

Uploading a Contribution File

This is a step-by-step process for users to upload a Contribution File in the new Secure Employer Website. This same process applies to the Contribution - AR File type, however different dropdown fields will be available depending on the file type selected.

Revised: October 07, 2019

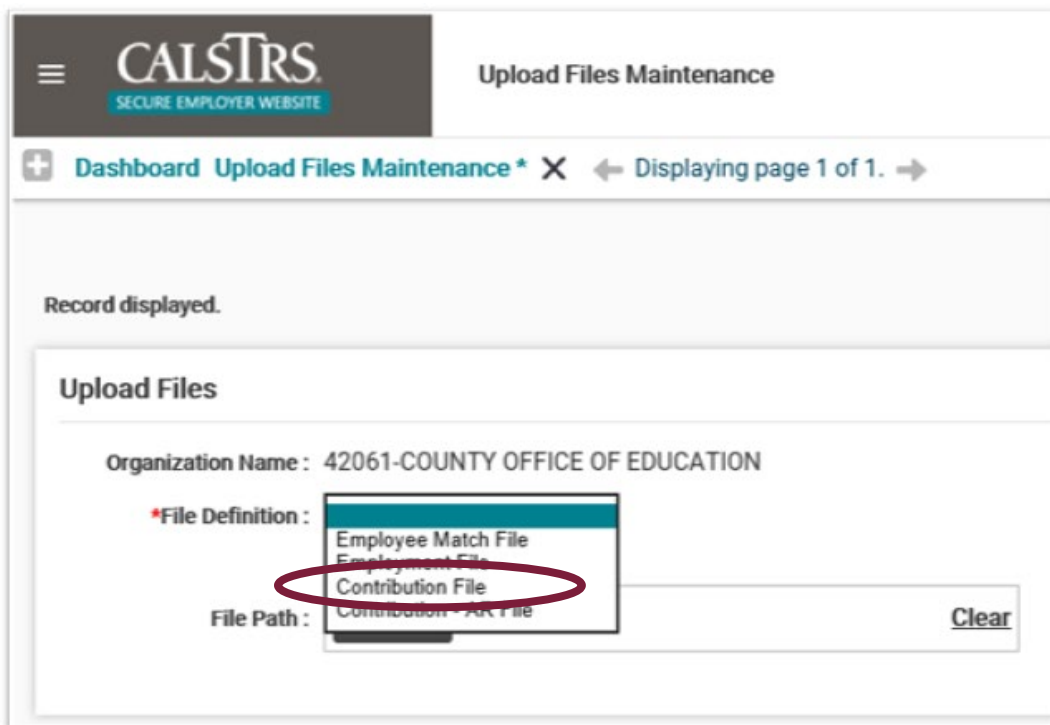
Step 1:

Navigate to the **Upload Files Maintenance** screen by clicking the **Upload Files** quick link.



Step 2:

The **Upload Files Maintenance** screen displays. This is where you upload files. In this example we select the **Contribution File** from the **File Definition** dropdown field.



Step 3:

Select **CalSTRS Defined Benefit** from the **Benefit Program** dropdown field. If another file type was selected, such as the Contribution - AR File, other dropdown fields become available.

Step 4:

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

Step 5:

Select the **Browse** button to search for the file to upload. Please note that with New File Format, the files need to be in a .CSV format.

Organization Name : 42061-COUNTY OFFICE OF EDUCATION

*File Definition : Contribution File

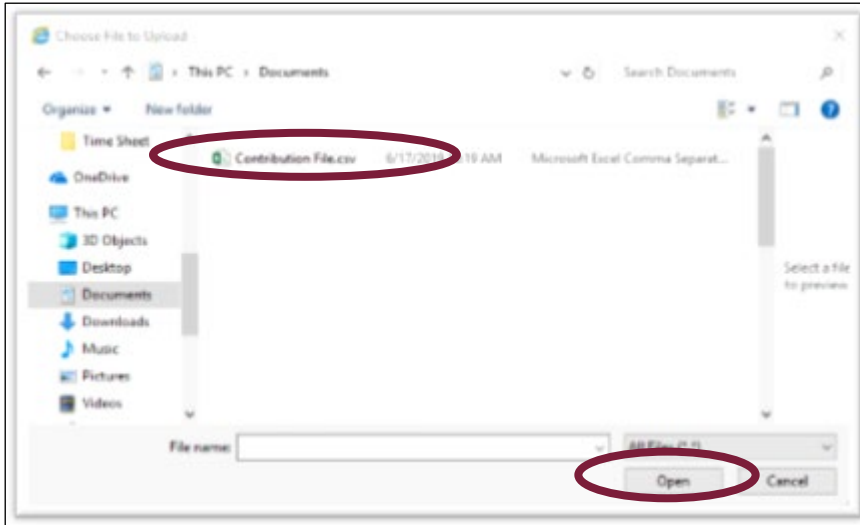
Benefit Program : CalSTRS Defined Benefit

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

File Path:

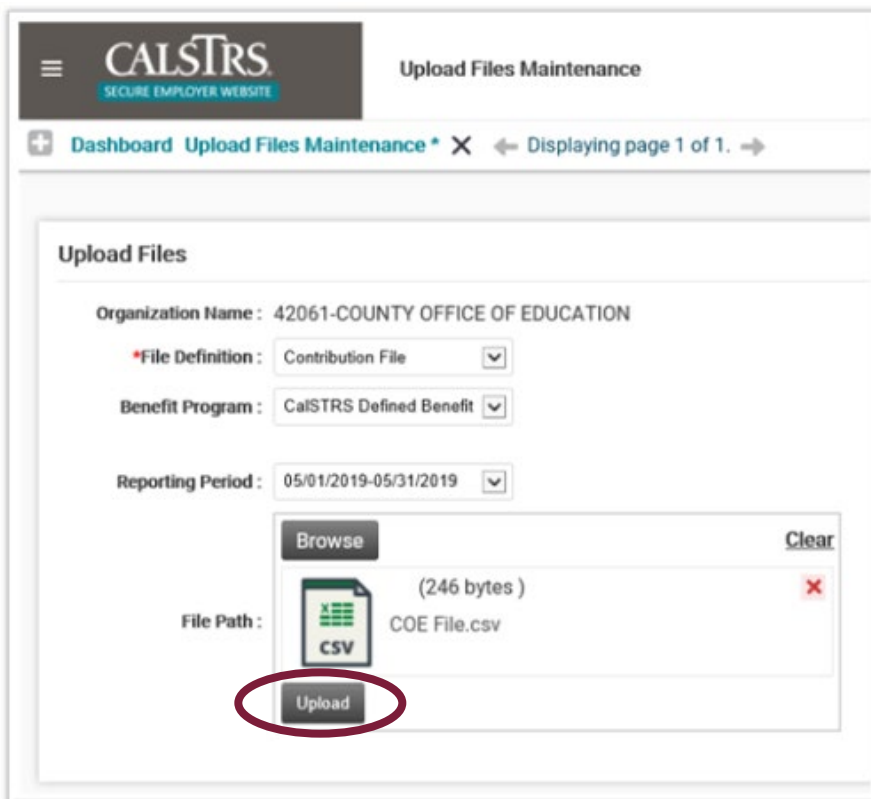
Step 6:

Select the file to be uploaded and select the **Open** button.



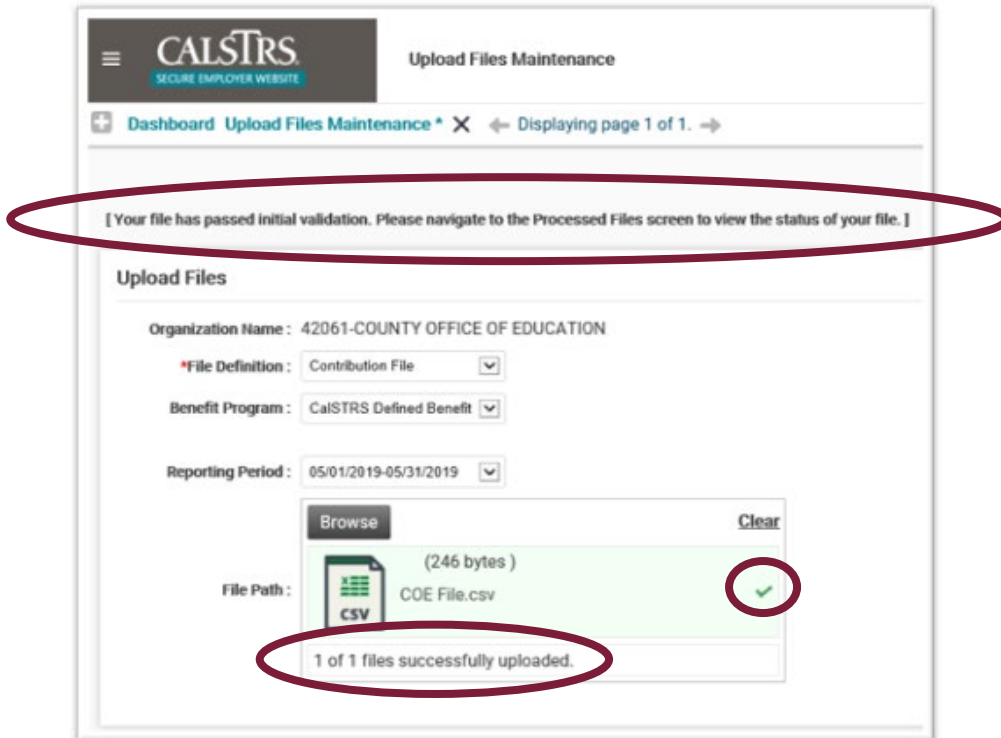
Step 7:

Select the **Upload** button. The Contribution File will go through its first validation to check for any File Upload Errors.



Step 8:

You will know the file upload was successful and has passed initial validation because of the green checkmark, the messages found under the File Path box and the message displayed at the top of the screen.



Step 9:

Navigate to the **Processed Files Search** screen and confirm the file status. Select **File Processing** from the **Global Navigation** menu. Next, select **Processed Files**.



Step 10:

The **Processed Files Search** screen displays. This screen is used to confirm the status of the Contribution File and to locate the **File Header ID**. Enter in desired **Search Criteria** and select the **Search** button.

Step 11:

The search results display under the **Search Result** panel. Take note of the **File Header ID** and then navigate to the **Employer Payroll Header Search** screen to begin working the Contribution File. Please note that the Contribution File needs to be in a Processed status to move forward.

The screenshot displays the 'Processed Files Search' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are on the left, and '42061 COUNTY OFFICE OF EDUCATION TRN1 - 1.2.59.1 - Green Region' is on the right. Below the header, a message states '[1 Records met the search criteria.]'. The 'Search Criteria' section includes fields for 'File Definition' (set to 'All'), 'File Name', 'File Header ID', 'Status' (set to 'All'), 'Processed Date From', and 'Processed Date To'. A 'Search' button is circled in red. Below this is the 'Search Result' section with 'Open' and 'Export To Excel' buttons. A table lists search results with columns: File Header ID, File Definition, File Name, Processed Date, Status, and Number of Rows. The first row shows a 'Contribution File' with 'File Header ID' '2882' circled in red.

File Header ID	File Definition	File Name	Processed Date	Status	Number of Rows
2882	Contribution File	COE File,8720,ESS.csv	06/12/2019 07:52:03 AM	Review	3

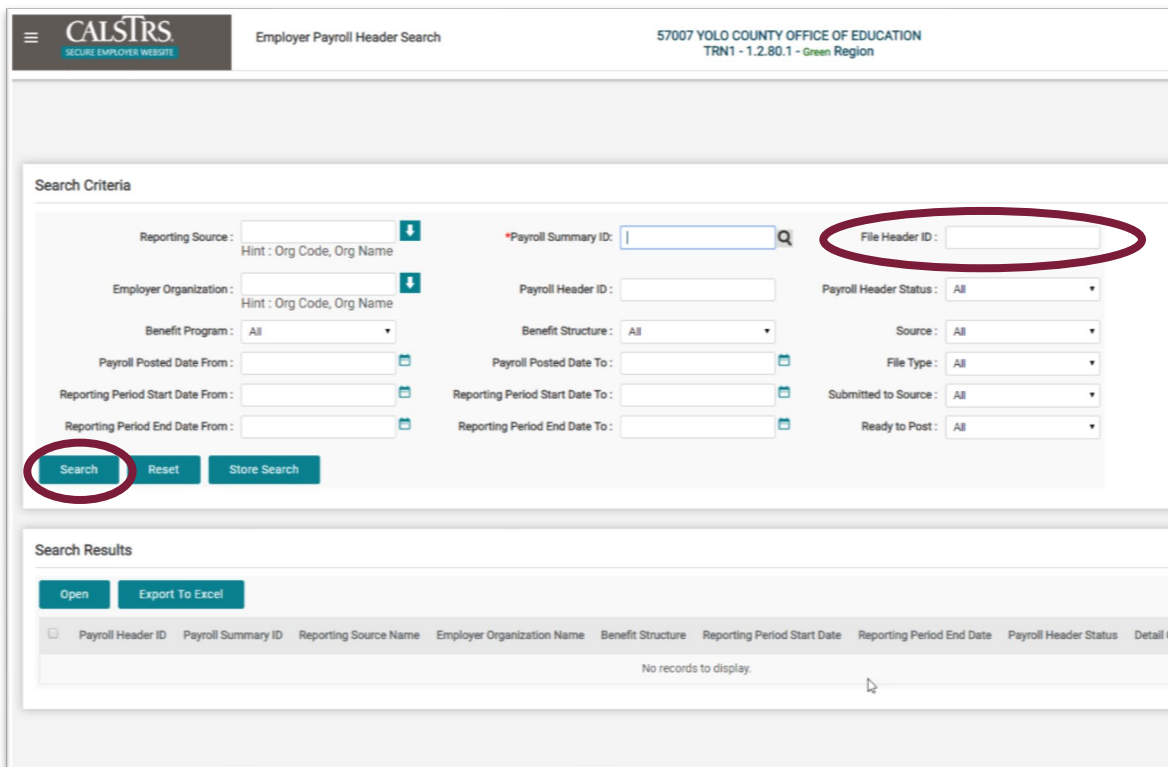
Step 12:

Select **Employer Reporting** from the **Global Navigation** menu. Next, select **Employer Reporting Header**.



Step 13:

The **Employer Payroll Header Search** screen displays. Enter in the **File Header ID** from the previous screen and select the **Search** button.



Step 14:

The search results display under the **Search Results** panel. To view the Payroll Header record, click the **Payroll Header ID** link.

Reporting Period Start Date From: [] Reporting Period Start Date To: [] Submitted to Source: All [v]
 Reporting Period End Date From: [] Reporting Period End Date To: [] Ready to Post: All [v]
 Search [] Reset [] Store Search []

Search Results

Open [] Export To Excel []

Payroll Header ID	Payroll Summary ID	Reporting Source Name	Employer Organization Name	Benefit Structure	Reporting Period Start Date	Reporting Period End Date	Payroll Header Status	Detail Count	File Type	Modified Date
1203	879	COUNTY OFFICE OF EDUCATION	COUNTY OFFICE OF EDUCATION	DB 2% at 62	05/01/2019	05/31/2019	Processed	5	Contribution File	06/17/2019

Step 15:

The **Employer Payroll Header Maintenance** screen displays. When a Report Source uploads their Contribution File the Payroll Headers are automatically marked as submitted to the Report Source. The Report Source has the option to click the **re-open** button to make additional changes to the Payroll Header. Click the **Payroll Summary ID** link to navigate to the **Employer Payroll Summary Maintenance** screen.

Note: if the employer is a Report Unit they need to submit their Payroll Header to their Report Source. Report Units will have a **Submit to Reporting Source** button on this screen that allows them to submit their Payroll Headers to their Report Source.

Employer Payroll Header Maintenance 1203

42061 COUNTY OFFICE OF EDUCATION
TRM1 - 1.2.76.1 - Green Region

Employer Payroll Header... Employer Payroll Header... X ← Displaying page 1 of 1. →

Refresh []

Employer Payroll Summary

Reporting Source: [42061-COUNTY OFFICE OF EDUCATION](#) Payroll Summary ID: [879](#) Payroll Summary Status: []
 Reporting Period: [05/01/2019-05/31/2019](#) File Type: Contribution File Benefit Program: CalSTRS Defined Benefit

Employer Payroll Header

*Employer Organization: [42061-COUNTY OFFICE OF EDUCATION](#) Payroll Header ID: 1203 Payroll Header Status: []
 *Benefit Program: CalSTRS Defined Benefit *Benefit Structure: DB 2% at 62
 Submitted To Source By: Submitted To Source Date: Submitted To Source: Yes
 Payroll Posted Date: Reporting Source: Employer File Payroll Detail Count: 5
 File Header ID: [2897](#) Suppress Warning: [] Validation In Progress: []
 Comments: []

Contributions Totals

Step 16:

The **Employer Payroll Summary Maintenance** screen displays. Once Business Rule Errors have been resolved and payments have been associated, the Report Source can complete the Contribution File process by selecting the **“Submit to CalSTRS”** button.

The screenshot shows the CalSTRS Employer Payroll Summary Maintenance interface. At the top, the CalSTRS logo and 'SECURE EMPLOYER WEBSITE' are visible. The page title is 'Employer Payroll Summary Maintenance 879' for '42061 COUNTY OFFICE OF EDUCATION' in the 'Green Region'. A navigation bar contains 'Save', 'Refresh', and 'Submit to CalSTRS' buttons, with the latter circled in red. Below the buttons is a message: '[Record displayed. Please make changes and press SAVE.]'. The main section is titled 'Employer Payroll Summary' and contains the following details:

Reporting Source : 42061-COUNTY OFFICE OF EDUCATION	Payroll Summary ID : 879	Payroll Summary Status : Valid
Reporting Period : 05/01/2019-05/31/2019	File Type : Contribution File	Benefit Program : CalSTRS Defined Benefit
Payroll Posted Date :	Payroll Detail Count : 5	Suppress Warning : <input type="checkbox"/>
Submitted By :	Payroll Submitted Date :	Submitted :
Comment : <input type="text"/>		

At the bottom of the form, there is a section for 'Contribution Totals'.