

Employer Contact Types

This document contains descriptions of the different Employer Contact types and a list of the processes that can be performed in the new Secure Employer Website (SEW). Employer contacts are individuals who have been assigned roles, known as contact types, to access and perform tasks in SEW on behalf of your organization. Depending on the type of work employer contacts are performing, they may have one or more contact types assigned to them.



Senior Admin Contact

This contact type is assigned to Superintendents, Chancellors or equivalent level at the County Office of Education, K-12 or Community College District offices.



Admin Contact

This contact type is assigned to manage employer contacts and employer organization information.



Benefit Contact

This contact type is assigned to perform benefit-related tasks such as employer retirement incentives.



Accounts Receivable Contact

This contact type is only allowed to upload, process and submit the Contribution File – AR to CalSTRS.



Payroll Contact

This contact type is assigned to perform employment related tasks and CalSTRS contribution reporting.

Processes performed in SEW by Employer Contacts legend:					
E = Execute. Employer contacts have the ability to add and/or edit information for a specific entity or process.	Senior Admin Contact	Admin Contact	Benefit Contact	Account Receivable Contact	Payroll Contact
R = Read-only. Employer contacts can view information on a specific screen but not add or edit information on the screen.					
Blank = No access. Employer contacts cannot access the screen.					
Create and maintain Organization details	R	E	E	R	R
Create and maintain Organization addresses	R	E	R	R	R
Create and maintain Organization Contact information	R	E	R	R	R
View Units Reported/associated Organization information	R	R	R	R	R
View Organization Benefit Program information	R	R	R	R	R
Add Cash Balance contribution rates					E
View Organization reporting schedules	R	R	R	R	R
Add Organization reporting schedules					E
View employee information	R	R	R	R	R
Create Benefit Program enrollments	R	R	R	R	E
View and create employee change requests	R	R	E	R	E
Upload and process files	R	R	E	E	E

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View processed file status and details	R	R	R	R	R
View reports	R	R	R	R	R
View and upload documents	R	E	E	E	E
Change user password	E	E	E	E	E
View online help and reference materials	R	R	R	R	R
View and send secure messages	E	E	E	E	E
View home screen	R	R	R	R	R

As-Is	To-Be
Admin Role	Admin Contact
User Role	Accounts Receivable Contact, Benefit Contact, Payroll Contact, Senior Admin Contact