

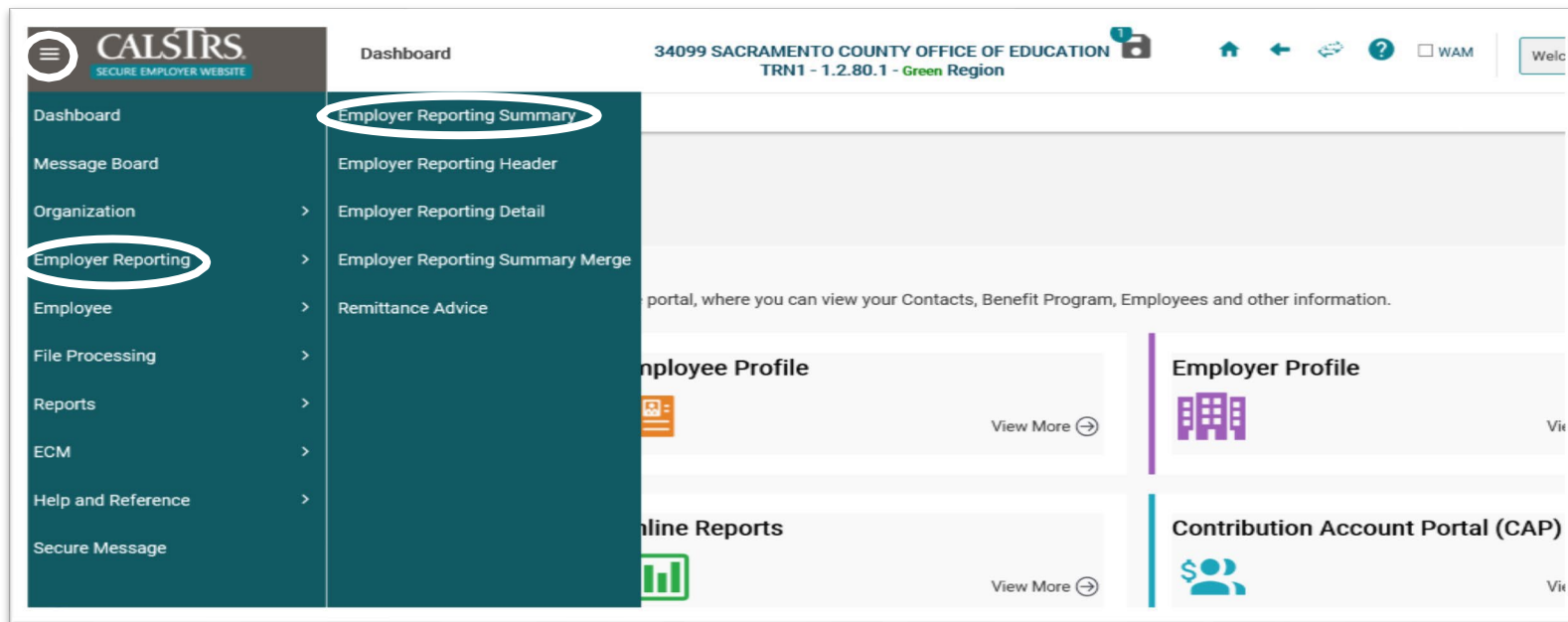
Submitting an Online F496 File Transaction

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

Revised: May 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.

Search Criteria

Payroll Summary ID : <input type="text"/>	Payroll Summary Status : All <input type="text"/>	*File Type : F496 File <input type="text"/>
Payroll Posted Date From : <input type="text"/>	Payroll Posted Date To : <input type="text"/>	*Benefit Program : CalSTRS Defined Benefit <input type="text"/>
Payroll Submitted Date From : <input type="text"/>	Payroll Submitted Date To : <input type="text"/>	Uploaded By : <input type="text"/>
Reporting Period Start Date From : <input type="text"/>	Reporting Period Start Date To : <input type="text"/>	
Reporting Period End Date From : <input type="text"/>	Reporting Period End Date To : <input type="text"/>	

Search Results

<input type="checkbox"/>	Payroll Summary ID	Uploaded By	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
No records to display.												

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**.

The screenshot shows the 'Employer Payroll Summary Maintenance' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are visible. The page title is 'Employer Payroll Summary Maintenance'. The user is logged in as '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION' with 'TRN1 - 1.2.80.1 - Green Region' permissions. The browser tab shows 'Employer Payroll Summar...' and the page is displaying page 1 of 1. Below the browser tabs, there are 'Save' and 'Refresh' buttons. A message states: '[Record displayed. Please make changes and press SAVE.]'. The main form is titled 'Employer Payroll Summary' and contains the following fields:

- Reporting Source: COUNTY OFFICE OF EDUCATION
- Reporting Period: 08/01/2019-08/31/2019 (highlighted with a red circle)
- Payroll Summary ID: (empty)
- Payroll Summary Status: (empty)
- File Type: F496 File
- Benefit Program: CalSTRS Defined Benefit
- Payroll Posted date: (empty)
- Payroll Detail Count: (empty)
- Suppress Warning:
- Submitted By: (empty)
- Payroll Submitted Date: (empty)
- Submitted: (empty)
- Comment: (text area)

Below the form is a section titled 'Downloadable Contribution File Extracts' with a table header: 'Select', 'File Header ID', 'File Name', 'Uploaded By Organization Code'. The table currently displays 'No records to display.'

Step 4:

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

The screenshot displays the 'Employer Payroll Summary Maintenance' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are visible. The page title is 'Employer Payroll Summary Maintenance 908'. The user is logged in as '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION' in the 'TRN1 - 1.2.80.1 - Green Region'. The page shows 'Displaying page 3 of 3'.

Below the navigation bar, there are two tables showing contribution details:

Pre Tax EE Contribution :	\$0.00	\$0.00
Post Tax EE Contribution :	\$0.00	\$0.00
Employer Contribution:	\$0.00	\$0.00
Total :	\$0.00	\$0.00

Pre Tax EE Contribution :	\$0.00
Post Tax EE Contribution :	\$0.00
Total :	\$0.00

The 'Employer Payroll Header' section includes a filter panel with the following fields:

- Organization Code :
- Organization Name :
- Benefit Structure :
- Status :
- Submitted to Source :

Below the filter panel, there are three buttons: 'Search', 'New' (circled in red), and 'Open'. To the right of the 'New' button is an 'Export To Excel' button.

At the bottom, there is a table header with columns: Organization, Benefit Program, Benefit Structure, Status, Submitted To Source, Total Contributions, and Record Count. Below the header, it says 'No records to display'.

Step 5:

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

CALSTRS
SECURE EMPLOYER WEBSITE

Employer Payroll Header Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header...* X ← Displaying page 1 of 1. →

Save Refresh

[Record displayed. Please make changes and press SAVE.]

Employer Payroll Summary

Reporting Source : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) Payroll Summary ID : [907](#) Payroll Summary Status : Review
Reporting Period : [08/01/2019-08/31/2019](#) File Type : F496 File Benefit Program : CalSTRS Defined Benefit

Employer Payroll Header

*Employer Organization : 34099 - SACRAMENTO C
*Benefit Program : CalSTRS Defined Benefit
Payroll Header ID : Payroll Header Status :
*Benefit Structure : DB 2% at 62
Submitted To Source By : Submitted To Source Date : Submitted To Source : No
Payroll Posted Date : Reporting Source : Payroll Detail Count :
File Header ID : Suppress Warning : Validation In Progress :
Comments :

Step 6:

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

The screenshot shows the CALSTRS Employer Payroll Header Maintenance interface. At the top, the header includes the CALSTRS logo, the text 'SECURE EMPLOYER WEBSITE', and the user's session information: '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION', 'TRN1 - 1.2.80.1 - Green Region', and 'Welcome Traine'. Below the header, there are navigation tabs for 'Employer Payroll Summary' and 'Employer Payroll Header'. A summary table shows a total of \$0.00. The main section is titled 'Employer Payroll Detail' and contains a filter section with fields for Client ID, SSN, Last Name, Status (set to Review), and Transaction Type. Below the filter are buttons for 'New', 'Open', and 'Export To Excel'. The 'New' button is circled in red. At the bottom, a table header lists columns: Client ID, Employee Name, Status, Transaction Type, Pay Period Begin Date, Pay Period End Date, Earnings, Annualized Pay Rate, EE Contribution, and ER Contribution. The table currently displays 'No records to display.'

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.

CALSTRS
SECURE EMPLOYER WEBSITE

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION

Employer Payroll Detail Maintenance

Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X ← Displaying page 1 of 1. →

Save and Validate Save And New Refresh

[Record displayed. Please make changes and press SAVE.]

Employer Payroll Summary

Reporting Source: 34000-Sacramento County Office of Education	Payroll Summary ID: 22	Payroll Summary Status: Review
Reporting Period: 08/01/2019-08/31/2019	File Type: F496 File	Benefit Program: CalSTRS Defined Benefit

Employer Payroll Header

Organization: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Header ID: 447	Payroll Header Status: Review
Benefit Program: CalSTRS Defined Benefit	Benefit Structure: DB 2% at 62	
Submitted to Source By:	Submitted to Source Date:	Submitted to Source: No

Employer Payroll Detail

Payroll Detail ID:	Payroll Detail Status:	Suppress Warnings: <input type="checkbox"/>
*SSN: <input type="text"/>	Client ID: <input type="text"/>	*Last Name: <input type="text"/>
*First Name: <input type="text"/>	Middle Name: <input type="text"/>	Earnings: <input type="text" value="\$0.00"/>
*Member Code: <input type="text"/>	Transaction Type:	Pay Code: <input type="text"/>
*Pay Period Begin Date: <input type="text"/>	*Pay Period End Date: <input type="text"/>	Base Hours: <input type="text" value="0.00"/>
*Assignment Code: <input type="text"/>	Pay Rate: <input type="text" value="\$0.000"/>	
*Contribution Code: <input type="text"/>	Classification Code: <input type="text"/>	

Comments:

Step 8:

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

Employer Payroll Detail Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail...*

← Displaying page 2 of 2 →

*Pay Period Begin Date:

*Transaction Type:

*Pay Period End Date:

*Expected Pay Periods:

Comments:

Contributions

Contribution Type	Contribution Rate	Reported Amount	Calculated Amount
Pre Tax EE Contribution :	0.000000%	\$0.00	\$0.00
Post Tax EE Contribution :	0.000000%	\$0.00	\$0.00
Employer Contribution :	0.000000%	\$0.00	\$0.00
Total :		\$0.00	\$0.00

Step 9: If you are successful a message appears above the **Employer Payroll Summary** panel, “All Changes Saved Successfully.”

CALSTRS
SECURE EMPLOYER WEBSITE

Employer Payroll Detail Maintenance
28082

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X ← Displaying page 2 of 2. →

Save and Validate Save And New Refresh Void Reject

[All changes successfully saved.]

Employer Payroll Summary

Reporting Source: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) Payroll Summary ID: [907](#) Payroll Summary Status: Valid
Reporting Period: [08/01/2019-08/31/2019](#) File Type: F496 File Benefit Program: CalSTRS Defined Benefit

Employer Payroll Header

Organization: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#) Payroll Header ID: [1251](#) Payroll Header Status: Valid
Benefit Program: CalSTRS Defined Benefit Benefit Structure: DB 2% at 62
Submitted to Source By: Submitted to Source Date: Submitted to Source: No

Employer Payroll Detail

Payroll Detail ID: 28082 Payroll Detail Status: Valid Suppress Warnings:

*Client ID: [1137457586](#)

First Name: Lebron Middle Name: *Last Name:

*Pay Period Begin Date: *Pay Period End Date:

*Transaction Type: *Expected Pay Periods:

Comments:

Step 10: Click the blue hyperlinked **Payroll Summary ID**.

The screenshot shows the 'Employer Payroll Summary Maintenance' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are on the left. The page title is 'Employer Payroll Detail Maintenance 28082'. On the right, it says '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. Below the header, there are tabs for 'Employer Payroll Summary...', 'Employer Payroll Header...', and 'Employer Payroll Detail...'. A message states '[All changes successfully saved.]'. The main section is titled 'Employer Payroll Summary' and contains the following information: Reporting Source: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#), Reporting Period: [08/01/2019-08/31/2019](#), Payroll Summary ID: **907** (circled in red), File Type: F496 File, Payroll Summary Status: Valid, and Benefit Program: CalSTRS Defined Benefit. Action buttons include 'Save and Validate', 'Save And New', 'Refresh', 'Void', and 'Reject'.

Step 11: The **Employer Payroll Summary Maintenance** screen will display.

The screenshot shows the 'Employer Payroll Summary Maintenance' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are on the left. The page title is 'Employer Payroll Summary Maintenance 907' (circled in red). On the right, it says '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. Below the header, there are tabs for 'Employer Payroll Summary...' and 'Employer Payroll Header...'. A message states '[All changes successfully cancelled.]'. The main section is titled 'Employer Payroll Summary' and contains the following information: Reporting Source: [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#), Reporting Period: [08/01/2019-08/31/2019](#), Payroll Summary ID: 907, File Type: F496 File, Payroll Summary Status: Valid, Benefit Program: CalSTRS Defined Benefit, Payroll Posted Date, Submitted By, Payroll Detail Count: 2, Payroll Submitted Date, Suppress Warning: , and Submitted: . Action buttons include 'Save', 'Refresh', and 'Submit to CalSTRS'.

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.”

Employer Payroll Summary
Maintenance 907

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

Employer Payroll Summar... Employer Payroll Summar... X ← Displaying page 1 of 1. →

Save
Refresh
Submit to CalSTRS

[All changes successfully cancelled.]

Employer Payroll Summary

*Reporting Source : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)

*Reporting Period : [08/01/2019-08/31/2019](#)

Payroll Posted Date :

Submitted By :

Comment :

Payroll Summary ID : 907

File Type : F496 File

Payroll Detail Count : 2

Payroll Submitted Date :

Payroll Summary Status : Valid

Benefit Program : CalSTRS Defined Benefit

Suppress Warning :

Submitted :

Contribution Totals

Contribution Totals			Account Receivable	
Contribution Type	Total Reported Amount	Total Calculated Amount	Contribution Type	Total Reported Amount
Pre Tax EE Contribution :	\$680.00	\$0.00	Pre Tax EE Contribution :	\$680.00
Post Tax EE Contribution :	\$0.00	\$0.00	Post Tax EE Contribution :	\$0.00
Employer Contribution:	\$0.00	\$0.00	Total :	\$680.00
Total :	\$680.00	\$0.00		

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