

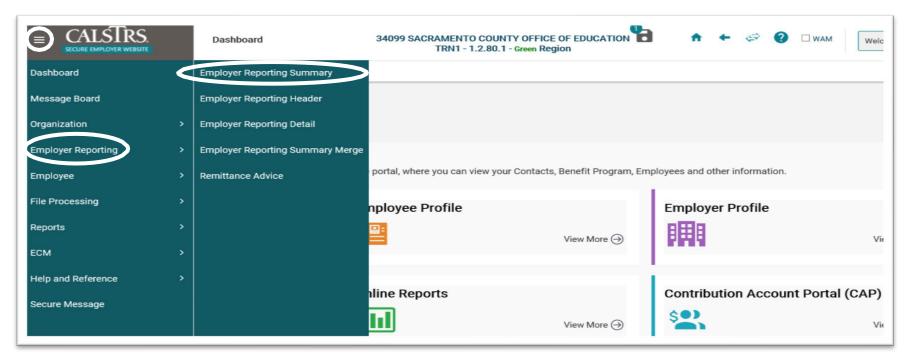
Submitting an Online F496 File Transaction

This is a step-by-step process for submitting an online F496 File Transaction in the new Secure Employer Website.

Revised: 05/20/2024

Step 1:

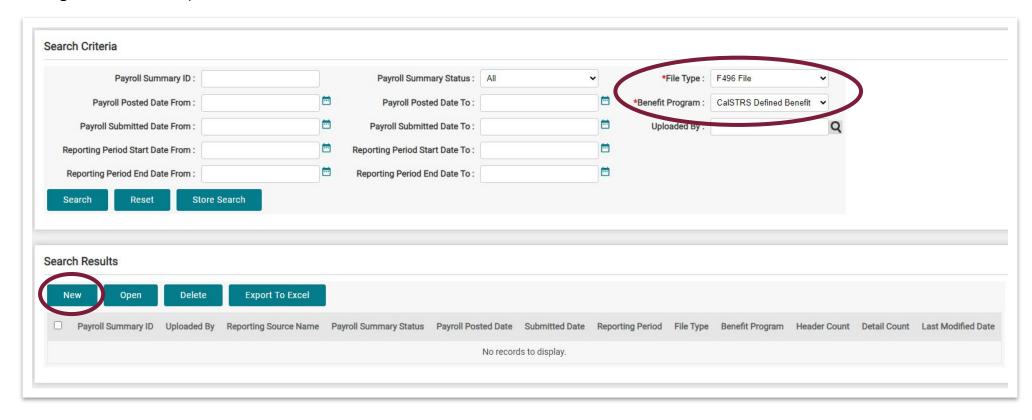
From the Global Navigation Menu, hover over Employer Reporting and select Employer Reporting Summary.





Step 2:

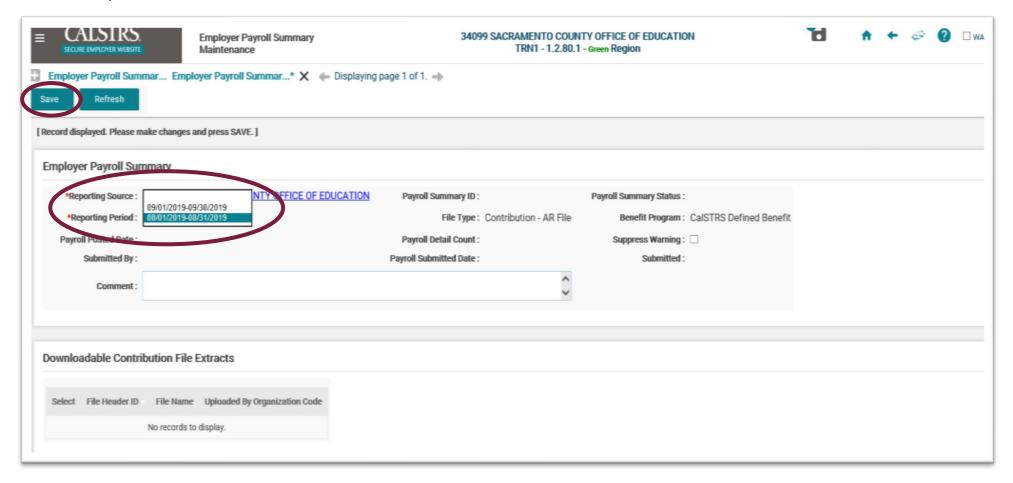
The **Employer Payroll Summary Search** screen displays. Select **F496 File** from the **File Type**, as well as the applicable **Benefit Program** from the drop-down menu. Click the **New** button.





Step 3:

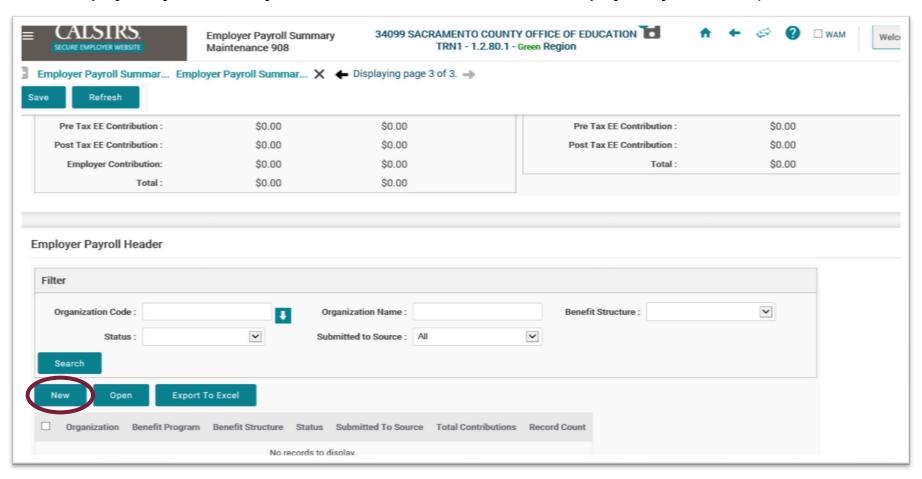
The **Employer Payroll Summary Maintenance** screen displays. To create the **Employer Payroll Summary**, select a Reporting Period from the drop-down menu and click **Save**.





Step 4:

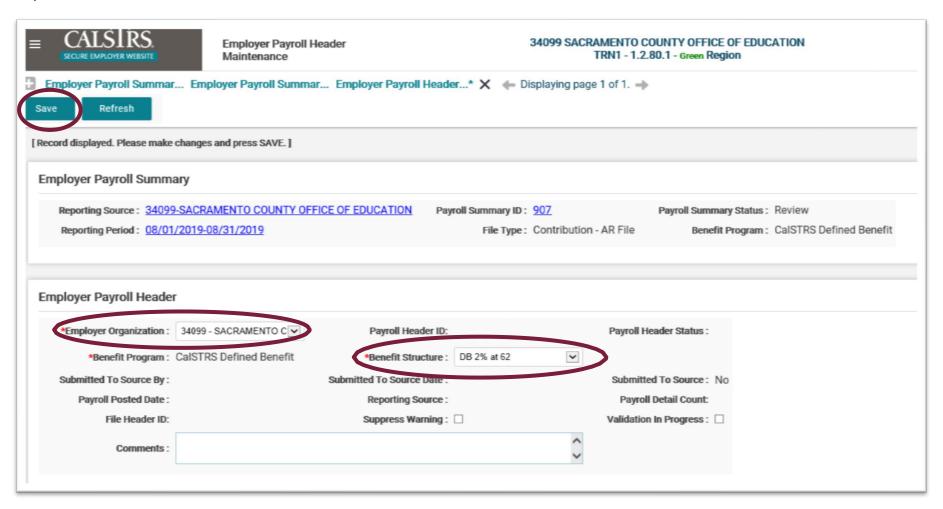
On the Employer Payroll Summary Maintenance screen, scroll down to the Employer Payroll Header panel and click New.





Step 5:

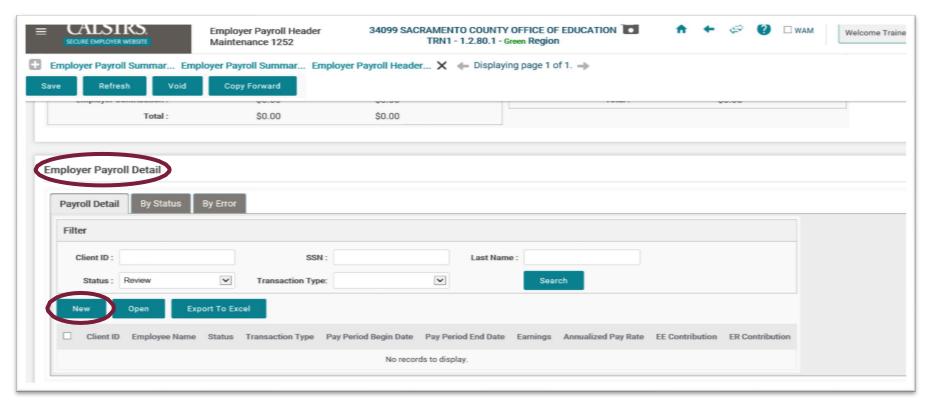
The **Employer Payroll Header Maintenance** screen will display. Select an **Employer Organization** and **Benefit Structure** from the drop-down menus. Click **Save**.





Step 6:

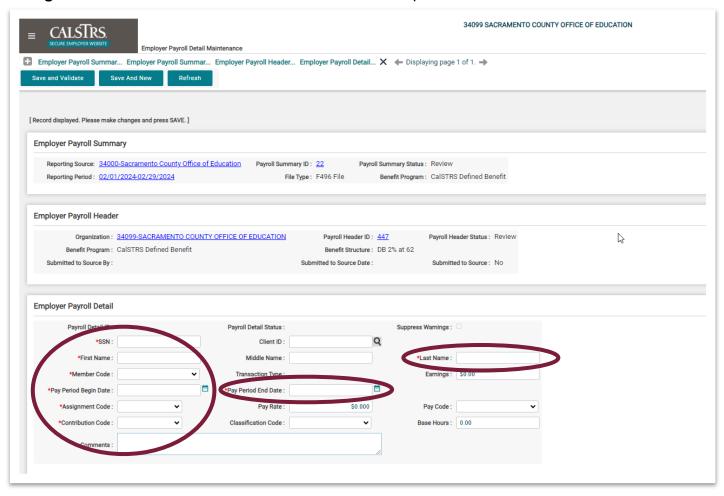
On the Employer Payroll Header Maintenance screen scroll down to the Employer Payroll Detail panel. Click New.





Step 7:

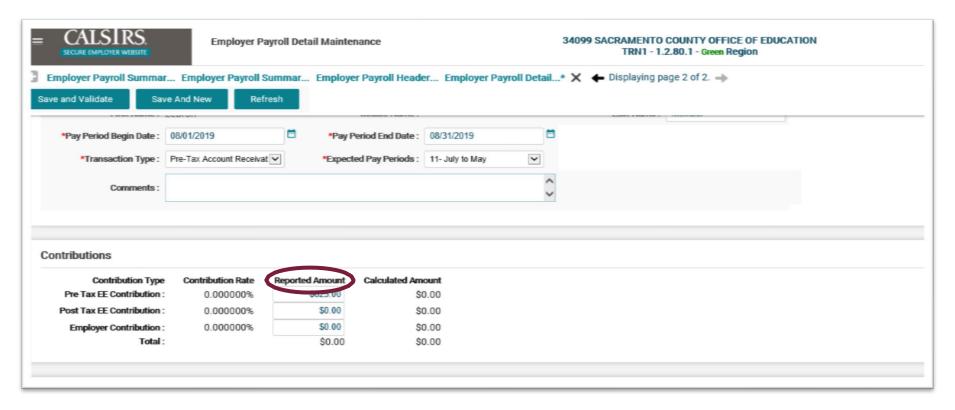
The Employer Payroll Detail Maintenance screen appears. Scroll down to the Employer Payroll Detail panel and input the Tax ID, First Name, Last Name, Pay Period Begin Date, Pay Period End Date and select the applicable Member Code, Assignment Code and Contribution Code from the drop-down menus.





Step 8:

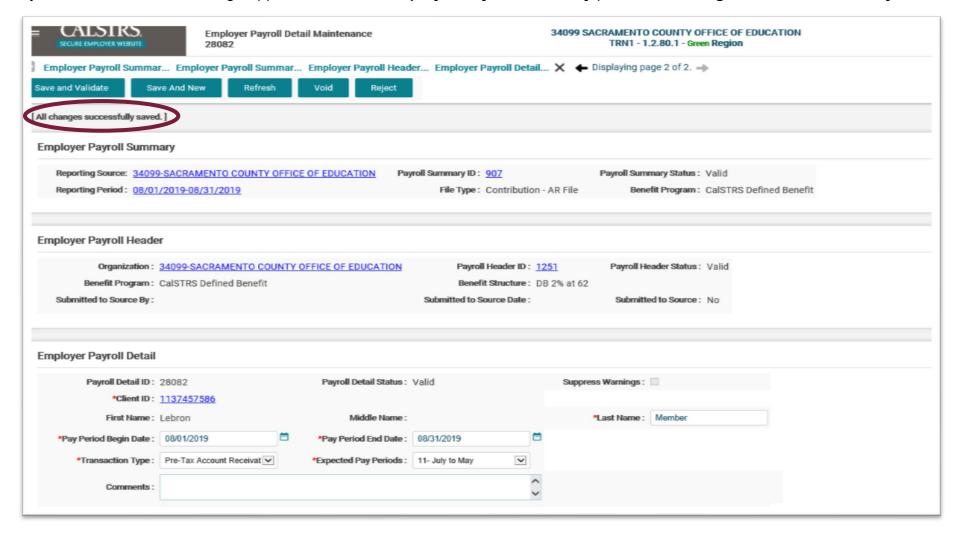
Scroll down to the Contributions panel. Enter in the Reported Amount for the employee (EE) contributions. Click Save and Validate.





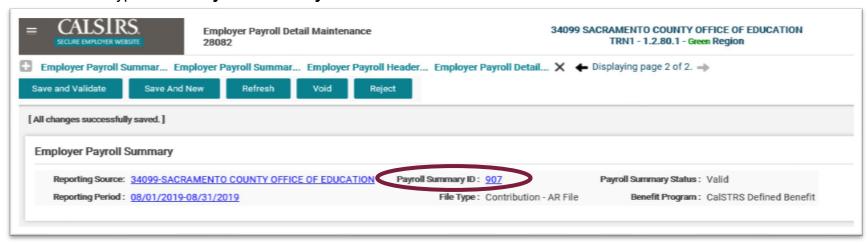
Step 9:

If you are successful a message appears above the Employer Payroll Summary panel, "All Changes Saved Successfully."



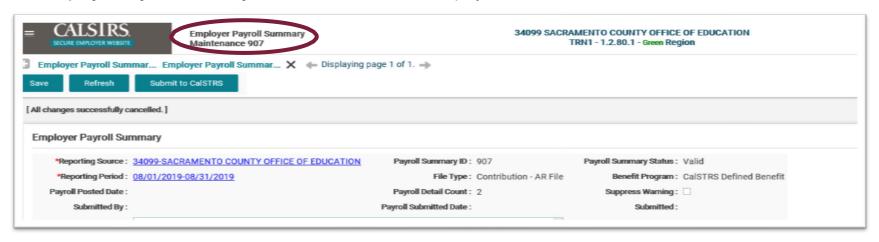
Step 10:

Click the blue hyperlinked Payroll Summary ID.



Step 11:

The Employer Payroll Summary Maintenance screen will display.





Step 12:

Click the "Submit to CalSTRS" button to submit the Payroll Summary.

Note: If you are a Report Unit, the text on the button will display as, "Submit to Source."

