

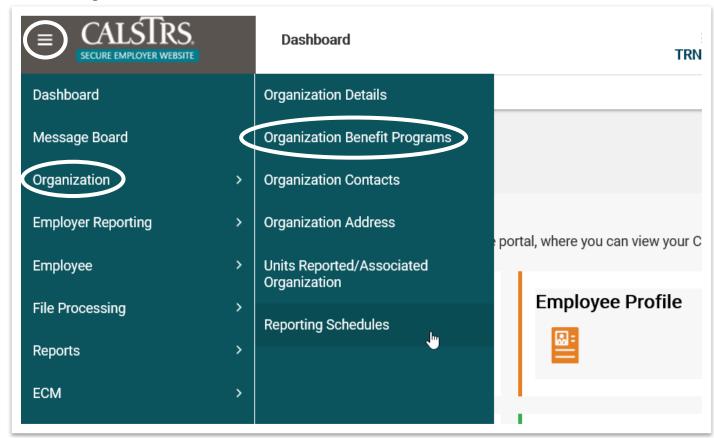
# **Cash Balance Contribution Rates**

This job aid provides step-by-step guidance on adding or editing Cash Balance contribution rates. You must have a Payroll and Employment or Payroll contact type to complete this task.

Revised: 03/09/2021

#### Step 1:

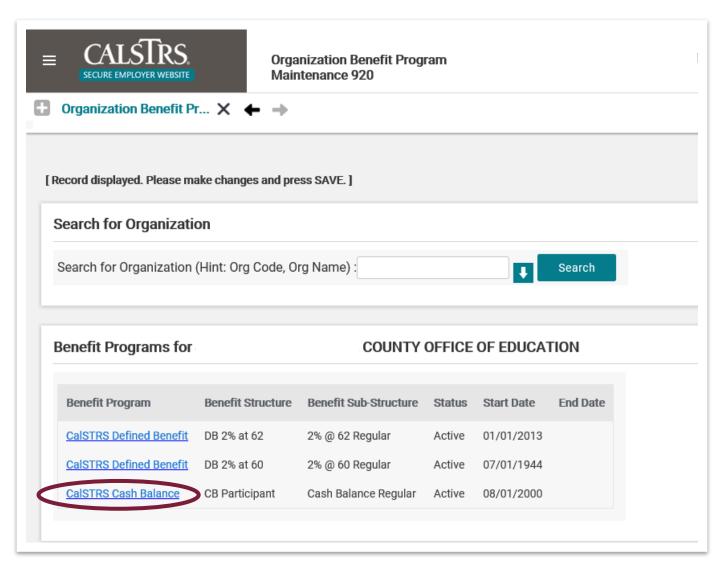
From the Global Navigation Menu, select Organization and then, select Organization Benefit Programs.





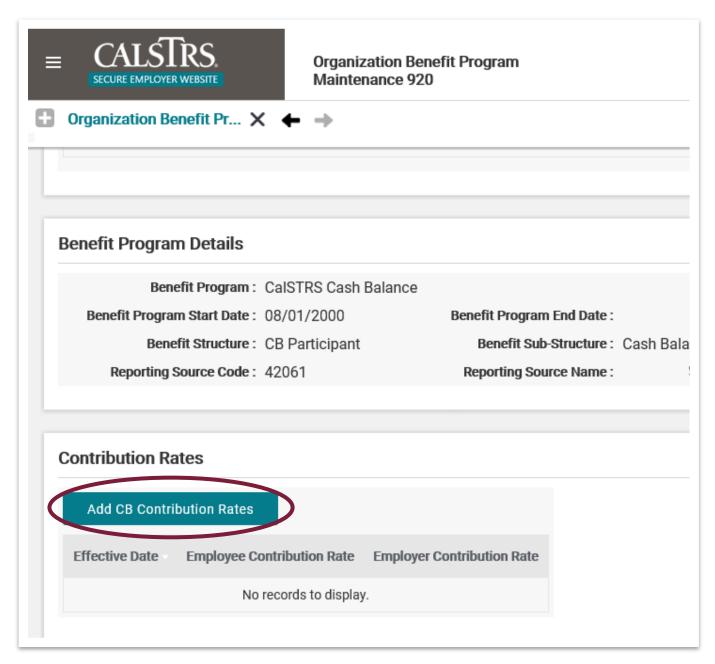
#### Step 2:

The Organization Benefit Program Maintenance screen displays. In the **Benefit Programs** panel, click the **CalSTRS Cash Balance Benefit Program** link. You must complete this process for Benefit Structure CB Participant and CB Participant PEPRA to update the contribution rates for both benefit structures.



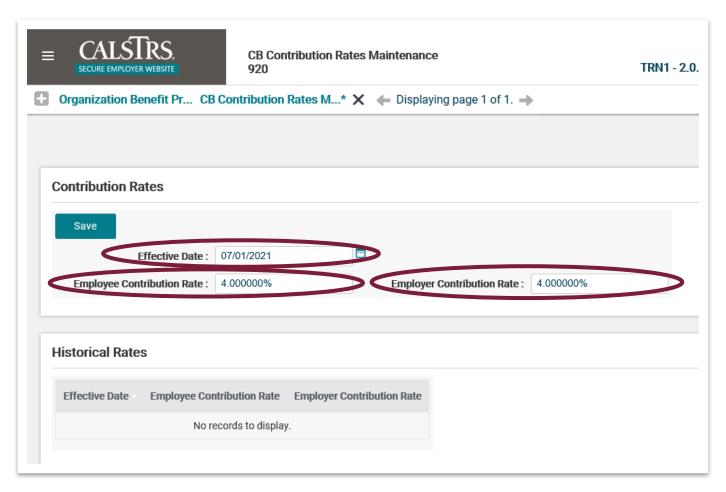
#### Step 3:

Scroll down to the **Contribution Rates** panel and click the **Add CB Contribution Rates** button.



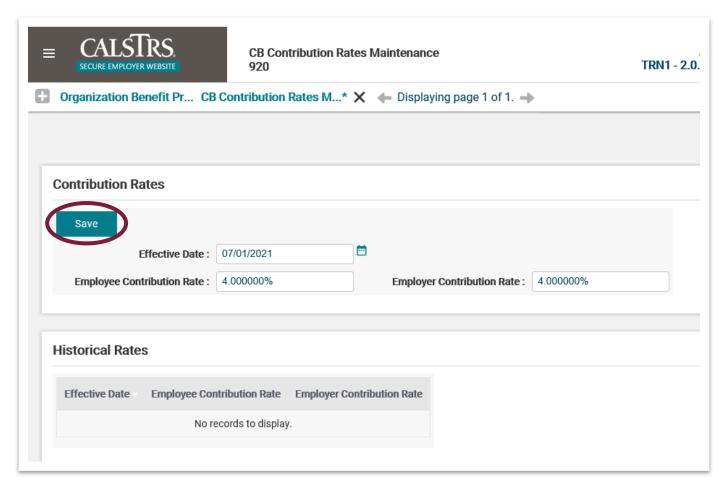
#### Step 4:

The **CB Contribution Rates Maintenance** screen displays. Enter the date and rates into the following required fields: Effective Date, Employee Contribution Rate, and Employer Contribution Rate. For this example, an effective date of 07/01/21 has been set with the employee and employer contribution rate being 4%. The sum of the employee and employer contribution rate must be no less than 8% and the employer contribution rate may be no less than 4%.



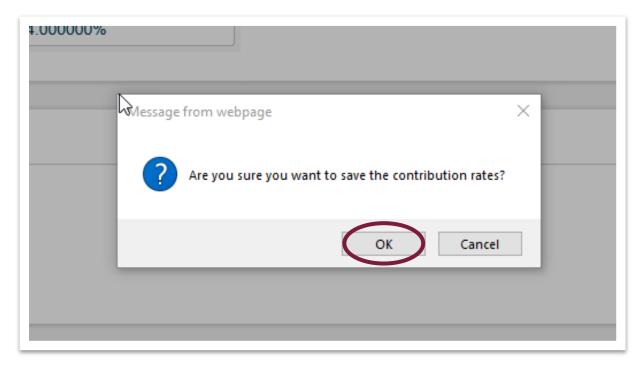
## Step 5:

After you have finished entering the required information to create your Cash Balance contribution rate, click the **Save** button.



# Step 6:

A pop-up window displays. Click the **OK** button to confirm your contribution rates.



## Step 7:

The contribution rate information is successfully saved when a message appears at the top of the page that states "[All changes successfully saved.]" The effective date and contribution rates also display in the Historical Rates panel.

