

Submitting Termination and Sick Leave Data

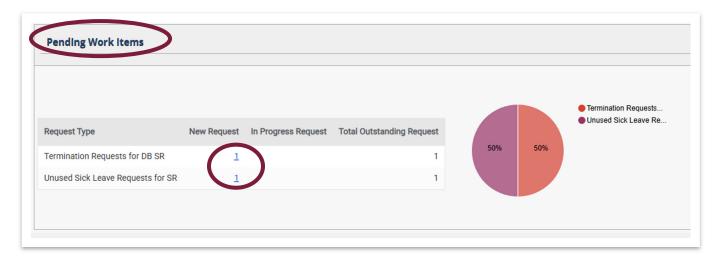
This is a step-by-step process for submitting termination and sick leave data and correcting previously submitted termination and sick leave in the new Secure Employer Website. While requests for sick leave and termination information may be received together, the transactions are submitted separately.

Revised: 11/19/2025

Submitting Termination or Sick Leave Data

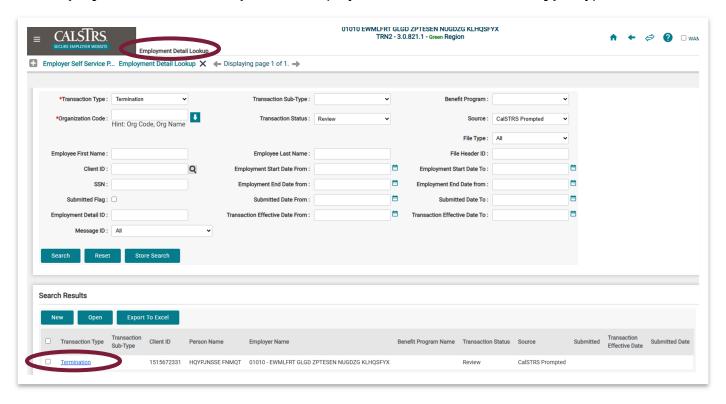
Step 1:

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.

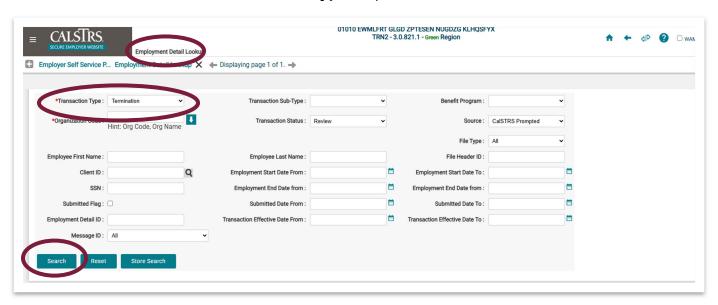


Step 2:

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



If no Pending Work Items are displayed, search for the items using the **Employment Detail Lookup** screen. Navigate to this screen either by clicking **Employee** and **Employment Detail**from the **Global Navigation Menu**, or by clicking the **Employment** icon from the **Dashboard**.
Select **Termination** from the **Transaction Type** dropdown and click **Search**.

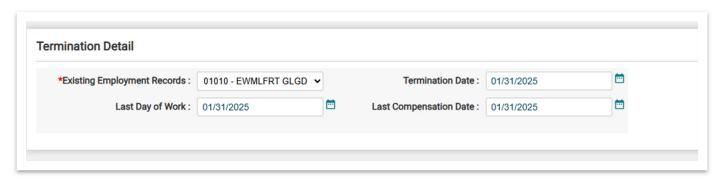




Step 3:

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**.



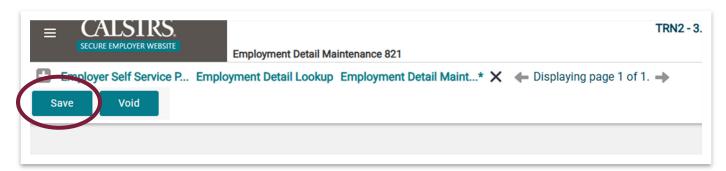


Termination transactions must be processed before unused sick leave requests can be submitted. For unused sick leave requests, select the appropriate employer from the Existing Employment Records drop-down menu. Then, enter the Full Time Base Days, Transaction Effective Date, Unused Sick Leave and Unused Excess Sick Leave.



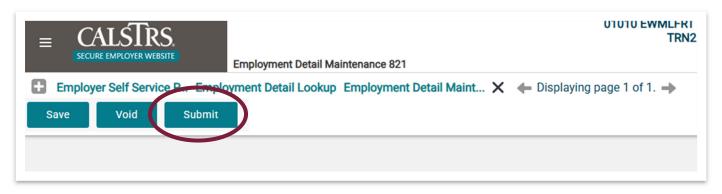
Step 4:

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.

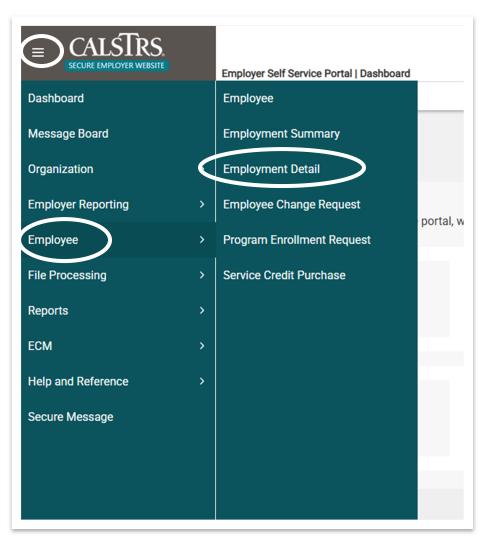




Correcting Termination and Sick Leave Data

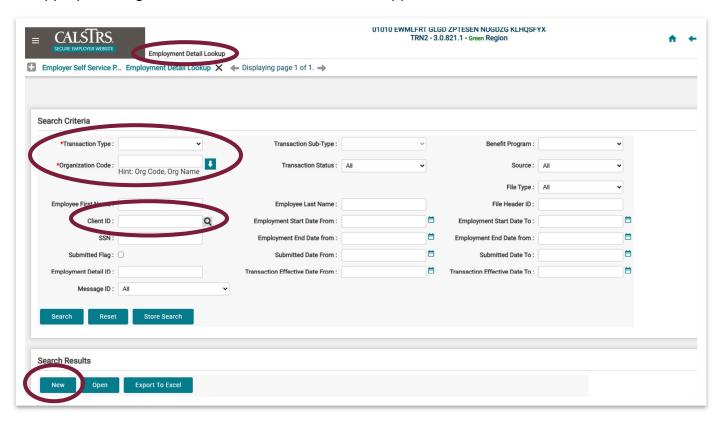
Step 1:

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



Step 2:

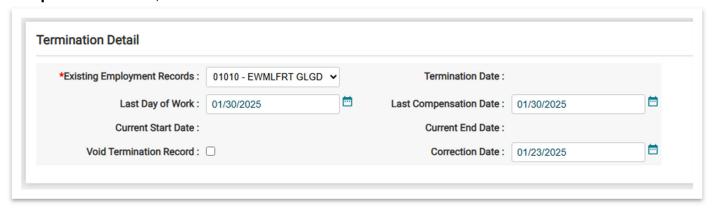
The **Employment Detail Lookup** screen displays. Select the appropriate transaction type from the **Transaction Type** drop-down menu. Then, enter the **Organization Code** and select the appropriate organization from the selections that appear. Enter the member's **Client ID**.



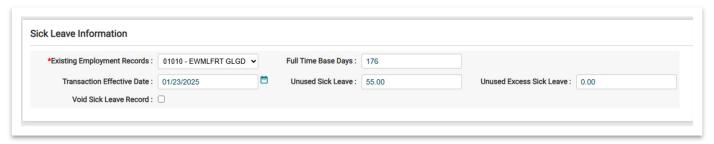
Step 3:

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**.

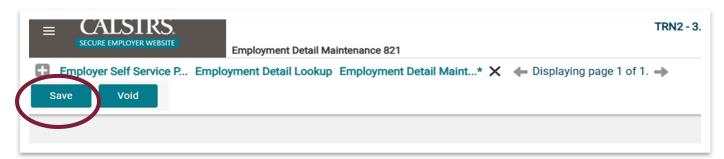


For correcting unused sick leave data, select the appropriate employer from the **Existing Employment Records** drop-down menu. Then, enter the **Full Time Base Days**, **Transaction Effective Date**, **Unused Sick Leave** and **Unused Excess Sick Leave**.



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.

