

# Submitting an Online Employment Transaction

This is a step-by-step process for submitting an online Employment Transaction in the new Secure Employer Website. This process applies to all Employment Transactions types; however, different conditional fields will be available depending on the Transaction type selected. Both required and conditional fields can be found in the *Employment Specification* document.

Revised: October 7, 2019

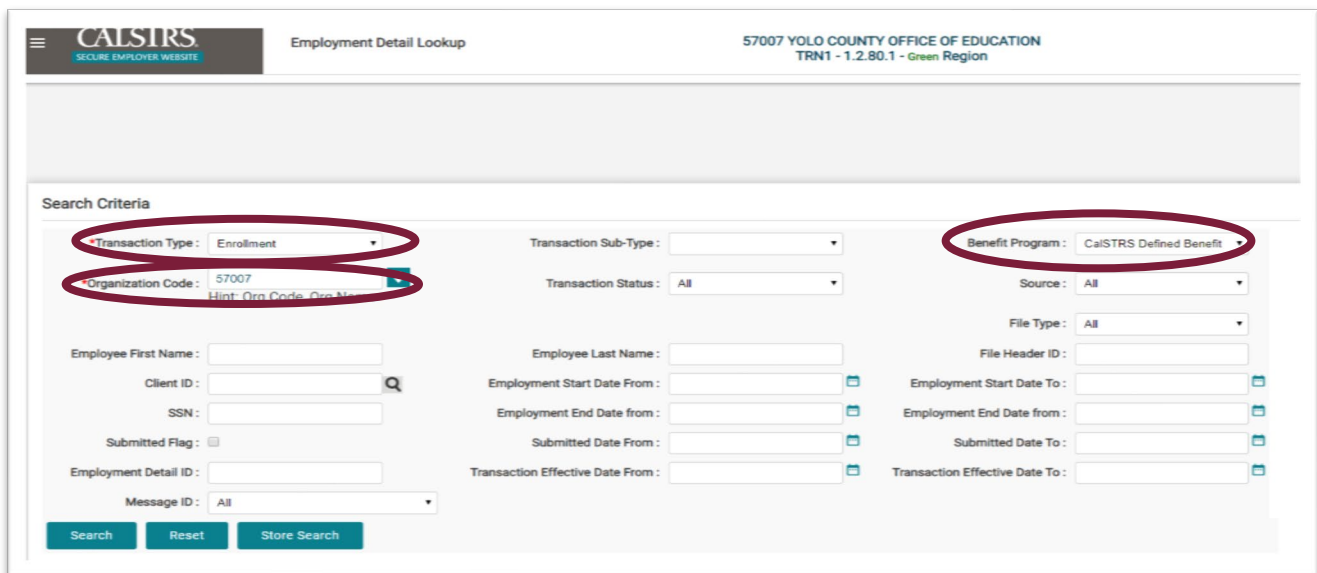
### Step 1:

Navigate to the **Employment Detail Search** screen by clicking the **Employment** quick link.



### Step 2:

The **Employment Detail Search** screen displays. For this new enrollment example, you will populate the required and conditional fields. You may also search for existing records here; three fields are required. **Transaction Type**, **Benefit Program** and **Organization Code**.



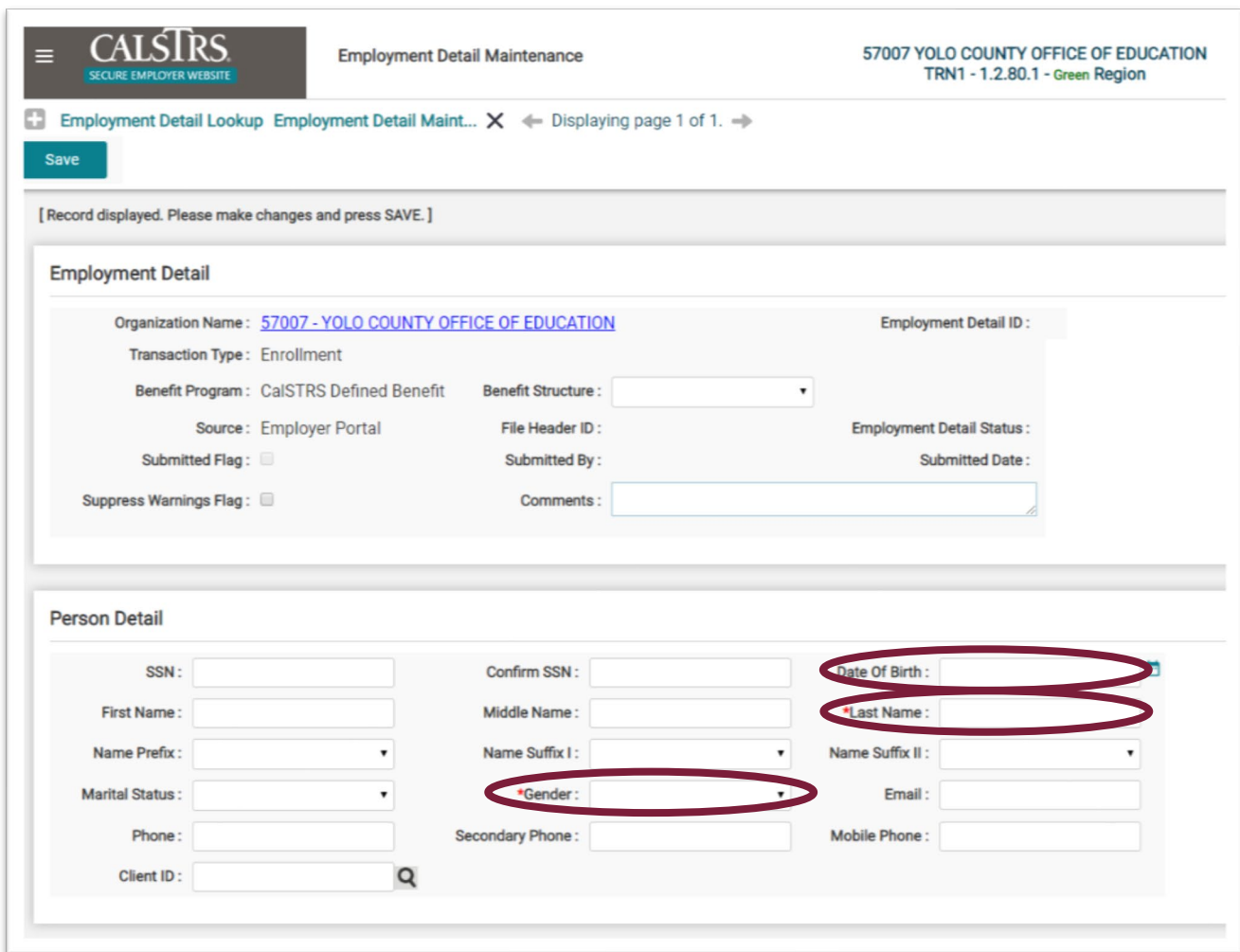
### Step 3:

When creating new employment transactions, select the **New** button found in the **Search Results** panel.



### Step 4:

The **Employment Detail Maintenance** screen displays. The **Employment Detail** panel shows data that was entered on the **Employment Detail Search** screen. The **Person Detail** panel is where users enter all required and conditional information. For this example, the required fields are **Date of Birth**, **Last Name** and **Gender**.

A screenshot of the 'Employment Detail Maintenance' screen. The top header includes the CALSTRS logo, the text 'Employment Detail Maintenance', and '57007 YOLO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. Below the header is a navigation bar with a 'Save' button and a status message: '[ Record displayed. Please make changes and press SAVE. ]'. The main content area is divided into two sections: 'Employment Detail' and 'Person Detail'. The 'Employment Detail' section contains fields for Organization Name (57007 - YOLO COUNTY OFFICE OF EDUCATION), Transaction Type (Enrollment), Benefit Program (CalSTRS Defined Benefit), Benefit Structure (dropdown), Source (Employer Portal), File Header ID, Employment Detail Status, Submitted Flag, Submitted By, Submitted Date, Suppress Warnings Flag, and Comments. The 'Person Detail' section contains fields for SSN, Confirm SSN, Date of Birth, First Name, Middle Name, Last Name, Name Prefix, Name Suffix I, Name Suffix II, Marital Status, Gender, Phone, Secondary Phone, Mobile Phone, and Client ID. The Date of Birth, Last Name, and Gender fields are circled in red.

### Step 5:

The **Address Detail** panel is where users will populate address information. The **Suggested Address** panel allows the address to be verified prior to submitting the transaction. After entering the address information, select the **Get Suggestion** button, which will provide any missing elements, as well as Zip Code with the last 4 digits. To use the suggest address, select the radio button next to the address that is desired.

#### Address Detail

##### Person Address

Address Line 1 :

Address Line 2 :

City :

State :

Country :

ZIP Code :

Do Not Validate :

Address Validated :

##### Suggested Address

Select	Addr Line 1	Addr Line 2	City	State	ZIP Code	ZIP 4 Code
<input type="radio"/>	100 Waterfront Pl		West Sacramento	CA	95605	2807

### Step 6:

The **Enrollment Detail** panel has two required fields for enrollment transactions. **Employment Sub-Type** and **Employment Start Date**. Use the dropdown menu to select the **Employment Sub-Type**. The **Employment Start Date** field is required and can be populated by manually entering or clicking the calendar icon to select the date.

#### Enrollment Detail

\*Employment Sub-Type

\*Employment Start Date

Member Type :

Batch Number :

### Step 7:

Users will select the **Save** button on the top left of the screen to trigger the validation process. Selecting the **Save** button also transitions the employment transaction into an employment record. Once saved, records cannot be deleted, they can only be voided or submitted.



### Step 8:

As the transaction data is validated, informational messages, warnings and errors may appear at the top and/or bottom of the screen. No action is required for informational messages. Warnings may be suppressed; however, errors must be corrected before the transaction can be submitted to CalSTRS. When the record is error free and the **Save** button is selected, the **Submit** button will appear and allow submission to CalSTRS.

