

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

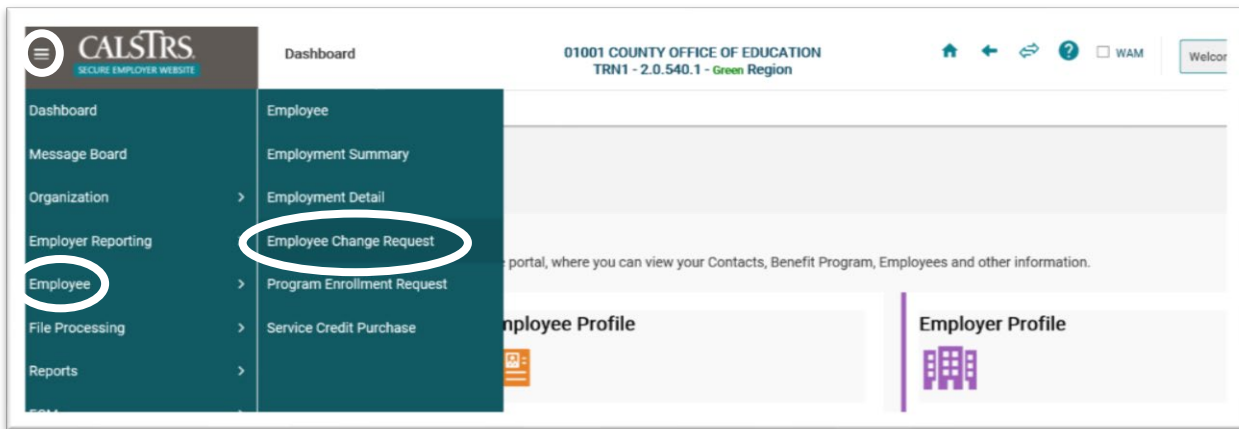
The Action Status of an Employee Change Request applies to the different stages of the request being moved through the process.

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

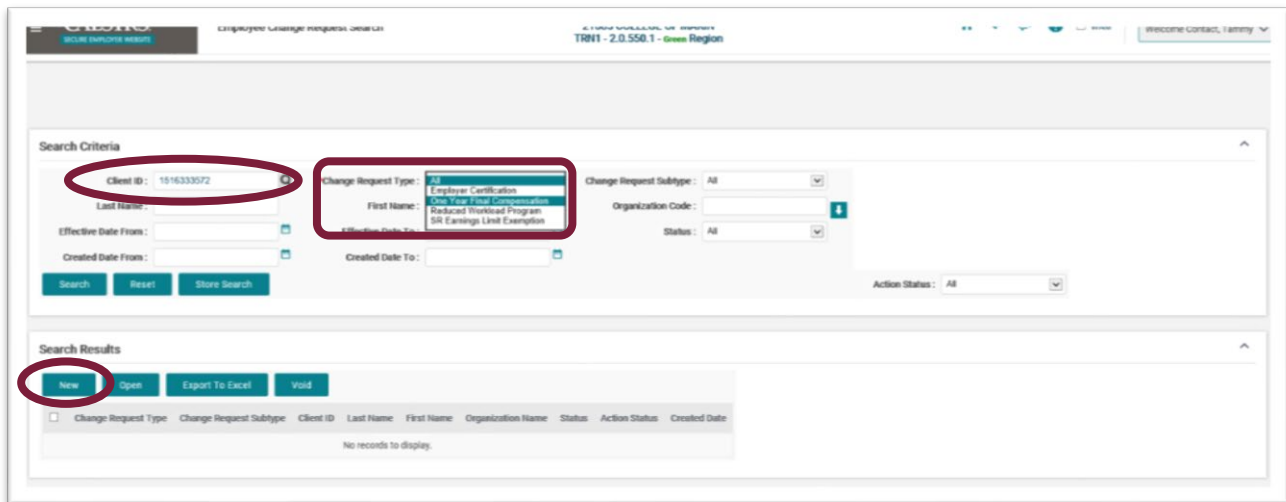
Step 1:

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**.

The screenshot shows the 'One Year Final Comp Maintenance' screen. The top navigation bar includes the CALSTRS logo, the title 'One Year Final Comp Maintenance', and the organization '01001 COUNTY OFFICE OF EDUCATION'. The main form area contains fields for Provision Name (One Year Final Compens), Organization Name (COUNTY OFFICE OF EDUC), Client ID (1560837137), and Member Name (TTYHZ E FNMQY). The 'Document Upload' panel is visible, with a dropdown menu for 'Document Type' open, showing options: 'Resolution', 'One Year Final Certification', 'Other', and 'Reduced Workload Program Certification'. The 'One Year Final Certification' option is highlighted. Below the dropdown, there is a 'File Path' field and an 'Upload' button.

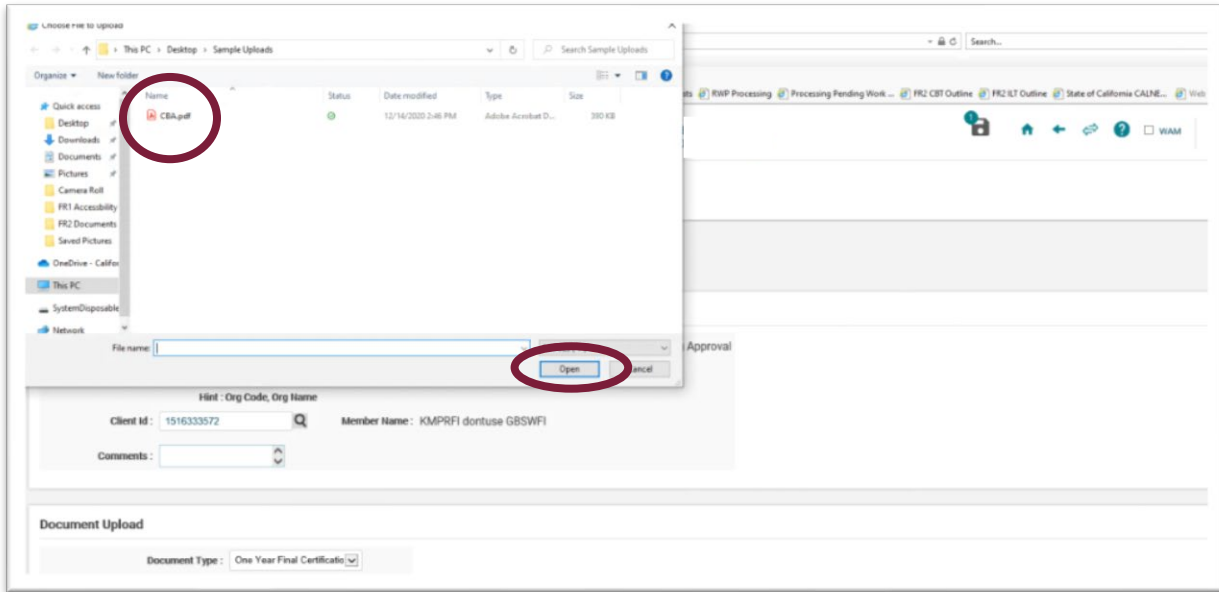
Step 4:

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

The screenshot shows the 'One Year Final Comp Maintenance' screen after the document type has been selected. The 'Document Type' dropdown is now set to 'One Year Final Certificate'. The 'File Path' field is empty, and the 'Browse...' button is visible next to it. The 'Upload' button is also present. The 'Document Type' dropdown is now closed, and the 'File Path' field is highlighted. Below the 'File Path' field, there is a 'Document Type' dropdown and an 'Attachment' checkbox. The 'Attachment' checkbox is checked, and the 'One Year Final Certification' option is selected.

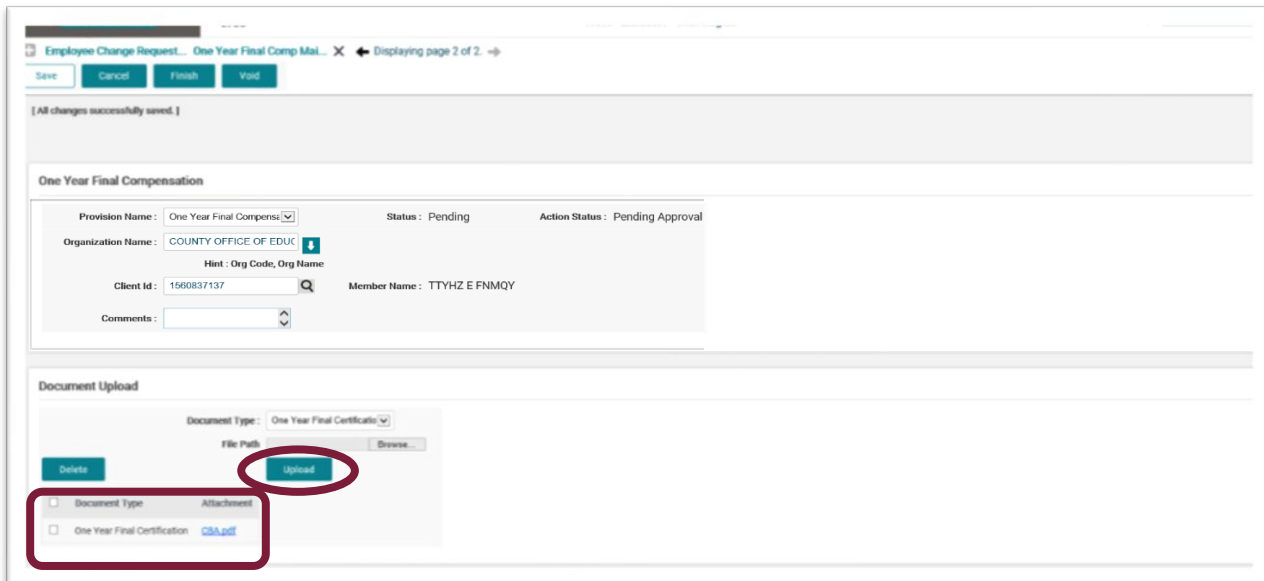
Step 5:

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.

The screenshot shows a web application interface for 'One Year Final Compensation'. At the top, there is a navigation bar with buttons for 'Save', 'Cancel', 'Finish', and 'Void'. The 'Save' button is circled in red. Below the navigation bar, the form contains the following fields:

- Provision Name: One Year Final Compens[ion]
- Status: Pending
- Action Status: Pending Approval
- Organization Name: COUNTY OFFICE OF EDUC[ATION]
- Hint: Org Code, Org Name
- Client Id: 1560837137
- Member Name: TTYHZ E FNMQY
- Comments: [Empty text area]

Below the form is a 'Document Upload' section with a 'Document Type' dropdown set to 'One Year Final Certificate', a 'File Path' input field, and 'Delete' and 'Upload' buttons. A list of attachments is shown below, including 'One Year Final Certification' with a PDF icon.

Step 8:

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

The screenshot shows the same web application interface as in Step 7. The 'Finish' button in the top navigation bar is circled in red. Below the navigation bar, a red-bordered message box displays the text: "All changes successfully saved." The form fields and document upload section are identical to the previous screenshot.