

# Employee Change Request – Certification for Disability

This document provides an overview of the different statuses and action statuses of an Employee Change Request. Also, this document explains the step-by-step process employers take to certify an Employee Change Request for Certification for Disability.

Revised: 04/02/2021

## Statuses and Action Statuses

### Statuses

The Status of an Employee Change Request indicates the current state of the request.

Term	Definition
<b>Valid</b>	The Employee Change Request meets the criteria, errors are resolved, and the warnings are suppressed.
<b>Review</b>	The Employee Change Request either has incomplete fields or errors or warnings that must be addressed in order to submit the information to CalSTRS.

### Action Statuses

The Action Status of an Employee Change Request applies to the different stages of the request being moved through the process.

Term	Definition
<b>Approved</b>	Criteria has been met, no errors exist, and warnings are suppressed.
<b>Denied</b>	Criteria has not been met.
<b>Returned to Employer</b>	CalSTRS review has determined a possible data entry error exists. CalSTRS has returned the request to the employer organization for correction.

### Employer Certification for Disability

#### Step 1:

On the Dashboard in the **Pending Work Items** panel, a number displays as a link in the **New Request** column for **Employer Certification for Disability**. Click the **New Request** link.

The screenshot shows the CALSTRS Dashboard with the 'Pending Work Items' panel. The 'New Request' column for 'Employer Certification for Disability' is circled in red. The table below shows the data for Pending Work Items:

Request Type	New Request	Progress Request	Total Outstanding Request
Employer Certification for Disability	1		1
Employer Certification for leave before Retirement	2		9
Service Purchase Requests	1		1
Termination Requests for DB SR	1		1
Unused Sick Leave Requests for SR	1		1

#### Step 2:

The **Employee Change Request Search** screen displays. The Employee Change Requests for the **Employer Certification for Disability** automatically display in the **Search Results** panel. Click the **Change Request Type** link for **Employer Certification**.

The screenshot shows the Employee Change Request Search screen. The 'Change Request Type' link for 'Employer Certification' is circled in red. The search criteria are as follows:

Client ID: [ ] \*Change Request Type: **Employer Certification** Change Request Subtype: Disability  
 Last Name: [ ] First Name: [ ] Organization Code: [ ]  
 Effective Date From: [ ] Effective Date To: [ ] Status: All  
 Created Date From: [ ] Created Date To: [ ]  
 Search [ ] Reset [ ] Store Search [ ] Action Status: Pending Approval [ ]

The Search Results panel shows the following data:

Change Request Type	Change Request Subtype	Client ID	Last Name	First Name	Organization Name	Status	Action Status	Created Date
<b>Employer Certification</b>	Disability	1542749958	AAOGE	CDXNEJ	MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT	Void	Pending Approval	03/27/2020

### Step 3:

The **Employer Certification Maintenance** screen displays. Enter the applicable details in the **Employment Information** panel. Enter the employment information.

The screenshot shows the 'Employment Information' panel. It includes fields for Employment Start Date (09/12/1988), Employment End Date (12/14/2020), Current Employment Status (Paid Sick Leave), Last Day of Work (12/15/2020), Last Compensation Date (12/14/2020), Days of Absence in Current School Year (30), and Days of Absence in Prior School Year (45). There is a checkbox for 'Are dismissal proceedings contemplated or pending?' (No) and a text area for 'Employment Remarks'.

### Step 4:

Enter the applicable details in the **Income Protection Plan Information** panel.

The screenshot shows the 'Income Protection Plan Information' panel. It includes a dropdown for 'Is a monthly benefit payable from any income protection plan such as indemnity or annuity?' (Yes/No), a checkbox for 'Premiums paid by school district?', and fields for Company Name, Address, City, State, Zip Code, and Phone Number. There is also a text area for 'Income Protection Plan Remarks'.

### Step 5:

Enter the applicable details in the **Worker's Compensation Information** panel.

The screenshot shows the 'Worker's Compensation Information' panel. It includes a dropdown for 'Has the member applied for benefits through Worker's Compensation?' (Yes/No), a text input for 'Weekly Rates of Benefits' (0), a checkbox for 'Were benefits awarded as lump sum?', a text input for 'Benefits', a date input for 'Date of Injury', and a dropdown for 'Benefits are paid directly to'. There are also fields for Company Name, Address, City, State, Zip Code, and Phone Number, and a text area for 'Worker's Compensation Remarks'.

### Step 6:

Review the statements regarding one-year final compensation and reduction in school funds. If a statement applies to the member, select the applicable checkbox. In this example, neither statement is selected.

**Worker's Compensation Information**

Has the member applied for benefits through Worker's Compensation? : ☐

Weekly Rates of Benefits :  Effective Date of Benefits :

Date of Injury :

Benefits are paid directly to :

Were benefits awarded as lump sum? : ☐

Company Name :  Address :  City :

State :  Zip Code :  Phone Number :

Worker's Compensation Remarks :

☐ This member is under agreement to receive one-year final compensation with less than 25 years of service. I certify pursuant to the district bargaining agreement, that the present-value payment for one-year final compensation will be made to CalSTRS within 30 days of receiving billing for the member who has fewer than 25 years of service credit

☐ I acknowledge the following years were provided as years of salary reduction. If there are additional years to consider for this member, I understand this information must be provided through the Reduction in School Funds provision transaction in order to

School Years :

No records to display.

### Step 7:

Scroll down to the **Employer Authorization** panel. Certify the information provided is true and accurate by selecting the checkbox next to the statement.

Dashboard Employee Change Request... ESSEmployer Certificati... X ← Displaying page 1 of 1. →

Save Reset

No records to display.

**Employer Authorization**

☐ I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126). I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and/or a fine of up to \$5,000 (Education Code section 22010).

Authorized Date :

Authorized Employee Name :  Authorized Employee Title :  Authorized Employee Telephone Number :

### Step 8:

In the **Authorized Employee** fields, enter your name, title and telephone number.

**Employer Authorization**

☐ I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126). I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and/or a fine of up to \$5,000 (Education Code section 22010).

Authorized Date :

Authorized Employee Name :  Authorized Employee Title :  Authorized Employee Telephone Number :

### Step 9:

Scroll to the top of the screen and click the **Save** button. The system validates the information entered and any applicable errors and warnings display. Hard errors, which prevent you from submitting the Employee Change Request, will display at the top of the screen in red text. These errors normally occur when a field is missed or completed incorrectly. Soft errors display in the Validation Information panel. Hard and soft errors must be resolved before you can submit the request.

The screenshot shows the top of the CALSTRS Employer Training Services interface. The header includes the CALSTRS logo, 'SECURE EMPLOYER WEBSITE', and the user's role 'Employer Certification Maintenance'. The district is identified as '19630 MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT' with 'TRN1 - 2.0.540.1 - Green Region'. A navigation bar shows 'Dashboard', 'Employee Change Request...', and 'ESSEmployer Certificati...'. The 'Save' button is circled in red. Below the navigation bar is the 'Employment Information' section with fields for 'Employment Start Date' (09/12/1988), 'Employment End Date', 'Current Employment Status', 'Last Day of Work', 'Last Compensation Date', 'Days of Absence in Current School Year', 'Days of Absence in Prior School Year', and a checkbox for 'Are dismissal proceedings contemplated or pending?'. There is also an 'Employment Remarks' text area and an 'Income Protection Plan Information' section.

### Step 10:

Click the **Submit** button. A message displays stating: “**All changes successfully saved.**”

The screenshot shows the same interface after clicking the 'Submit' button. The 'Submit' button is circled in red. A message box at the top states '[ All changes successfully saved. ]'. Below this, the 'Person Details' section is expanded, showing 'Client ID : 1542749958', 'Member Name : CDXNEXJ T AA0GE', and 'Active Alert Exists : Yes'. The 'Employee Change Request Details' section is also visible at the bottom.