

Viewing Service Credit Totals

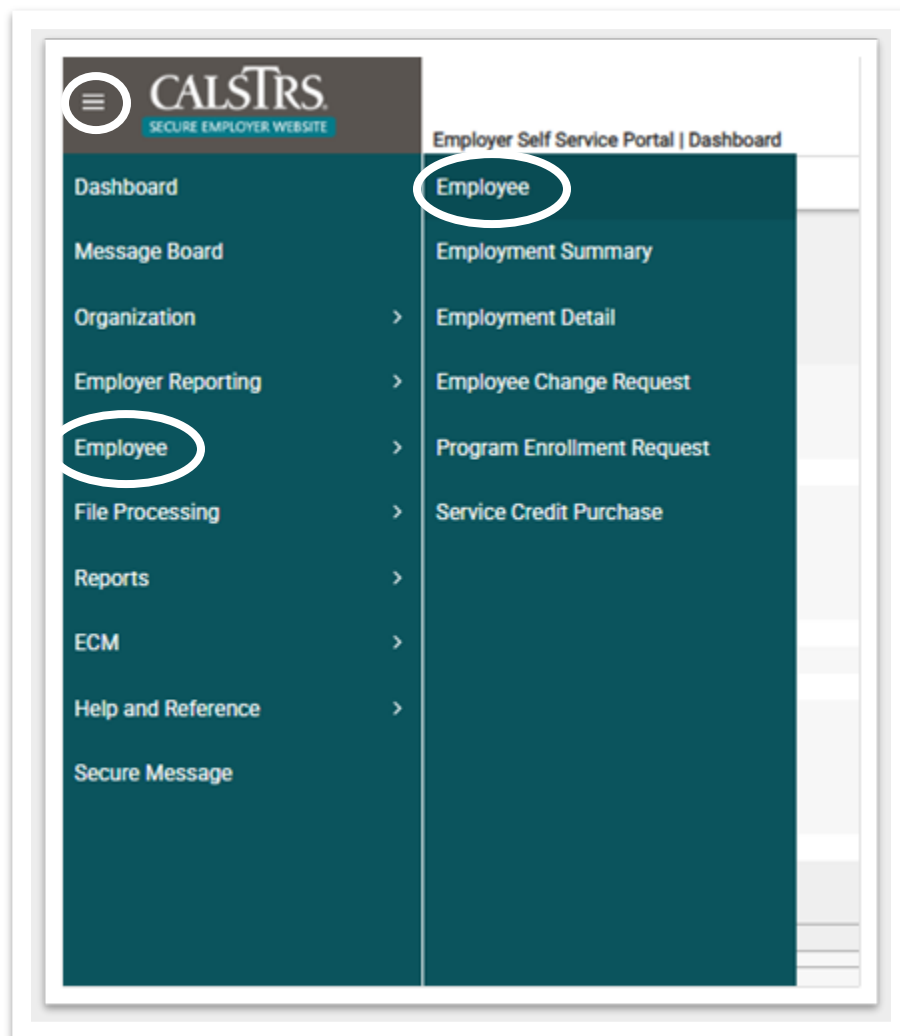
This job aid provides step-by-step instructions for viewing service credit totals in SEW.

Questions? Contact EmployerHelp@CalSTRS.com or send a secure message in the Secure Employer Website. Please include supporting documentation for review.

Revised: 09/17/2025

Step 1:

From the **Global Navigation Menu**, select **Employee**, then select **Employee** again.



Step 2:

The **Employee Search** screen displays. Enter information in the **Search Criteria** panel to search for a specific member, then click the **Search** button. Select the applicable member by clicking the checkbox next to their **Client ID** and clicking the **Open** button.

32040 WWNLNQ PHDZQA DVESGY EW FRNPX1FEX
TRN2 - 3.0.885.1 - Green Region

Employee Search

[1 Records met the search criteria.]

Search Criteria

Client ID : 9586187293

SSN :

Date Of Birth :

First Name :

Last Name :

Employment Start Date From :

Employment Start Date To :

Benefit Program :

Employment End Date From :

Employment End Date To :

Benefit Structure :

Organization Code :

Hint : Org Code, Org Name

Include All Organizations : ☒

Benefit Sub-Structure :

Organization Sub-Type: ☐ Community College District ☐ Superintendent ☐ K-12 Charter ☐ K-12 District ☐ Reporting Source ☐ Regional Occupation Program ☐ State Agency

Search

Reset

Store Search

Search Results

Open

Export To Excel

☐	Client ID	SSN	Last Name	First Name	Middle Name	Gender	Date Of Birth
☐	9586187293	XXX-XX-1639	KMSHFD	DURMEF	D	Female	10/17/1979

Step 3:

The **Employee Maintenance** screen displays. In the **Membership Account** panel, click the **Benefit Program** hyperlink for Defined Benefit. Service credit does not apply to the CalSTRS Defined Benefit Supplement or Cash Balance Benefit programs.



32040 WWNLNQ PHDZQA DVESGY EW FRNPXTFEX
TRN2 - 3.0.885.1 - Green Region

Employee Maintenance 2369709

[Employee Search](#)
[Employee Maintenance 23...](#)
✕
←
Displaying page 14 of 14.
→

Primary Phone Number : 024-360-6952

Secondary Phone Number :

Mobile Phone Number :

International Phone Number Country Code :

International Phone Number :

SMS / Text Permitted? : No

Primary Email Address : tsj_tivhpbofmhkws@fpeap.ym

Secondary Email Address :

Address Information

New

Address	City	State	Zip Code	Country	Start Date	End Date	Validated
54 DZN WXA GSZYWU	ORINDA	California	94563-1929	United States	05/02/2002		N

Membership Account

Transactions

Enroll Member

Benefit Program	Benefit Structure	Membership Date	Hire Date	Status	Sub-Status	Status Effective Date
CalSTRS Defined Benefit	DB 2% at 60	01/01/2002	11/14/2001	Active		11/14/2001
CalSTRS Defined Benefit Supplement	DBS 2% at 60	01/01/2002	11/14/2001	Active		11/14/2001

Step 4:

The **Employee Membership Account Maintenance** screen displays. Click the **Transactions** button.



SECURE EMPLOYER WEBSITE

32040 WWNLNQ PHDZQA DVESGY EW FRNPXTF
TRN2 - 3.0.885.1 - Green Region

Employee Membership Account Maintenance 1971207

+ Employee Search Employee Maintenance 23... Employee Membership Acc... X

← Displaying page 1 of 1. →

Transactions

Refresh

Membership Detail

Client ID : 9586187293	Name : DURMEF D KMSHFD	Membership Account ID : 1971207
Benefit Program : CalSTRS Defined Benefit	Benefit Structure : DB 2% at 60	Benefit SubStructure : 2% @ 60 Regular
Status : Active	Sub-Status :	Status Effective Date : 11/14/2001
Hire Date : 11/14/2001	Membership Date : 01/01/2002	Working After Retirement : No
Source : Conversion	Segregated : No	Vested : Yes
CCCC Eligible :		

Step 5:

The **Membership Account Transaction Maintenance** screen displays. In the **Transaction Filter** panel select the **CalSTRS Defined Benefit Membership Account** from the drop-down menu and click the **Apply Filter** button. If applicable, use the available filter criteria to narrow your search.

Membership Account Transaction Maintenance 2369709

Employee Search Employee Maintenance 23... Employee Membership Acc... Membership Account Tran... X ← Displaying page 1 of 1. →

[Record displayed. Please make changes and press SAVE.]

Person Detail

Client ID : 9586187293 Name : DURMEF D KMSHFD

Transaction Filter

Membership Account : 1971207 - CalSTRS Defined Benefit - Active Organization : Fiscal Year : Source Subsystem : Transaction Type : Time Base :

Transaction Date (From) : 1971207 - CalSTRS Defined Benefit - Active To : Pay Period (From) : 3108537 - CalSTRS Defined Benefit Supplement - Active To : Assignment Code : Member Code : Earnings Type : Service Type :

Include Reversal Lines : ☐

Apply Filter **Reset**

Step 6:

The payroll detail records display under the **Transaction Detail** panel. Click the **Export to Excel** button.

Transaction Detail

Open **Export To Excel**

Page 1 of 27 Results 1 - 20 of 522

☐	Organization	Member Code	Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	EE Contribution	ER Contribution	Pay Period Begin Date	Pay Period End Date	Service Credit	Classification Code	Base Hours	Reversal	Retro ID	Transaction Date	Payroll Summary ID
☐	07069 - TEXRKN PHAGM JDYSGR PCWFYW YL QINJNXVYN	1 - Member	57 - Contract	\$201.940	0 - Annual Or Lump-Sum	\$201.94	6 - Special Compensation lump-sums	\$20.70	\$0.00	11/01/2024	11/30/2024	0.000000		0	No	No	12/23/2024	
☐	07069 - TEXRKN PHAGM JDYSGR PCWFYW YL QINJNXVYN	1 - Member	57 - Contract	\$15,350.710	1 - 12 Monthly Payments	\$15,350.71	1 - Current Member Contributions	\$1,573.45	\$0.00	11/01/2024	11/30/2024	0.083333		0	No	No	12/23/2024	
☐	32041 - WNNLNQ FNLLAYY QIDHGC FFQXKSGD	1 - Member	57 - Contract	\$970.500	0 - Annual Or Lump-Sum	\$970.50	6 - Special Compensation lump-sums	\$99.48	\$0.00	10/01/2024	10/31/2024	0.000000		0	No	No	12/03/2024	
☐	07069 - TEXRKN				0 - Annual		6 - Special											

Step 7:

The **Export to Excel** filter options display. Select the service credit checkbox and any other needed filters and click the **Download As Excel** button.

Export To Excel

Select/Unselect All: ☒

Select the columns to be exported from the following list:

☒ Organization	☒ Client ID	☒ Person Name
☒ Transaction Date	☒ Effective Date	☒ Assignment Code
☒ Expected Pay Periods	☒ Time Base	☒ Annualized Pay Rate
☒ Pay Period Begin Date	☒ Pay Period End Date	☒ Transaction Type
☒ Transaction Sub Type	☒ Earnings Type	☒ Earnings
☒ EE Contribution	☒ ER Contribution	☒ Service Credit
☒ Service Type	☒ Subsystem	☒ Subsystem Reference ID
☒ Retro ID	☒ Reversal	☒ Contribution Code
☒ Base Hours		

Count of Records being Exported : 511

Download As Excel