed: one with ID "30300338" (Information severity) and one with ID "30300085" (Error severity). The "Error" severity and the "30300085" ID are circled in red in the original image.

Organization	Start Date	End Date	Status
<input type="checkbox"/> 43171 - FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT	09/01/2018		Active

Message ID	Display Message	Severity	Instructions
30300338	Address not updated due to prior update from myCalSTRS or address was a duplicate.	Information	View
30300085	Birth Date is less than age 18 or greater than age 95.	Error	View

Step 7:

Scroll up to the **Person Detail** panel. Correct the necessary information.

CALSTRS SECURE EMPLOYER WEBSITE | Employment Detail Maintenance 93 | 43190 SANTA CLARA COUNTY OFFICE OF EDUCATION

Employment Summary Lookup | Employment Summary Main... | Employment Detail Lookup | Employment Detail Maint...* X | ← Displaying page 1 of 1. →

Save | Void

Organization Name: [43171 - FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT](#) | Employment Detail ID: 93

Transaction Type: Enrollment

Benefit Program: CalSTRS Defined Benefit | Benefit Structure: []

Source: Employer File | File Header ID: [21](#) | Employment Detail Status: Review

Submitted Flag: | Submitted By: | Submitted Date:

Suppress Warnings Flag: | Comments: []

Person Detail

SSN: [XXX-XX-7097](#) | Confirm SSN: | Date Of Birth: 03/21/1988

First Name: Mister | Middle Name: | *Last Name: Smith

Name Prefix: [] | Name Suffix I: [] | Name Suffix II: []

Marital Status: [] | *Gender: Male | Email: []

Phone: [] | Secondary Phone: [] | Mobile Phone: []

Client ID: 1234567891

Step 8:

Click **Save** so the system can re-check the **Employment Record**. A message will appear at the top of the screen “[All changes successfully saved.]” if the re-check was successful. The **Submit** button will also appear.

The screenshot displays the CALSTRS Secure Employer Website interface. The header includes the CALSTRS logo, the text 'SECURE EMPLOYER WEBSITE', and the page title 'Employment Detail Maintenance 93' for the '43190 SANTA CLARA COUNTY OFFICE OF EDUCATION'. A navigation bar shows several tabs, with the current tab being 'Employment Detail Maint...'. Below the navigation bar, there are two buttons: 'Save' and 'Void'. The 'Save' button is circled in red. The main content area is titled 'Employment Detail' and contains the following information:

Organization Name :	43171 - FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT	Employment Detail ID :	93
Transaction Type :	Enrollment		
Benefit Program :	CalSTRS Defined Benefit	Benefit Structure :	<input type="text"/>
Source :	Employer File	File Header ID :	21
Employment Detail Status :	Review		
Submitted Flag :	<input type="checkbox"/>	Submitted By :	
		Submitted Date :	

Step 9:

The **Submit** button will also appear if the re-check is successful. Click **Submit** to send the **Employment Record** to CalSTRS.

The screenshot shows the CalSTRS 'Employment Detail Maintenance' interface. At the top, the CalSTRS logo and 'SECURE EMPLOYER WEBSITE' are visible. The page title is 'Employment Detail Maintenance 93' for the '43190 SANTA CLARA COUNTY OFFICE OF EDUCATION'. A breadcrumb trail includes 'Employment Summary Lookup', 'Employment Summary Main...', 'Employment Detail Lookup', and 'Employment Detail Maint...'. Below the breadcrumb is a navigation bar with 'Save', 'Void', and 'Submit' buttons. The 'Submit' button is circled in red. A message box states '[All changes successfully saved.]'. The main section is titled 'Employment Detail' and contains the following information:

Organization Name:	43171 - FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT	Employment Detail ID:	93
Transaction Type:	Enrollment		
Benefit Program:	CalSTRS Defined Benefit	Benefit Structure:	<input type="text"/>
Source:	Employer File	File Header ID:	21
Submitted Flag:	<input type="checkbox"/>	Employment Detail Status:	Review
Submitted By:		Submitted Date:	
Suppress Warnings Flag:	<input type="checkbox"/>	Comments:	<input type="text"/>