

# Uploading a F496 File

This is a step-by-step process for users to upload a F496 File in the new Secure Employer Website. This same process applies to the Contribution - AR File type, however different dropdown fields will be available depending on the file type selected.

Revised: 09/05/2025

## Step 1:

Navigate to the **Upload Files Maintenance** screen by clicking the **Upload Files** quick link.



## Step 2:

The **Upload Files Maintenance** screen displays. This is where you upload files. In this example we select the **F496 File** from the **File Definition** dropdown field.

A screenshot of the 'Upload Files' screen. At the top, the 'Organization Name' is '19801-HMXRN MYNLTM JDOMFNLGD JDSGTFY IRMEIVPP'. Below this is a '\*File Definition' dropdown menu. The dropdown is open, showing a list of file types: 'MR87 Enrollment File', 'Employer Address File', 'Employee Match File', 'F496 File', 'VDR File', and 'Contribution - AR File'. The 'F496 File' option is highlighted with a red oval. To the right of the dropdown is a 'Clear' button. The 'File Path' label is visible to the left of the dropdown.

### Step 3:

Select the **Reporting Period** from the **Reporting Period** dropdown field.

### Upload Files

Organization Name : 19000-Ceh Ndwtdyh Ukmdoq Gclrjf yj Ybbuqetyu

\*File Definition : F496 File

Reporting Period :

File Path :

10/01/2024-10/31/2024

09/01/2024-09/30/2024

08/01/2024-08/31/2024

07/01/2024-07/31/2024

Clear

### Step 4:

Select the **Browse** button to search for the file to upload. Please note that to upload the F496 file, the files need to be in a .txt format.

### Upload Files

Organization Name : 19000-Ceh Ndwtdyh Ukmdoq Gclrjf yj Ybbuqetyu

\*File Definition : F496 File

Reporting Period : 07/01/2024-07/31/2024

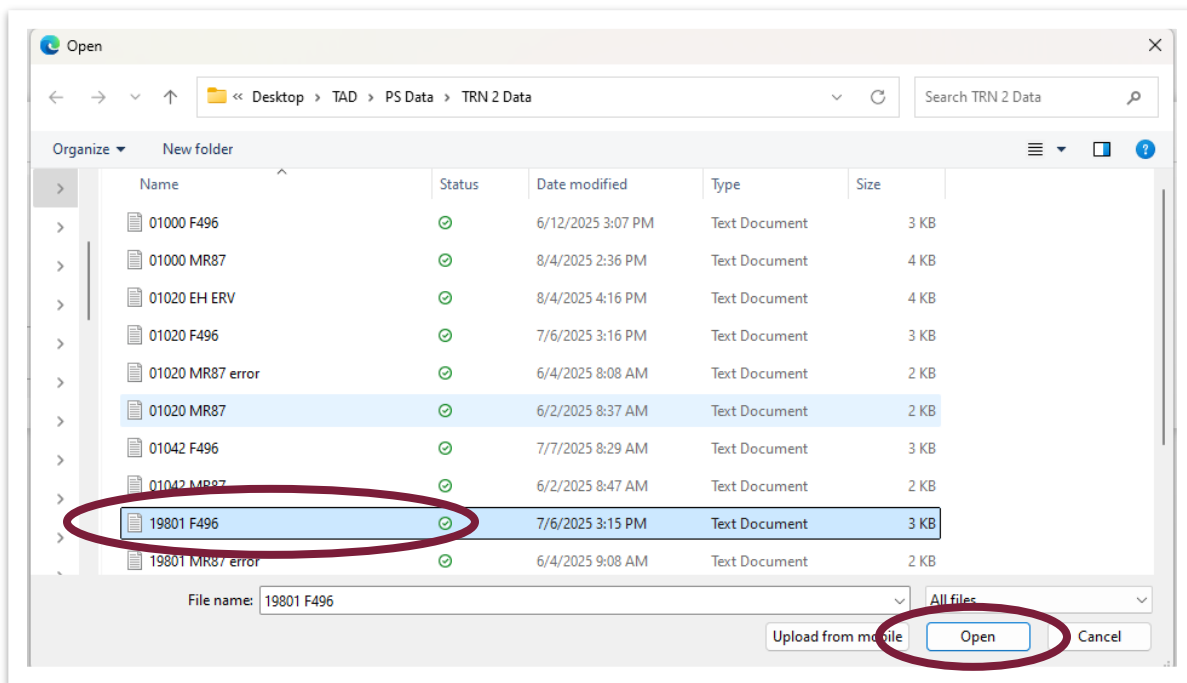
File Path :

Browse

Clear

### Step 5:

Select the file to be uploaded and select the **Open** button.



### Step 6:

Select the **Upload** button. The F496 File will go through its first validation to check for any File Upload Errors.



### Step 7:

You will know the file upload was successful and has passed initial validation because of the green checkmark, the messages found under the File Path box and the message displayed at the top of the screen.

[ Your file has passed initial validation. Please navigate to the Processed Files screen to view the status of your file. ]

### Upload Files

Organization Name : 19000-Ceh Ndwtdyh Ukmdoq Glcrjf yj Ybbuqetyu


\*File Definition : F496 File

Reporting Period : 07/01/2024-07/31/2024

Browse

Clear

File Path :




19801 F496.txt  
(2576 bytes)

1 of 1 files successfully uploaded.

### Step 8:

Navigate to the **Processed Files Search** screen and confirm the file status. Select **File Processing** from the **Global Navigation** menu. Next, select **Processed Files**.



SECURE EMPLOYER WEBSITE

Upload Files Maintenance

Dashboard	Upload File
Message Board	<b>Processed Files</b>
Organization >	Processed Records
Employer Reporting >	
Employee >	
File Processing >	

### Step 9:

The **Processed Files Search** screen displays. This screen is used to confirm the status of the F496 File and to locate the **File Header ID**. Enter the desired **Search Criteria** and select the **Search** button. The search results are displayed under the **Search Result** panel. Take note of the **File Header ID** and then navigate to the **Employer Payroll Header Search** screen to begin working the file. Please note that the F496 File needs to be in a Processed status to move forward.

### Search Criteria

File Definition : All

File Header ID : 2873

File Name :

Status : All

Processed Date From :

Processed Date To :

Search

Reset

### Search Result

Open

Export All To Excel

	File Header ID	File Definition	File Name	Processed Date	Status	Number of Rows
<input type="checkbox"/>	2873	F496 File	19801 F496,11376,ESS.txt	10/03/2024 01:54:03 PM	Processed	23

### Step 10:

Select **Employer Reporting** from the **Global Navigation** menu. Next, select **Employer Reporting Header**.



### Step 12:

The **Employer Payroll Header Search** screen displays. Enter the **File Header ID** from the previous screen and select the **Search** button.

The screenshot displays the 'Employer Payroll Header Search' screen. The header includes the CALSTRS logo and the text '57007 YOLO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. The main area is divided into 'Search Criteria' and 'Search Results' sections. The 'Search Criteria' section contains various input fields: Reporting Source, Employer Organization, Benefit Program, Payroll Posted Date From/To, Reporting Period Start/End Date From/To, Payroll Summary ID, Payroll Header ID, Benefit Structure, Payroll Header Status, Source, File Type, Submitted to Source, and Ready to Post. The 'File Header ID' field is circled in red. Below these fields are 'Search', 'Reset', and 'Store Search' buttons. The 'Search' button is also circled in red. The 'Search Results' section shows a table with columns for Payroll Header ID, Payroll Summary ID, Reporting Source Name, Employer Organization Name, Benefit Structure, Reporting Period Start Date, Reporting Period End Date, Payroll Header Status, and Detail. The table is currently empty, displaying 'No records to display.'

### Step 13:

The search results are displayed under the **Search Results** panel. To view the Payroll Header record, click the **Payroll Header ID** link.

Search Results										
<a href="#">Open</a> <a href="#">Export To Excel</a> <a href="#">Export All To Excel</a>										
<input type="checkbox"/>	Payroll Header ID	Payroll Summary ID	Reporting Source Name	Employer Organization Name	Benefit Structure	Reporting Period Start Date	Reporting Period End Date	Payroll Header Status	Detail Count	File Type
<input type="checkbox"/>	<a href="#">32</a>	<a href="#">35</a>	<a href="#">19000-Ceh Ndwtdyh Ukmdoq Gicrfj yj Ybbugetyu</a>	<a href="#">19801-HMXRN MYNLTM JDOMENLGD JDSGTFY IRMEIVPP</a>	DB 2% at 62	07/01/2024	07/31/2024		23	F496 File
										Modified Date: 10/03/2024

### Step 14:

The **Employer Payroll Header Maintenance** screen displays. Click the **Payroll Summary ID** link to navigate to the **Employer Payroll Summary Maintenance** screen.

19801 HMXRN MYNLTM JDOMENLGD JDSGTFY IRMEIVPP

TRN2 - 3.0.885.1 - Green Region

Employer Payroll Header Maintenance 32

+

Employer Payroll Header...

Employer Payroll Header...

×

←

Displaying page 1 of 1.

→

Refresh

Employer Payroll Summary

Reporting Source : [19000-Ceh Ndwtdyh Ukmdoq Gicrfj yj Ybbugetyu](#)

Reporting Period : [07/01/2024-07/31/2024](#)

Payroll Summary ID : [35](#)

Payroll Summary Status : Review

File Type : F496 File

Benefit Program : CalSTRS Defined Benefit

Employer Payroll Header

\*Employer Organization : [19801-HMXRN MYNLTM JDOMENLGD JDSGTFY IRMEIVPP](#)

\*Benefit Program : CalSTRS Defined Benefit

Submitted To Source By :

Payroll Posted Date :

File Header ID : [2873](#)

Comments :

Payroll Header ID: 32

\*Benefit Structure : DB 2% at 62

Submitted To Source Date :

Reporting Source : Employer File

Suppress Warning : ☐

Payroll Header Status :

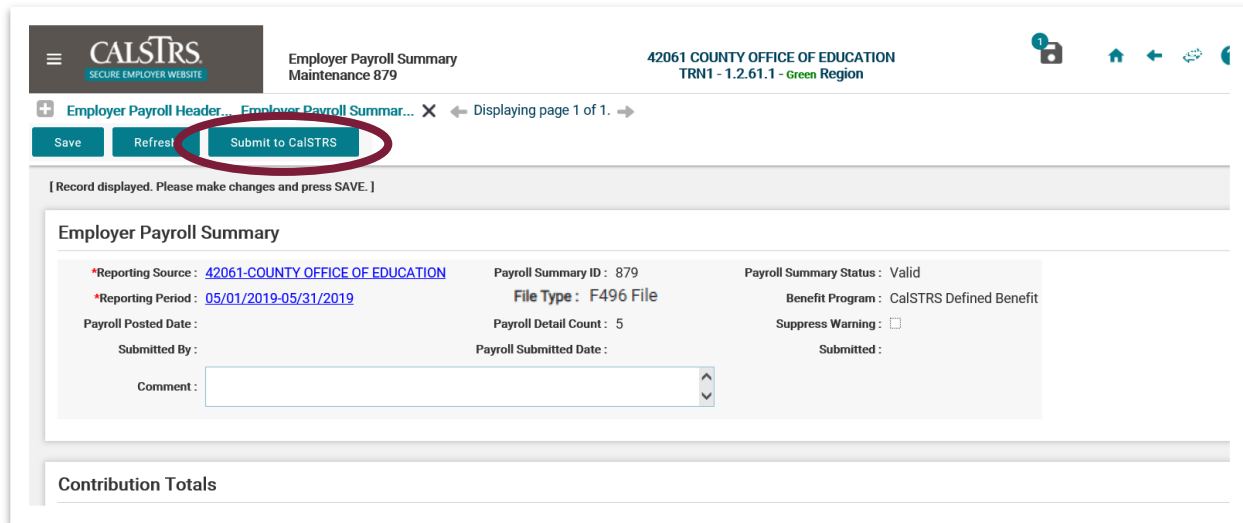
Submitted To Source : No

Payroll Detail Count: 23

Validation In Progress : ☐

### Step 15:

The **Employer Payroll Summary Maintenance** screen displays. Once Business Rule Errors have been resolved and payments have been associated, the Report Source can complete the F496 File process by selecting the **“Submit to CalSTRS”** button.



The screenshot shows the CALSTRS Secure Employer Website interface. The header includes the CALSTRS logo and the text "EMPLOYER TRAINING SERVICES". The main content area is titled "Employer Payroll Summary Maintenance 879" and "42061 COUNTY OFFICE OF EDUCATION TRN1 - 1.2.61.1 - Green Region". Below the header, there are tabs for "Employer Payroll Header..." and "Employer Payroll Summar...", with the latter being active. A navigation bar contains "Save", "Refresh", and "Submit to CalSTRS" buttons, with the "Submit to CalSTRS" button circled in red. Below the navigation bar, a message states "[ Record displayed. Please make changes and press SAVE. ]". The main section is titled "Employer Payroll Summary" and contains a form with the following fields:

- \*Reporting Source: [42061-COUNTY OFFICE OF EDUCATION](#)
- \*Reporting Period: [05/01/2019-05/31/2019](#)
- Payroll Posted Date:
- Submitted By:
- Comment:
- Payroll Summary ID: 879
- File Type: F496 File
- Payroll Detail Count: 5
- Payroll Submitted Date:
- Payroll Summary Status: Valid
- Benefit Program: CalSTRS Defined Benefit
- Suppress Warning: ☐
- Submitted:

At the bottom of the form, there is a section titled "Contribution Totals".