# Purchasable Service Credit Records

This document provides a description of how to create a purchasable service credit record in the Secure Employer Website.

Questions? Contact EmployerHelp@CalSTRS.com or send a secure message in the Secure Employer Website. Please include supporting documentation for review.
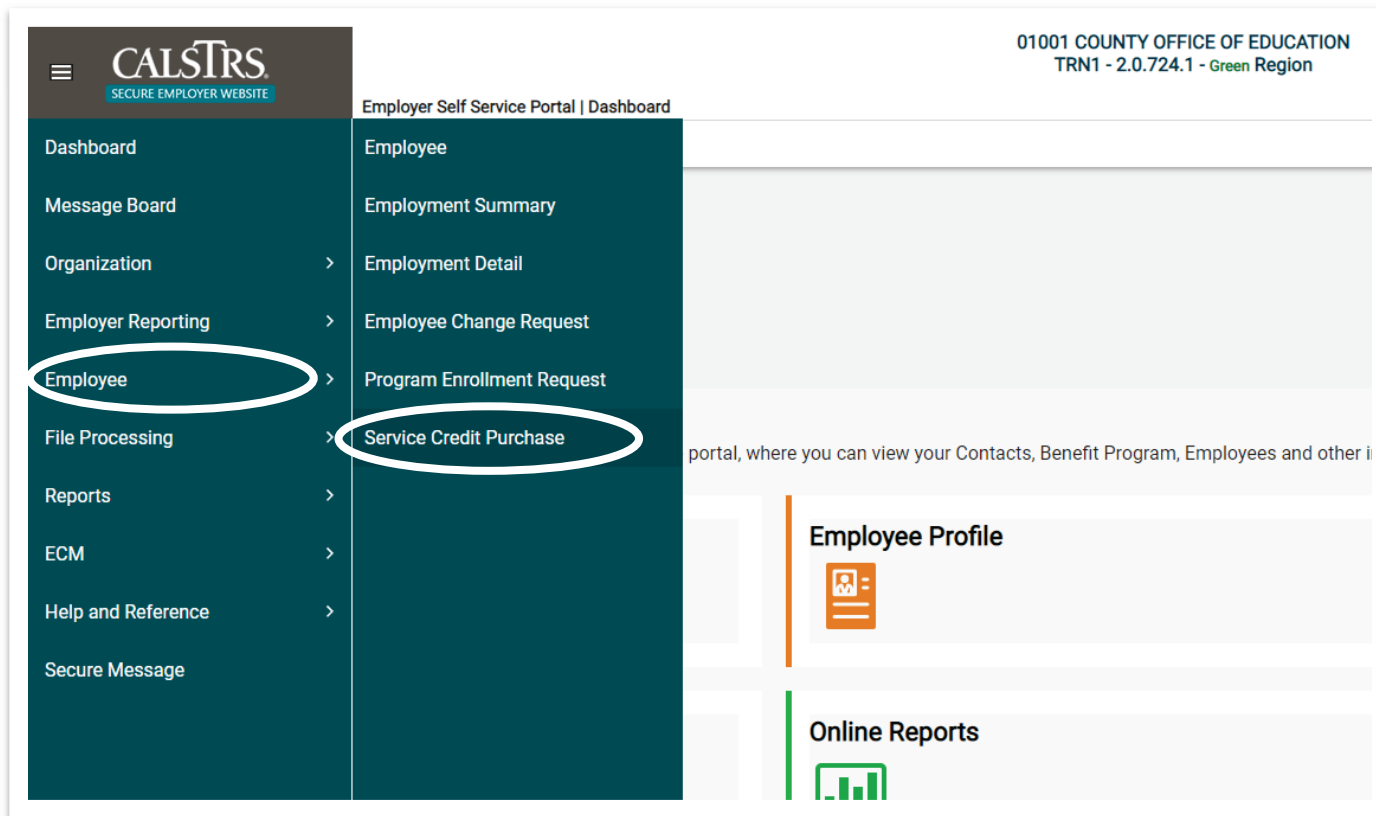
Revised:09/03/2021

Step 1:

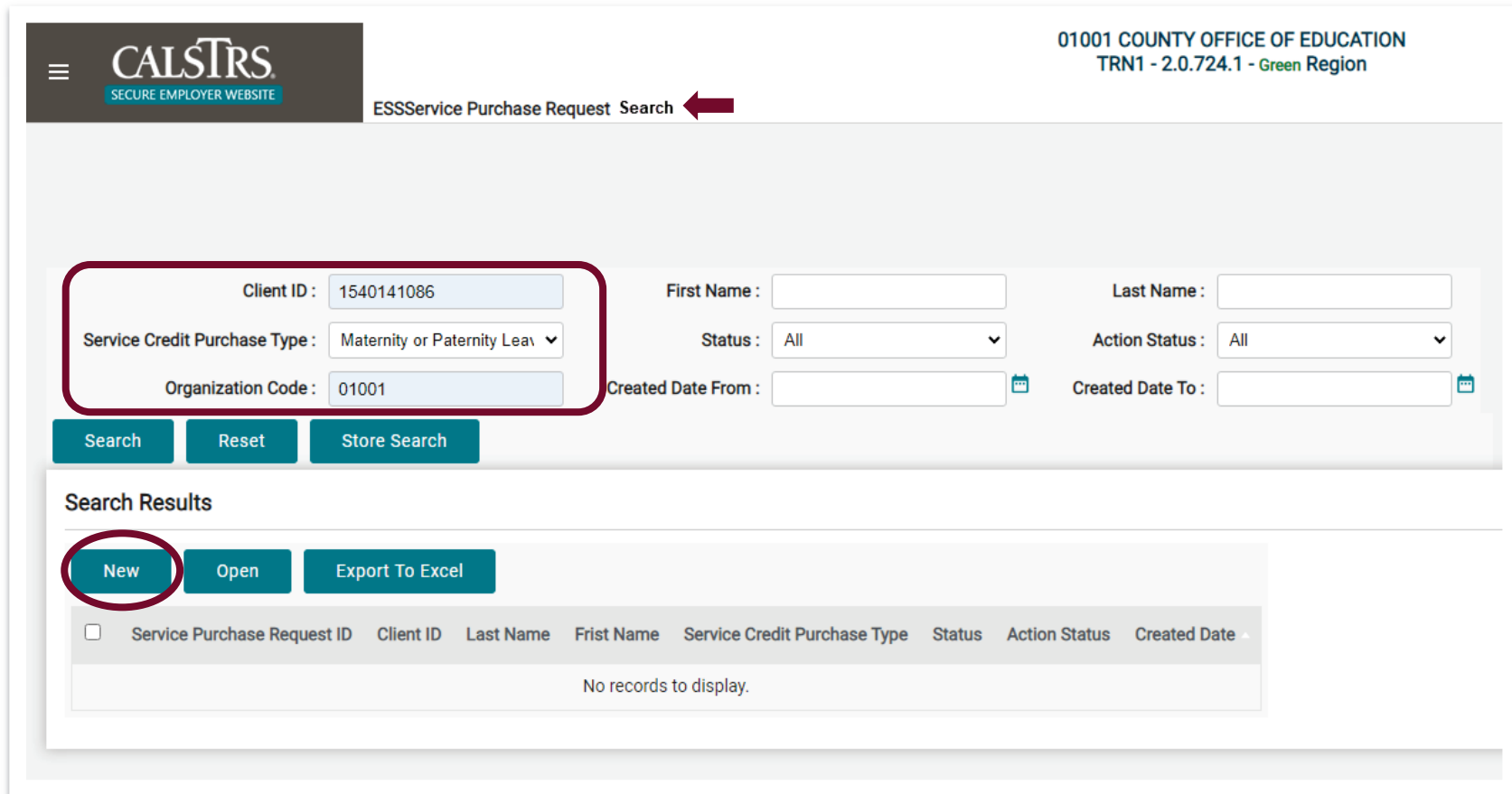From the **Dashboard**, click the **Global Navigation Menu.**
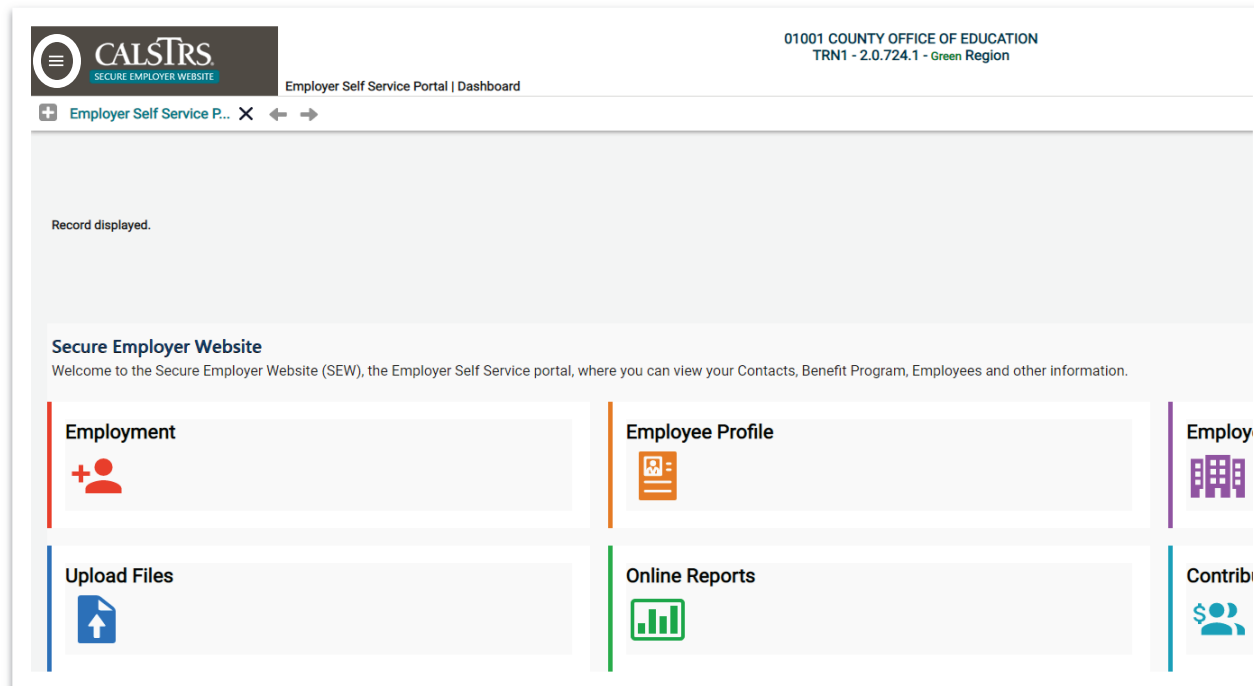
Step 2:

Select **Employee**. Then, select **Service Credit Purchase**.

Step 3:

The **Service Purchase Request Search** screen displays. Enter the **Client ID**, select the **Service Credit Purchase Type**, and enter the **Organization Code**. Then, under the Search Results panel, click the **New** button. If the Service Credit Purchase Type is USERRA please also send a secure message and select Financial Services Branch in the Program Area dropdown field to notify us.

Step 4:

The **Purchasable Service Maintenance** screen displays. Under the Purchasable Service panel, enter the **Service Start Date** and the **Service End Date**. Then click the **Save** button.

Step 5:

A message displays "[All changes successfully saved.]." Under the **Purchasable Service** panel, click the **Add** button.

[All changes successfully saved.] ←

Person Detail

Purchasable Service

Purchasable Service ID : 12425	Status : Review	Action Status : Work in Progress
Service Credit : 0.000000	Service Credit Purchase Type : Maternity or Paternity Leave	Organization - Employment : 01001 - COUNTY OFFICE OF EDUCATION
Service Start Date : 09/01/2020	Service End Date : 12/01/2020	Suppress Warnings : ☐

Comments :

[Add] [Delete]

☐	Assignment Code	Annualized Pay Rate	Pay Period Start Date	Pay Period End Date	Earning Type	Earnings	Service Credit	Capped Service Credit
				No records to display.				

Step 6:

New fields display in the **Purchasable Service** panel. For these fields, add the payroll information for the work the employee would have performed. Select the **Assignment Code.** Then enter the **Annualized Pay Rate**, **Pay Period Start Date**, and **Pay Period End Date**. Select the **Earning Type** and enter the **Earnings**. Add additional lines and repeat these steps as needed. Then click the **Save** button. Please note that if the service spans fiscal years, separate lines need to be added.

Step 7:

A message displays "[All changes successfully saved.]." Click the **Approve** button.

Step 8:

A box displays at the top of the screen stating, "Are you sure you want to approve? This will create a purchasable service credit record to enable the member to make the service credit purchase." Click the **OK** button.

Step 9:

A message displays at the top of the screen stating, "[All changes successfully saved.]." The record is now read only. The action status is now approved.