

To Watch a recorded version of this webinar, click on the following link:


<https://youtu.be/8yTrPPRQuDM>



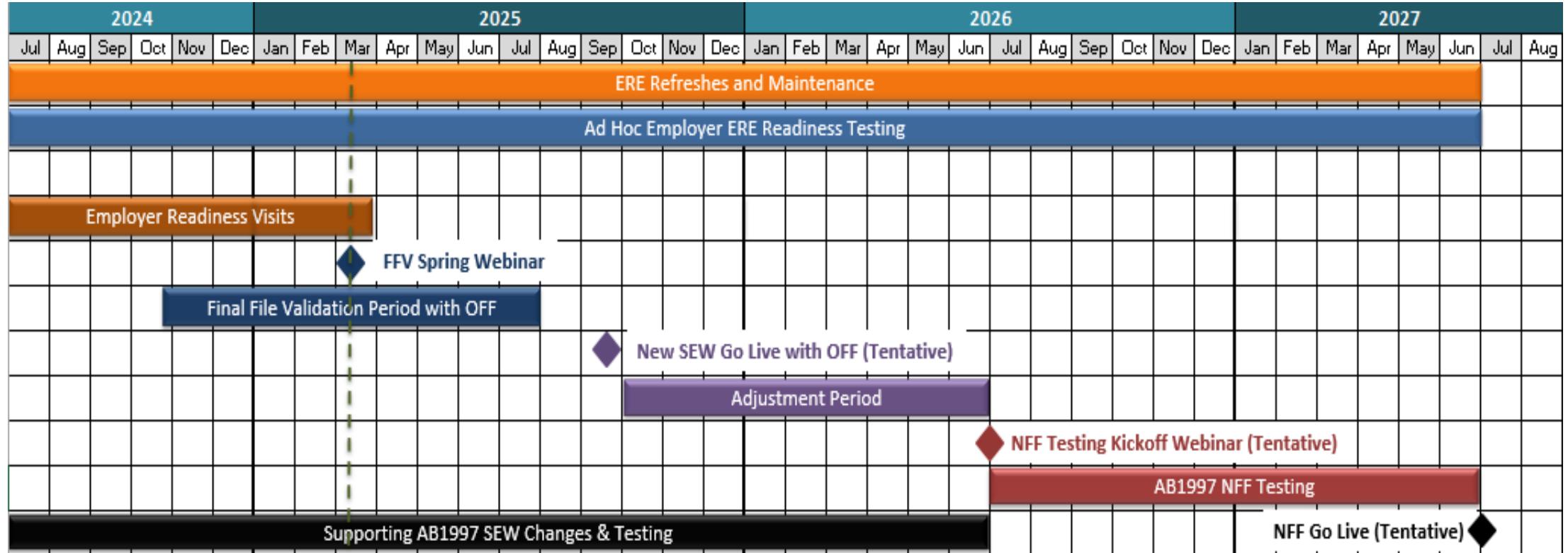
Employer Readiness Spring Webinar

March 11, 2025

Agenda

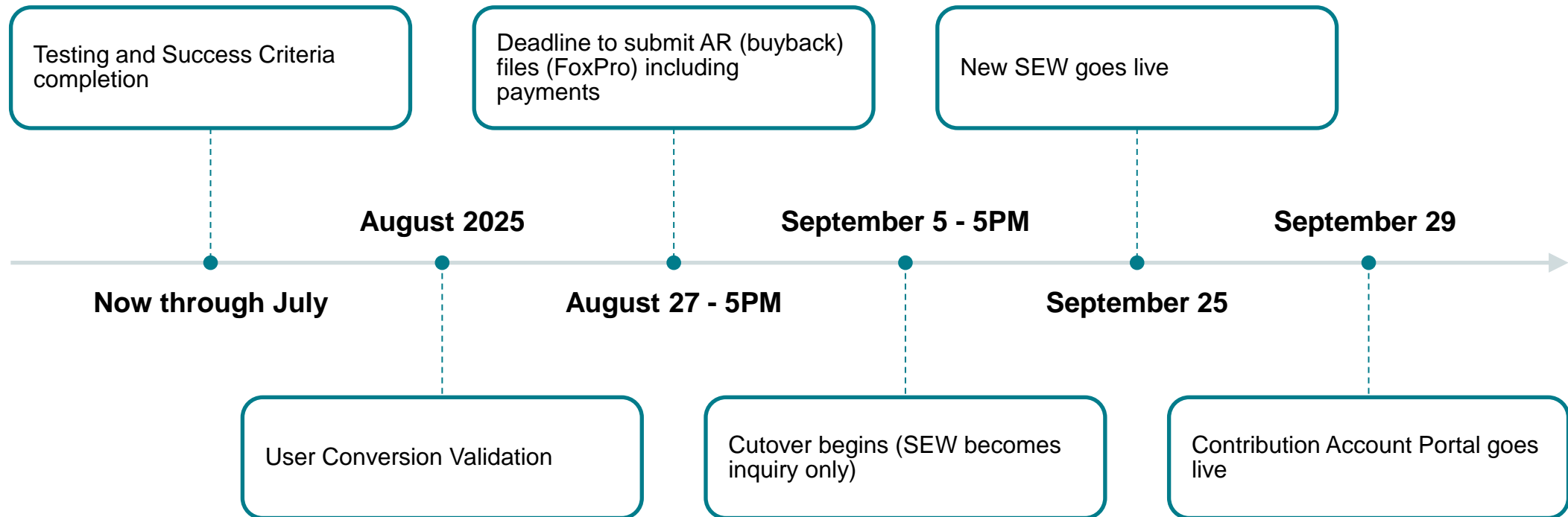
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- Project schedule and database refresh schedule
 - Final File Validation
 - Account Receivable
 - Penalties and Interest
 - Employer-related forms crosswalk
 - District readiness visits
 - Testing tips and support

Project schedule



Project schedule

Tentative Cutover Timeline



Database refresh schedule

2025 Database refresh dates:

- March 6th (Data as of 1/17/2025)
- May 1st (Data as of 3/14/2025)
- July 3rd (Data as of 5/16/2025)
- August 3rd (Data as of 6/13/2025)

Final File Validation

Commencing with the latest refresh (March 6th), now is the time to complete the mandatory success criteria:

- Success Criteria 1: Register Organization Contacts
- Success Criteria 2: Upload and transmit a Defined Benefit F496 file representing a normal monthly volume of transactions
- Success Criteria 3: Upload and transmit a Cash Balance VDF file representing a normal monthly volume of transactions
- Success Criteria 4: Submit Account Receivable transactions

Please contact your Employer Readiness Contact or PSEmployerreadiness@calstrs.com after completing each criterion.

Account Receivable

The County Offices of Education are required to submit Account Receivable information on the F496 file or separately on the Contribution – AR File.

Districts (non report sources) cannot submit Contribution – AR Files directly to CalSTRS.

Reminders:

- Money must be associated to a file prior to submittal to CalSTRS. The amount associated must fully cover the sum of Account Receivable transactions otherwise the file will not process.
- Negative Account Receivable transactions are not allowed

Penalties and Interest

Penalty Type 1 (late reports) will be waived for the July 2025 and August 2025 pay periods.

Penalty Type 2 (late adjustments) will be waived for July and August files.

Penalty Type 3 (FY late reporting) and Penalty Type 4 (late remittance) are not expected to be affected by the new system implementation. CalSTRS will work with employers if impacts are observed regarding these penalty types.

Forms crosswalk

The submittal process for several existing forms are changing and some existing forms will be retired at implementation.

Please refer to the [Employer-Related Form Crosswalk](#) document within the Employer Toolkit on the Employer Support Portal to understand the changes.

<https://employersupport.calstrs.com/>

District readiness visits

Three virtual readiness meetings will be offered April 22 AM, April 23 AM and April 29 PM for Districts (non report sources).

Meetings will cover district specific functionality and help resources.

Meeting links will be posted to the Employer Support Portal following this meeting. We will notify the COEs when this is posted.

Testing Tips

CalSTRS encourages you to upload an F496 and/or VDF file after each database refresh.

CalSTRS will notify Report Sources via email after a refresh is complete and encourage file upload.

Test early and often to ensure readiness.

Get comfortable with enrollment, termination, and sick leave transactions.

Support

Employer Support Portal: <https://employersupport.calstrs.com/>

Employer Learning Center: <https://training.calstrs.com/>

Employer Readiness Environment: <https://ere.calstrs.com/>

Michael McCloskey: mmccloskey@calstrs.com

Nick Grafton: ngrafton@calstrs.com

Bill Frerichs: bfrerichs@calstrs.com

Employer Readiness Team: PSEmployerReadiness@calstrs.com

Questions and Answers

