Submitting Termination and Sick Leave Data

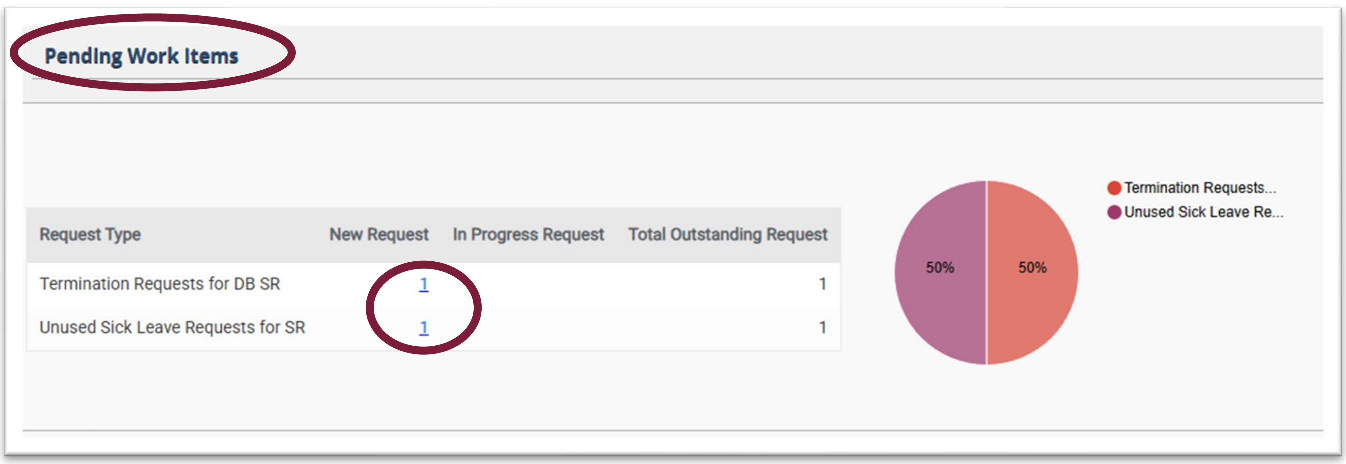
This is a step-by-step process for submitting termination and sick leave data and correcting previously submitted termination and sick leave in the new Secure Employer Website.

Revised: 03/04/2025

Submitting Termination or Sick Leave Data

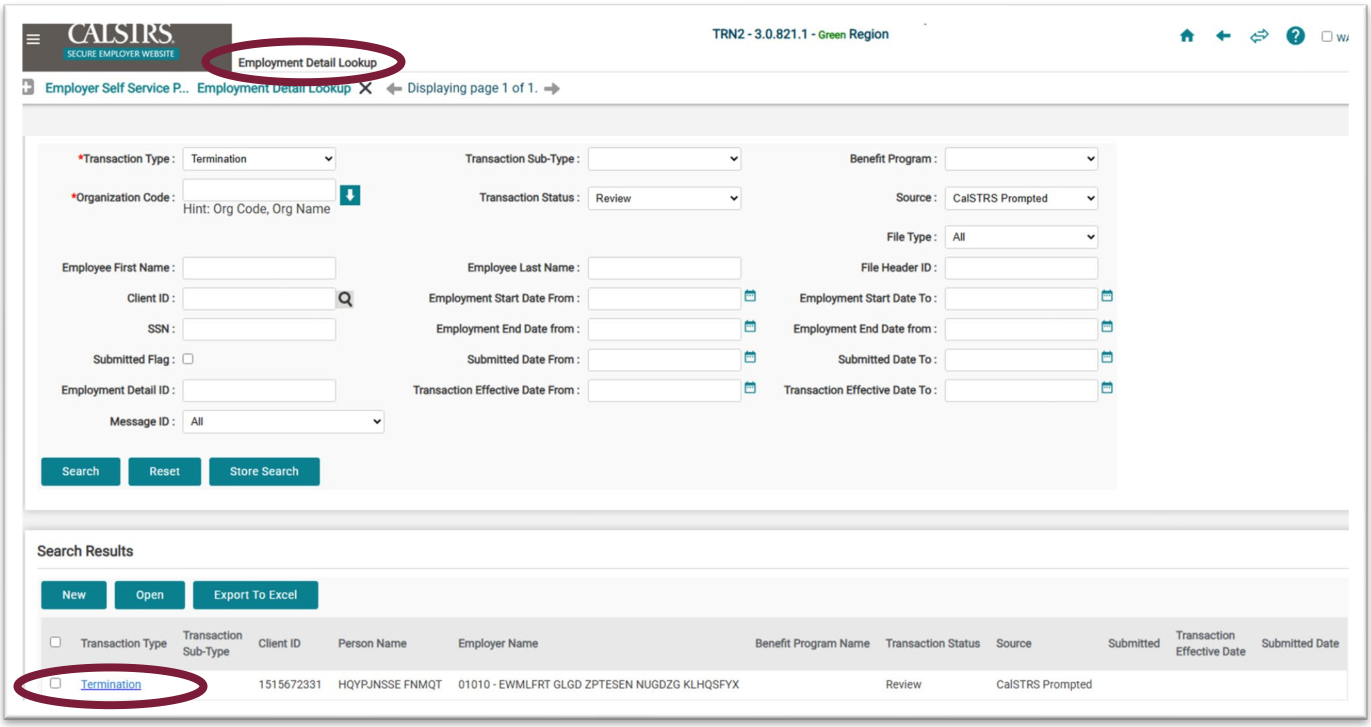
Step 1:

Navigate to the **Pending Work Items** panel by scrolling to the bottom of the **Dashboard.** Click the **New Request** hyperlink for the applicable termination or unused sick leave request.



Step 2:

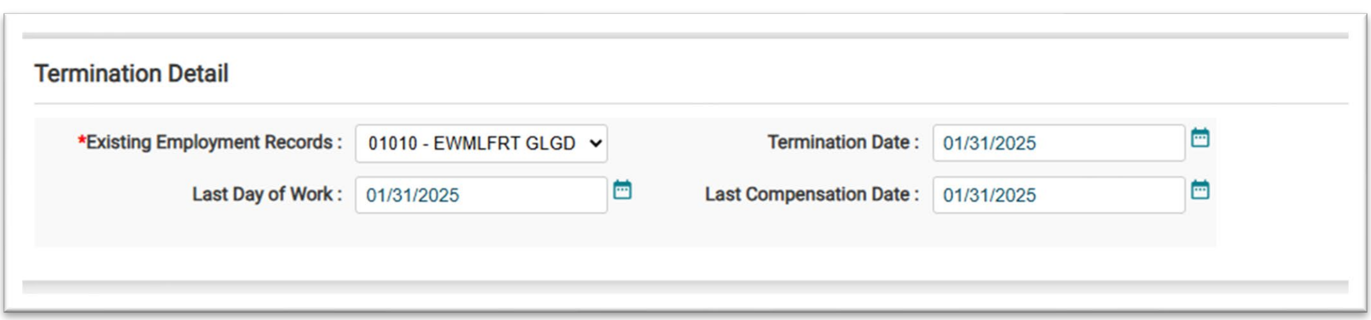
The **Employment Detail Lookup** screen displays. Click the **Transaction Type** hyperlink.



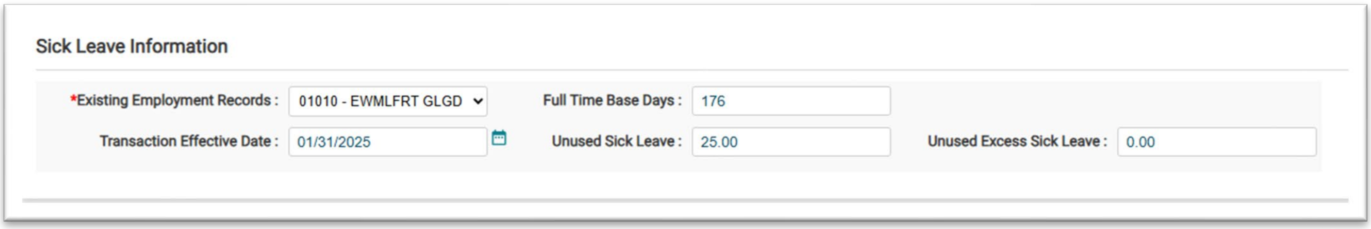
Step 3:

The **Employment Detail Maintenance** screen displays.

For termination requests, select the appropriate employer from the **Existing Employment Records** drop-down menu. Then, enter the **Termination Date**, **Last Day of Work** and **Last Compensation Date**.

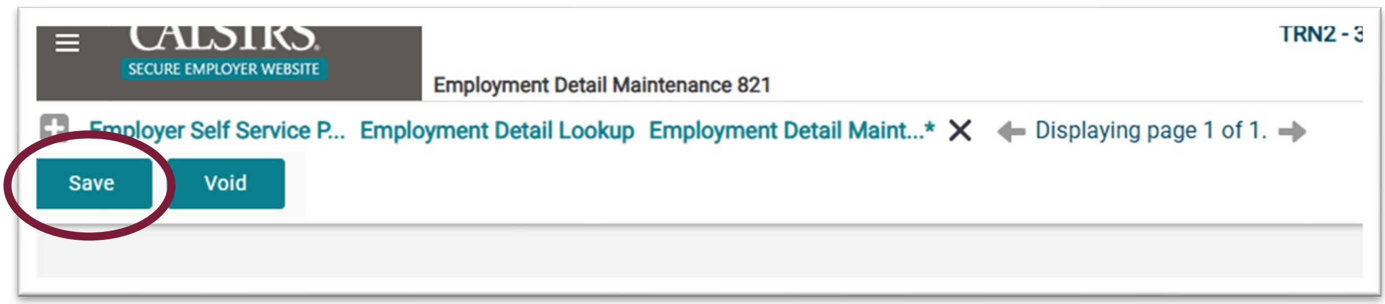


For unused sick leave requests, select the appropriate employer from the **Existing Employment Records** drop-down menu. Then, enter the **Full Time Base Days**, **Transaction Effective Date**, **Unused Sick Leave** and **Unused Excess Sick Leave**.



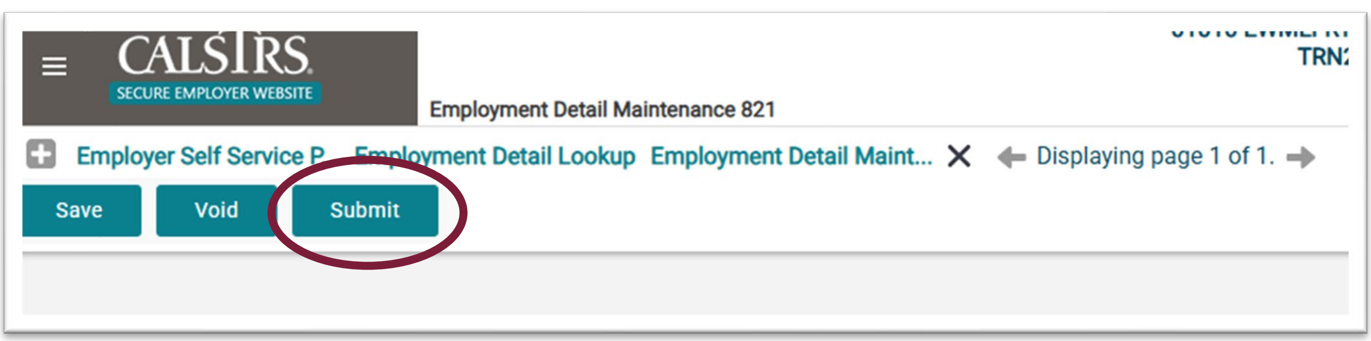
Step 4:

Click the **Save** button on the top left of the screen to trigger the validation process. Clicking the **Save** button also transitions the employment transaction into an employment record. Once saved, records cannot be deleted, they can only be voided or submitted.



Step 5:

As the transaction data is validated, informational messages, warnings and errors may appear at the top and/or bottom of the screen. No action is required for informational messages. Warnings may be suppressed; however, errors must be corrected before the transaction can be submitted to CalSTRS. When the record is error free, click the **Submit** button.



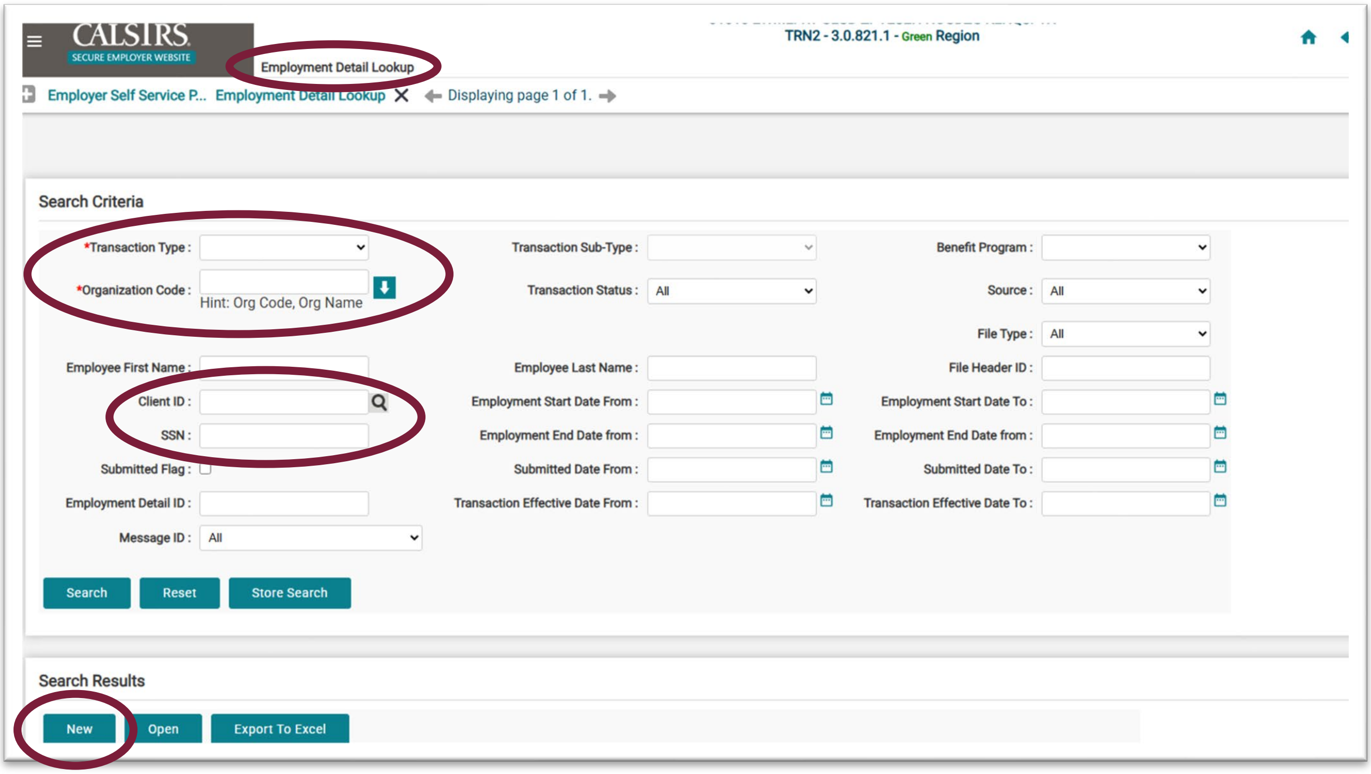
Correcting Termination and Sick Leave Data

Step 1:

Navigate to the **Employment Detail Lookup** screen by clicking the **Global Navigation Menu**, selecting **Employee** and then **Employment Detail.**

Step 2:

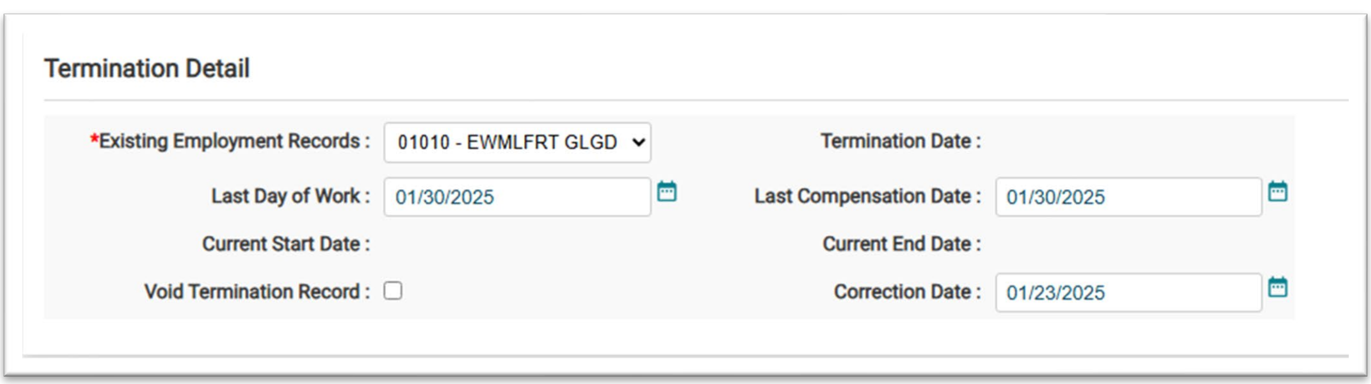
The **Employment Detail Lookup** screen displays. Select the appropriate transaction type from the **Transaction Type** drop-down menu. Then, enter the **Organization Code** and either the member's **Client ID** or **SSN**.



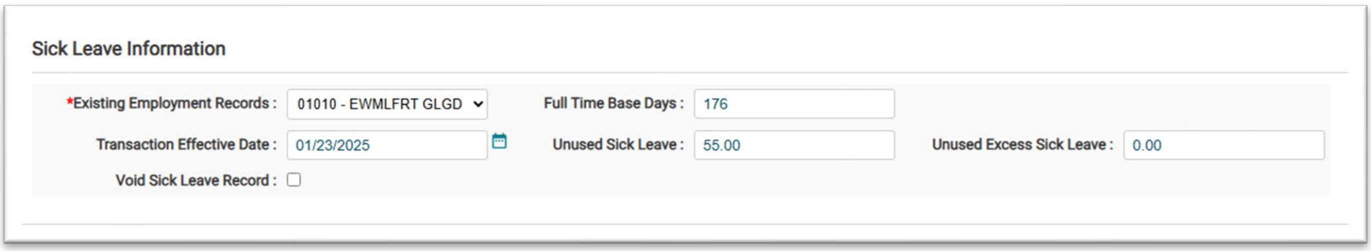
Step 3:

The **Employment Detail Maintenance** screen displays.

For correcting termination data, select the appropriate employer from the **Existing Employment Records** drop-down menu. Then, enter the **Last Day of Work**, **Last Compensation Date**, and the **Correction Date.**

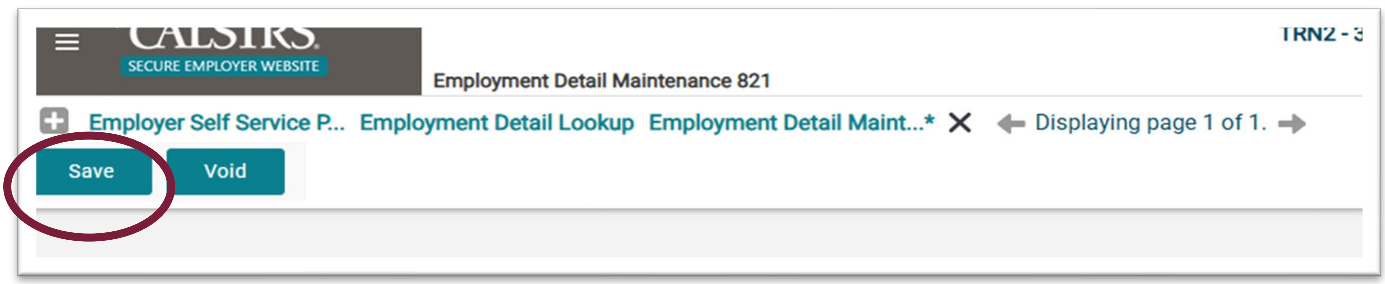


For correcting unused sick leave data, select the appropriate employer from the **Existing Employment Records** drop-down menu. Then, enter the **Full Time Base Days**, **Transaction Effective Date**, **Unused Sick Leave** and **Unused Excess Sick Leave**.



Step 4:

Click the **Save** button on the top left of the screen to initiate the validation process. Clicking the **Save** button also transitions the employment transaction into an employment record. Once saved, records cannot be deleted, they can only be voided or submitted.



Step 5:

As the transaction data is validated, informational messages, warnings and errors may appear at the top and/or bottom of the screen. No action is required for informational messages. Warnings may be suppressed; however, errors must be corrected before the transaction can be submitted to CalSTRS. When the record is error free, click the **Submit** button.