

Contribution Reporting Terminology

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

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1) Contribution Reporting Hierarchy

Payroll Detail:

This is a record of one employee's earnings, contributions and other payroll data with one Report Unit, Benefit Program and Benefit Structure. Payroll Detail records are created automatically after files have passed upload and structural error checks. Users can also create Payroll Detail records online from a Payroll Header.

Payroll Header:

This summarizes the Payroll Detail records under one Report Unit, Benefit Program and Benefit Structure. Each file uploaded to CalSTRS by a user will create one or multiple Payroll Headers. Payroll Headers are created automatically after files have passed upload and structural error checks. Users can also create Payroll Headers online.

Payroll Summary:

This is a summary of the Payroll Headers for one Reporting Organization for a single Benefit Program. This may consist of Payroll Headers for multiple Report Units and multiple Benefit Structures. Payroll Summaries are created automatically after files have passed upload and structural error checks. Users can also create Payroll Summaries online.

2) Validation Checks and Error Severity

File Formatting Error:

An error that prevents a file from being processed and prevents Payroll Summaries, Payroll Headers and Payroll Detail records from being created. These errors include both File Upload and Structural Errors.

File Upload Error:

An error related to the wrong file extension being uploaded. These prevent files from being processed and must be resolved before structural error or business rule checks can apply.

Structural Error:

An error triggered when data does not meet business or user interface rules for the field. This error prevents the file from being processed and must be resolved before business rules can be checked.

Error:

Triggered by business rules that must be resolved before the Payroll Summary can be submitted to CalSTRS and posted. These can be voided or rejected if applicable.

Warning:

Triggered by business rules that must be resolved or suppressed before the Payroll Summary can be submitted to CalSTRS and posted. Each warning must be suppressed one at a time and require users to comment and explain why the record is valid for each suppression.

Information:

Triggered by business rules that do not prevent a Payroll Summary from being submitted to CalSTRS and posted. An informational message provides additional information to users and does not require suppression or resolving.

3) Contribution Files Statuses

Unprocessed:

The file is in the process of being uploaded.

Uploading:

The file has been received but not yet processed.

Uploaded:

The file has been uploaded and is waiting to be processed.

Processing:

File processing is underway.

Partially Processed:

Not applicable to Contribution Reporting.

Processed:

The file processing is complete. Payroll Summaries, Payroll Headers and Payroll Detail records have been created. Contribution Reporting errors may be triggered when the Payroll Summaries, Payroll Headers and Payroll Detail records are checked against business rules.

Review:

The file contains structural errors that prevent it from being processed. The errors must be corrected in the user's payroll system as applicable. The user should re-upload the corrected file.

4) Payroll Detail Statuses

Uploaded:

The file has been uploaded and the Payroll Detail is waiting to be processed. A Payroll Detail record in this status indicates the file has passed file formatting validation (file upload errors and structural errors). The Payroll Detail records will be checked against the business rules.

Review:

The Payroll Detail records have been validated against the business rules and contain one or more unresolved business rule errors or unsuppressed warnings that require the user's review.

Valid:

No errors exist, or warnings that do exist have been suppressed for the Payroll Detail records. This Payroll Detail record is ready to be submitted to CalSTRS and posted.

Rejected:

The Payroll Detail record has been updated manually by a user or was automatically updated per the business rule. These records will not prevent the Payroll Summary from being submitted to CalSTRS and are not taken into consideration when processing the Payroll Header or Payroll Summary. Rejected Payroll Detail records are moved to a new Payroll Summary and a Payroll Header for separate review and processing. A comment is required when a user manually rejects a Payroll Detail record.

Void:

The Payroll Detail record has been updated manually by a user during the review of the records. These records will not prevent the Payroll Summary from being submitted to CalSTRS and are not taken into consideration when processing the Payroll Header or Payroll Summary. The Payroll Detail record is read only. A comment is required when a user voids a Payroll Detail record.

Processed:

The Payroll Summary that this Payroll Detail record is associated with has been submitted to CalSTRS, processed and Payroll Detail records have been posted to the membership accounts. The Payroll Detail record is read only.

5) Payroll Header Statuses

Partially Processed:

Not applicable for Contribution Reporting.

Review:

One or more Payroll Detail records within the Payroll Header have errors or unsuppressed warnings that need to be resolved or suppressed before the Payroll Header can be in valid status.

Valid:

The Payroll Detail records within the Payroll Header are valid. No errors or warnings exist, or warnings have been suppressed. The Payroll Header is ready to be submitted to CalSTRS and posted.

Void:

The Payroll Detail records within the Payroll Header have been updated manually by a user to this status. The Payroll Header is still visible, but it is bypassed and not processed when the Payroll Summary is submitted to CalSTRS and posted. The Payroll Header is read only.

Processed:

The Payroll Summary that this Payroll Header is associated with has been submitted to CalSTRS; Processed and Payroll Detail records have been posted to membership accounts. The Payroll Header is read only.

6) Payroll Summary Statuses

Partially Processed:

Not applicable for Contribution Reporting.

Review:

The Payroll Summary contains one or more Payroll Headers with Payroll Detail records with errors or unsuppressed warnings.

Valid:

The Payroll Headers and Payroll Detail records within the Payroll Summary are all valid. Business rule errors have been resolved and warnings have been suppressed. The Payroll Summary is ready to be submitted to CalSTRS.

Deleted:

The Payroll Summary is permanently removed from SEW, including its associated Payroll Headers and Payroll Detail records. This allows users to test files, review processing outcomes and delete the Payroll Summary.

Merged:

Two or more Payroll Summaries have been combined to create a new Payroll Summary to be submitted to CalSTRS and posted. The old Payroll Summaries are in this status in the system for historical purposes only and are read only. The new Payroll Summary reflects the appropriate status based on its Payroll Header and Payroll Detail statuses.

Void:

The Payroll Summary has been updated manually by a user. If a Payroll Summary is in this status it cannot be submitted to CalSTRS for posting. The Payroll Summary is read only.

Processed:

The Payroll Summary that contains the Payroll Headers and Payroll Detail records has been submitted to CalSTRS and posted. The Payroll Summary is read only.