

Employee Change Request – One Year Final Compensation

This document provides an overview of the different statuses and action statuses of an Employee Change Request for One-Year Final Compensation. Also, this document explains the step-by-step process employers take to submit an Employee Change Request for One-Year Final Compensation.

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
Valid	The Employee Change Request meets the criteria, errors are resolved, and warnings are suppressed.
Review	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

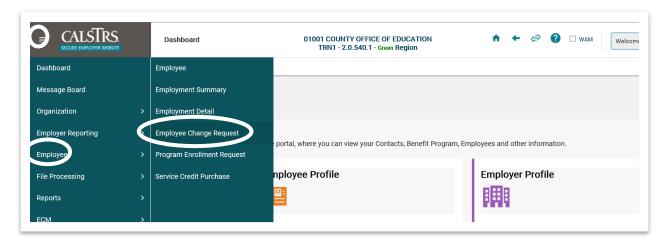
The Action Status of an Employee Change Request applies to the different stages of the request being moved through the process.

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

Submit SR Earnings Limit Transaction

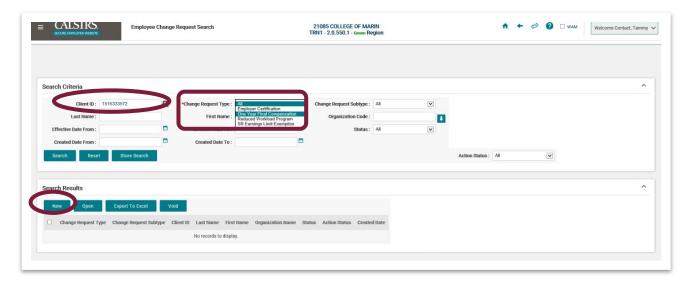
Step 1:

From the Global Navigation Menu, select Employee. Then, select Employee Change Request.



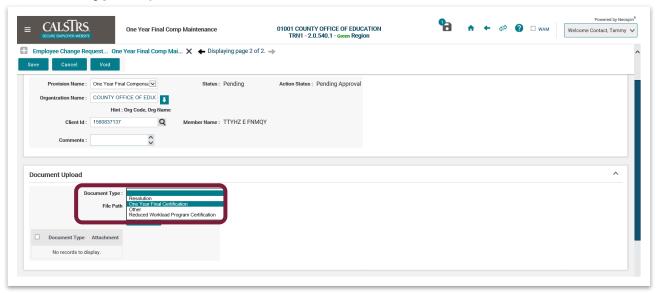
Step 2:

The **Employee Change Request Search** screen displays. Enter the member's **Client ID** in the **Client ID** field. From the **Change Request Type** dropdown field, select **One Year Final Compensation**. Click the **New** button.



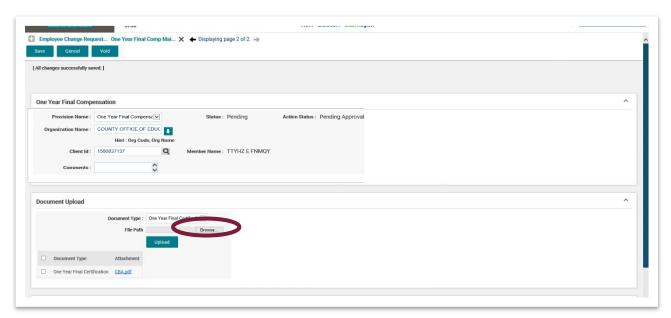
Step 3:

The **One Year Final Comp Maintenance** screen displays. The Provision Name, Organization Name and Client ID are automatically populated. In the **Document Upload** panel, click the **Document Type** dropdown field and select **One Year Final Certification**.



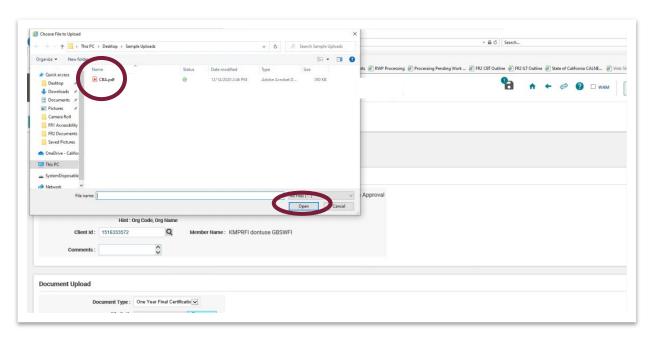
Step 4:

Click the **Browse** button in the **File Path** field to upload the **Collective Bargaining Agreement**.



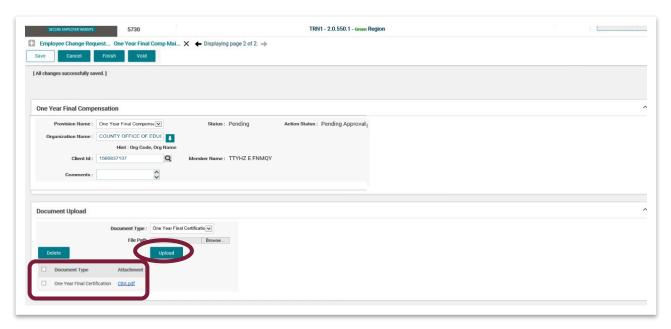
Step 5:

The **Choose File to Upload** window displays. Select the file to upload, then click the **Open** button.



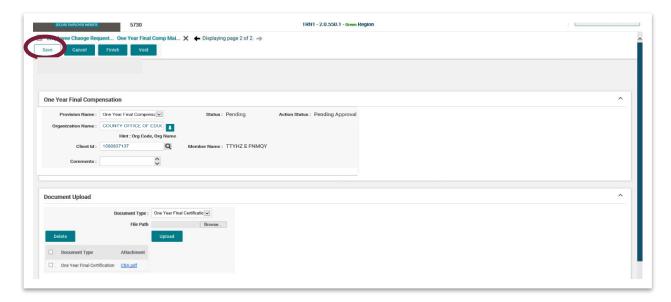
Step 6:

Click the **Upload** button. The document displays in the **Document Upload** grid.



Step 7:

Click the **Save** button. If the member does not meet eligibility requirements for one-year final compensation, an error message displays at the top of the screen. To move forward, the error must be resolved.



Step 8:

Click the **Finish** button. A message displays at the top of the screen stating: "**All changes** successfully saved."

