

Managing Payroll Summaries

This is a step-by-step process on how to delete and merge Payroll Summaries. It also includes eligibility requirements for both processes.

Revised: 10/07/2019

1. Eligibility Requirements

The information listed below is important information after a Payroll Summary has been deleted and eligibility requirements for Payroll Summaries merging. Please note that the system will only display Payroll Summaries that are eligible to be merged and will not allow users to delete an ineligible Payroll Summary.

Deleted Payroll Summaries

- Cannot be restored after deletion
- Cannot be submitted to CalSTRS
- Are not eligible for a payroll summary merge
- Are removed permanently from the Secure Employer Website

Merged Payroll Summary Eligibility Requirements

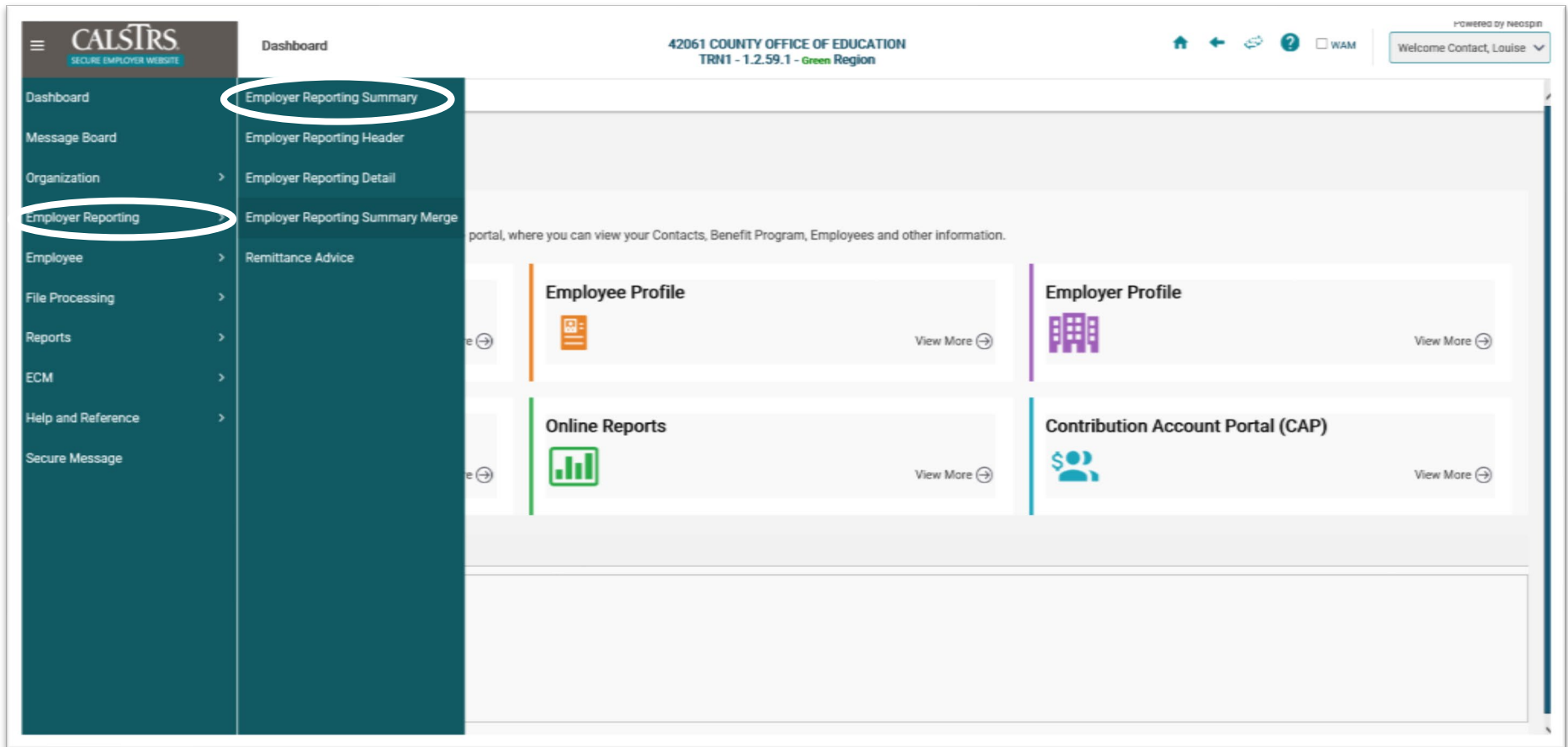
If...	Then...
Report Source is the same	Payroll Summary Status is Review or Valid
Reporting Period is the same	File Type is the same
Benefit Program is the same	Cannot be already submitted to CalSTRS



2. How to Delete a Payroll Summary

Step 1:

Select **Employer Reporting** then **Employer Reporting Summary** from the **Global Navigation** menu.



Step 2:

The **Employer Payroll Summary Search** screen displays. Enter in desired search criteria in the **Search Criteria** panel.

Step 3:

Select the **Search** button and results display in the **Search Results** panel.

The screenshot displays the 'Employer Payroll Summary Search' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are visible. The page title is 'Employer Payroll Summary Search'. The user is identified as 'Welcome Contact, Louise'. The search criteria panel includes fields for Payroll Summary ID, Payroll Summary Status (All), File Type (All), Payroll Posted Date From/To, Payroll Submitted Date From/To, Reporting Period Start Date From/To, and Reporting Period End Date From/To. The Search button is highlighted with a red circle. Below the search criteria, the Search Results panel shows a table with 7 records. The table columns are: Payroll Summary ID, Reporting Source Name, Payroll Summary Status, Payroll Posted Date, Submitted Date, Reporting Period, File Type, Benefit Program, Header Count, Detail Count, and Last Modified Date.

Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
878	COUNTY OFFICE OF EDUCATION	Review	05/01/2019-05/31/2019		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit	3	25	06/13/2019
877	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
876	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
875	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
874	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019-05/31/2019		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019

Step 4:

Select the **radio** button next to each **Payroll Summary ID** to be deleted.

Step 5:

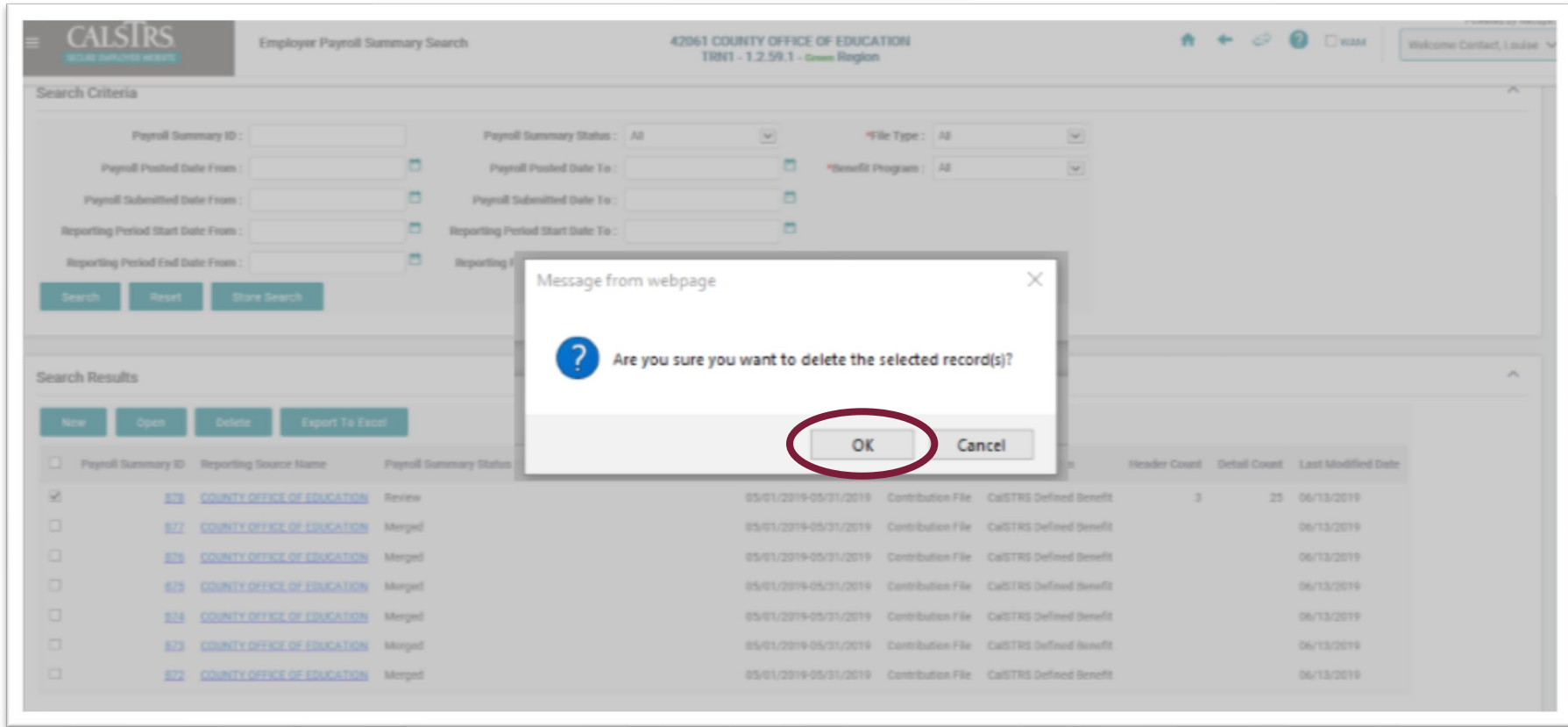
Select the **Delete** button.

The screenshot shows the 'Employer Payroll Summary Search' page for the '42061 COUNTY OFFICE OF EDUCATION'. The search criteria section includes fields for Payroll Summary ID, Payroll Posted Date, Payroll Submitted Date, Reporting Period Start/End Dates, Payroll Summary Status, File Type, and Benefit Program. The 'Store Search' button is highlighted with a red circle. Below the search criteria is the 'Search Results' section, which contains a table of results. The first row in the table has its checkbox selected, also highlighted with a red circle.

Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
<input checked="" type="checkbox"/>	878	COUNTY OFFICE OF EDUCATION	Review		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit	3	25	06/13/2019
<input type="checkbox"/>	877	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	876	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	875	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	874	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	873	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
<input type="checkbox"/>	872	COUNTY OFFICE OF EDUCATION	Merged		05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019

Step 6:

A message pops up and asks “Are you sure you want to delete the selected record(s)?” Select the **OK** button.



Step 7:

A message displays “[Record(s) successfully marked for deletion]” and the Payroll Summary Status is updated to **Deleted**. If you attempt to delete a Payroll Summary that is not eligible to be deleted, a message displays at the top of the screen: “**Error Occurred. One or more summaries is not eligible for deletion.**”

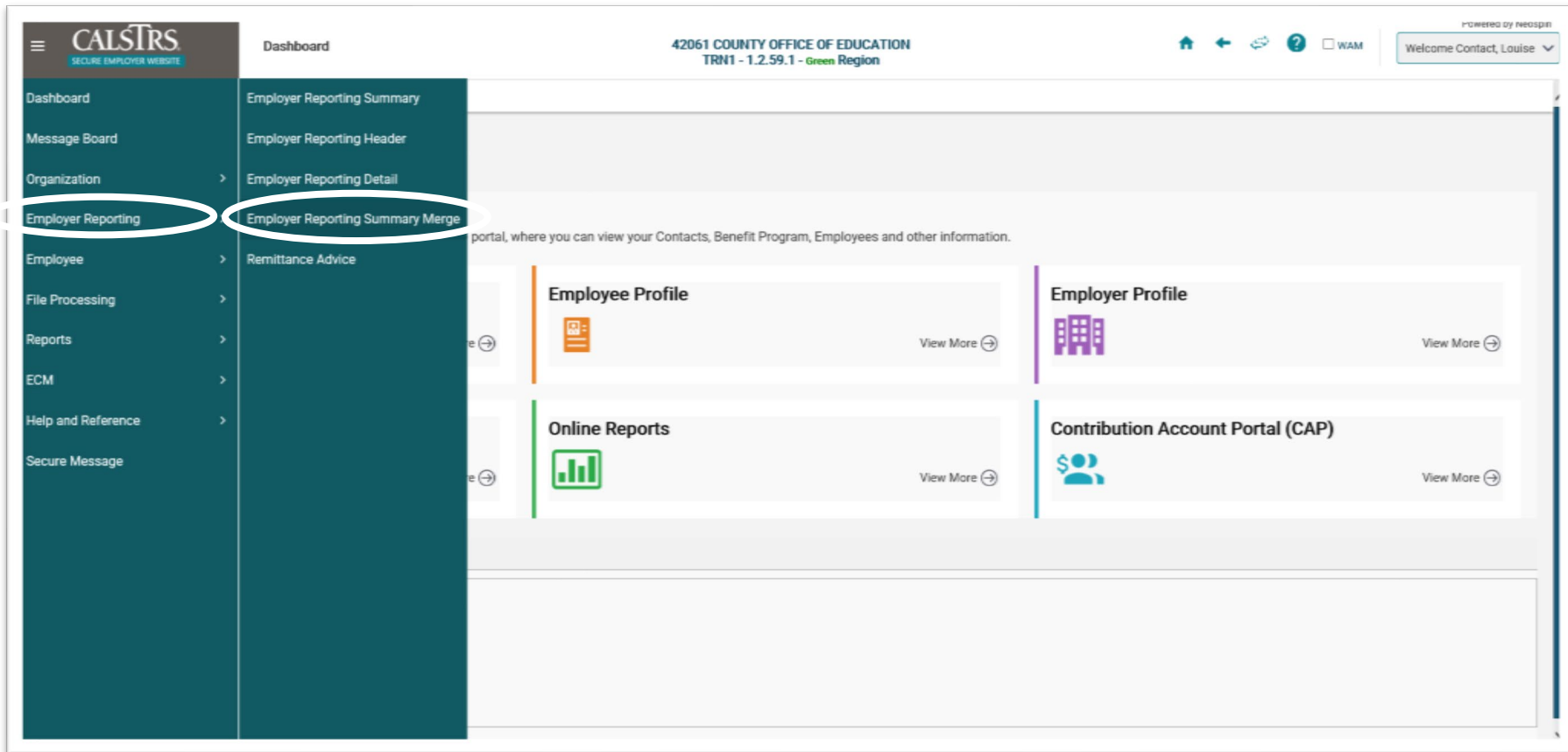
The screenshot displays the CALSTRS Employer Payroll Summary Search interface. At the top, the header includes the CALSTRS logo, the text "Employer Payroll Summary Search", and the user information "42061 COUNTY OFFICE OF EDUCATION TRN1 - 1.2.59.1 - Green Region". A message at the top left, "[Record(s) successfully marked for deletion.]", is circled in red. Below this is the "Search Criteria" section with various filters for Payroll Summary ID, Status, File Type, and dates. The "Search Results" section shows a table with columns for Payroll Summary ID, Reporting Source Name, Payroll Summary Status, Payroll Posted Date, Submitted Date, Reporting Period, File Type, Benefit Program, Header Count, Detail Count, and Last Modified Date. The first row in the table has a "Deleted" status, which is also circled in red.

Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
878	COUNTY OFFICE OF EDUCATION	Deleted			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit	3	25	06/13/2019
877	COUNTY OFFICE OF EDUCATION	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
876	COUNTY OFFICE OF EDUCATION	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
875	COUNTY OFFICE OF EDUCATION	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
874	COUNTY OFFICE OF EDUCATION	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
873	COUNTY OFFICE OF EDUCATION	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019
872	COUNTY OFFICE OF EDUCATION	Merged			05/01/2019-05/31/2019	Contribution File	CalSTRS Defined Benefit			06/13/2019

3. How to Merge a Payroll Summary

Step 1:

Select **Employer Reporting** then **Employer Reporting Summary Merge** from the **Global Navigation** menu.



Step 2:

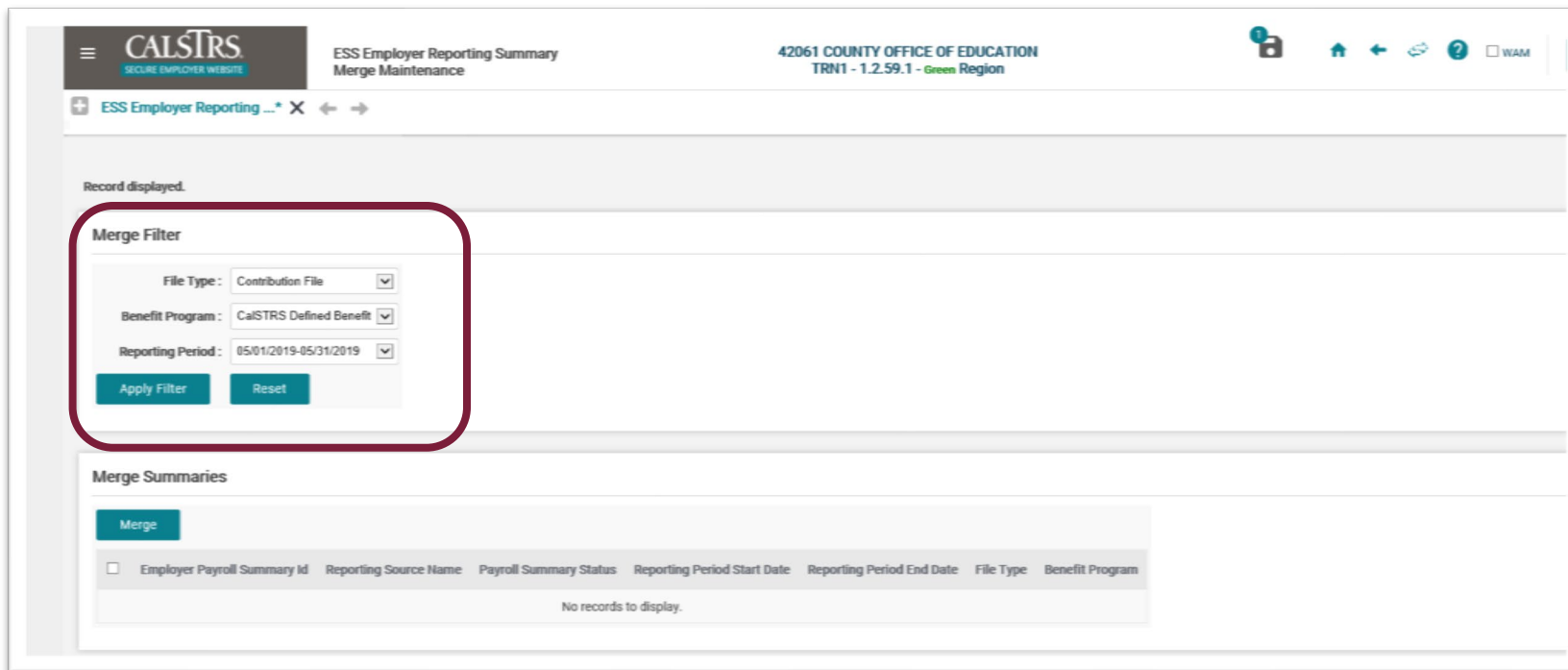
The **ESS Employer Reporting Summary Merge Maintenance** screen displays. The **Merge Filter** panel allows you to filter Payroll Summaries that are eligible to be merged. Other dropdown fields become available after the you make a selection. Select **Contribution File** from the **File Type** dropdown field. You also have the option to select F496 for the File Type.

Step 3:

Select **CalSTRS Defined Benefit** from the **Benefit Program** dropdown field. You also have the option to select Cash Balance.

Step 4:

Select the appropriate **Reporting Period** from the **Reporting Period** dropdown field.



Step 5:

Select the **Apply Filter** button. Payroll Summaries that are eligible to be merged will display in the **Merge Summaries** panel.

Step 6:

Select the **radio box** next to **Employer Payroll Summary ID** that will be merged.

Step 7:

Select the **Merge** button.

[All changes successfully saved.]

Merge Filter

File Type: Contribution File
Benefit Program: CalSTRS Defined Benefit
Reporting Period: 05/01/2019-05/31/2019

Apply Filter **Reset**

Merge Summaries

Merge

<input type="checkbox"/>	Employer Payroll Summary Id	Reporting Source Name	Payroll Summary Status	Reporting Period Start Date	Reporting Period End Date	File Type	Benefit Program
<input type="checkbox"/>	877	COUNTY OFFICE OF EDUCATION	Review	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/>	878	COUNTY OFFICE OF EDUCATION	Review	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/>	879	COUNTY OFFICE OF EDUCATION	Review	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit

Step 8:

A message pops up and asks “Are you sure you want to merge selected record(s)?” Select the **OK** button.

The screenshot shows the CalSTRS ESS Employer Reporting Summary Merge Maintenance interface. The page title is "34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region". The interface includes a filter section with the following settings:

- File Type: Contribution File
- Benefit Program: CalSTRS Defined Benefit
- Reporting Period: 08/01/2019-08/31/2019

Buttons for "Apply Filter" and "Reset" are visible. Below the filter section is the "Merge Summaries" section, which contains a "Merge" button and a table of records. The table has the following columns: Employer Payroll Summary Id, Reporting Source Name, Payroll Summary Status, Reporting Period Start Date, Reporting Period End Date, File Type, and Benefit Program. The table contains four rows of records, with the first two rows selected (checked).

Employer Payroll Summary Id	Reporting Source Name	Payroll Summary Status	Reporting Period Start Date	Reporting Period End Date	File Type	Benefit Program
<input checked="" type="checkbox"/> 906	SACRAMENTO COUNTY OFFICE OF EDUCATION	Review	08/01/2019	08/31/2019	Contribution File	CalSTRS Defined Benefit
<input checked="" type="checkbox"/> 905	SACRAMENTO COUNTY OFFICE OF EDUCATION	Review	08/01/2019	08/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/> 904	SACRAMENTO COUNTY OFFICE OF EDUCATION	Review	08/01/2019	08/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/> 903	SACRAMENTO COUNTY OFFICE OF EDUCATION	Review	08/01/2019	08/31/2019	Contribution File	CalSTRS Defined Benefit

A modal dialog box titled "Message from webpage" is displayed over the table. The dialog box contains the question "Are you sure you want to merge selected record(s)?" and two buttons: "OK" and "Cancel". The "OK" button is circled in red.

Step 9:

A new message displays at the top of the screen: “[Employer Reporting Summaries have been successfully merged into Summary ID 878].” The Payroll Summary ID will be different with each Payroll Summary Merge the user completes. The status for the Payroll Summaries that have been merged will change to **Merged**.

ESS Employer Reporting Summary Merge Maintenance

42061 COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.59.1 - Green Region

ESS Employer Reporting ... X

[Employer Reporting Summaries have been successfully merged into Summary ID 878.]

Merge Filter

File Type: Contribution File

Benefit Program: CalSTRS Defined Benefit

Reporting Period: 05/01/2019-05/31/2019

Apply Filter Reset

Merge Summaries

Merge

<input type="checkbox"/>	Employer Payroll Summary Id	Reporting Source Name	Payroll Summary Status	Reporting Period Start Date	Reporting Period End Date	File Type	Benefit Program
<input type="checkbox"/>	877	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/>	873	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit
<input type="checkbox"/>	872	COUNTY OFFICE OF EDUCATION	Merged	05/01/2019	05/31/2019	Contribution File	CalSTRS Defined Benefit