

Purchasable Service Credit Records

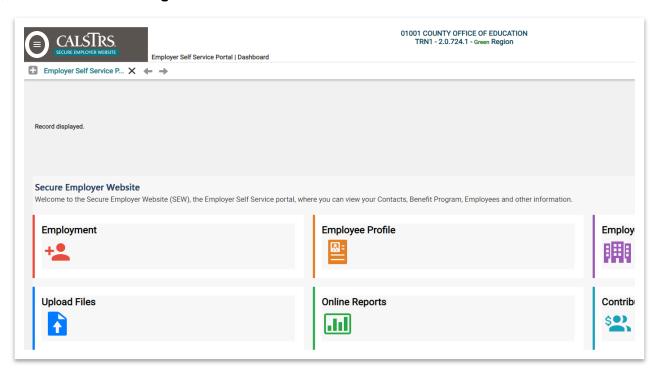
This document provides a description of how to create a purchasable service credit record in the Secure Employer Website.

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:

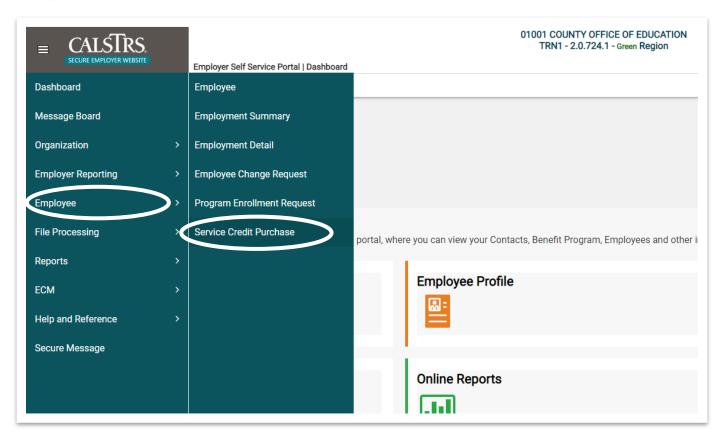
From the **Dashboard**, click the **Global Navigation Menu**.





Step 2:

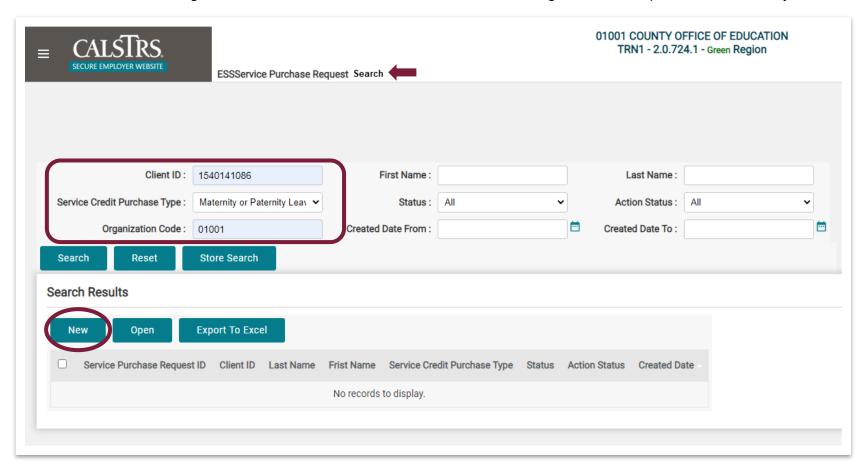
Select Employee. Then, select Service Credit Purchase.





Step 3:

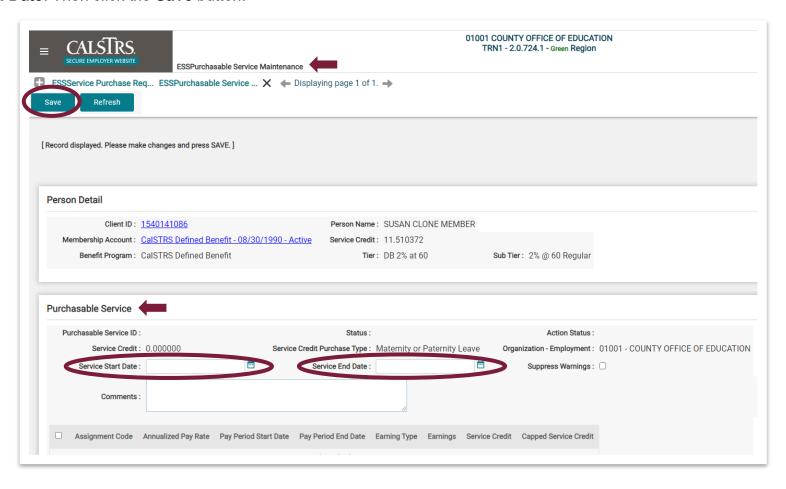
The Service Purchase Request Search screen displays. Enter the Client ID, select the Service Credit Purchase Type, and enter the Organization Code. Then, under the Search Results panel, click the New button. If the Service Credit Purchase Type is USERRA please also send a secure message and select Financial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





Step 4:

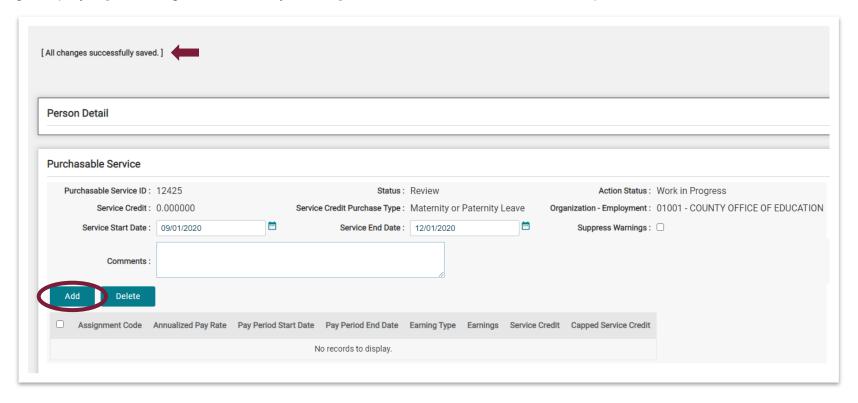
The **Purchasable Service Maintenance** screen displays. Under the Purchasable Service panel, enter the **Service Start Date** and the **Service End Date**. Then click the **Save** button.





Step 5:

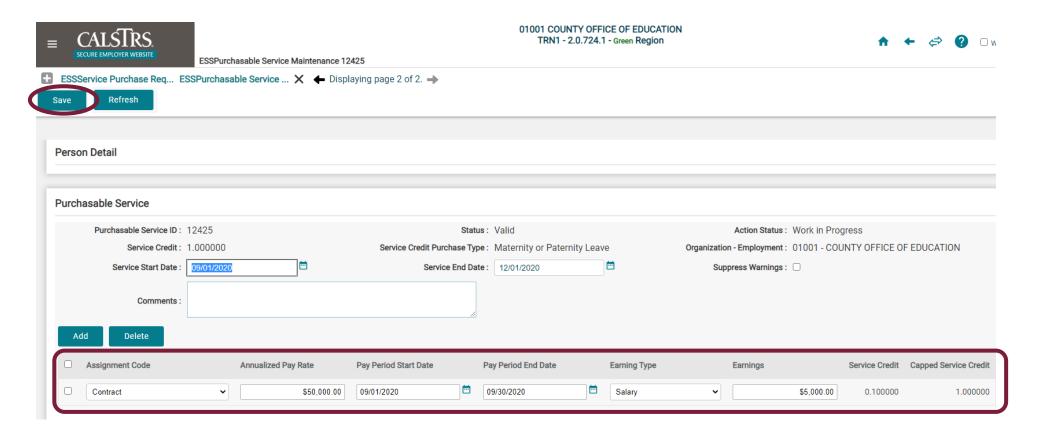
A message displays "[All changes successfully saved.]." Under the **Purchasable Service** panel, click the **Add** button.





Step 6:

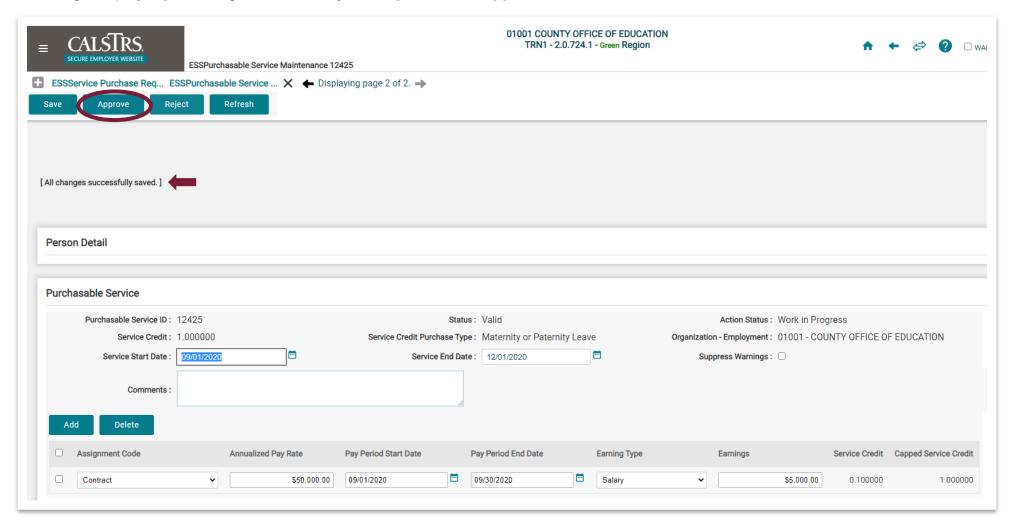
New fields display in the **Purchasable Service** panel. For these fields, add the payroll information for the work the employee would have performed. Select the **Assignment Code**. Then enter the **Annualized Pay Rate**, **Pay Period Start Date**, and **Pay Period End Date**. Select the **Earning Type** 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:

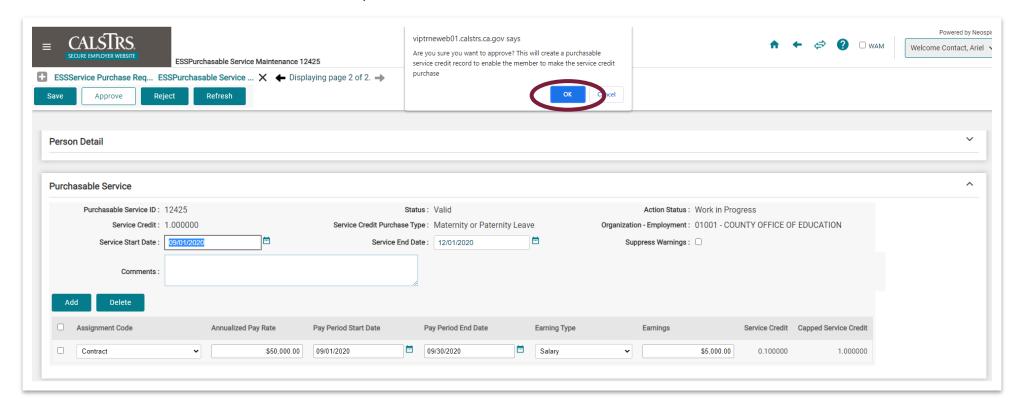
A message displays "[All changes successfully saved.]." Click the **Approve** button.





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.

