

Submitting Termination and Sick Leave Data

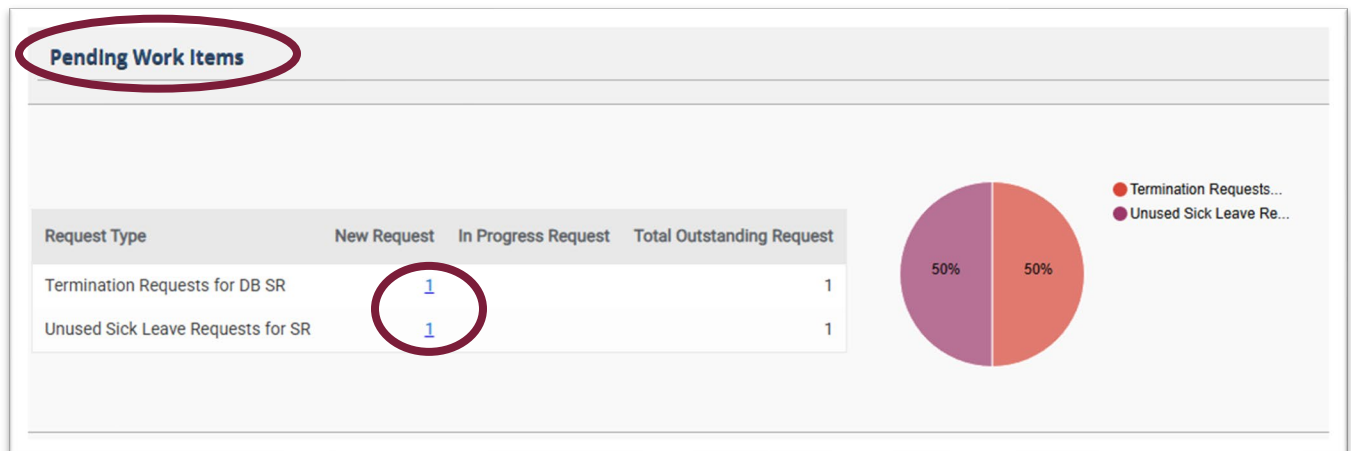
This is a step-by-step process for submitting termination and sick leave data and correcting previously submitted termination and sick leave in the new Secure Employer Website.

Revised: 08/19/2025

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.

Employment Detail Lookup

Transaction Type: Termination
Transaction Sub-Type:
Benefit Program:
Organization Code:
Transaction Status: Review
Source: CalSTRS Prompted
File Type: All
Employee First Name:
Employee Last Name:
Client ID:
SSN:
Submitted Flag:
Employment Detail ID:
Message ID: All
Search Reset Store Search

Search Results

New Open Export To Excel

| Transaction Type | Transaction Sub-Type | Client ID | Person Name | Employer Name | Benefit Program Name | Transaction Status | Source | Submitted | Transaction Effective Date | Submitted Date |
|-----------------------------|----------------------|------------|----------------|---|----------------------|--------------------|------------------|-----------|----------------------------|----------------|
| Termination | | 1515672331 | HQYRNSSE FNMQT | 01010 - EWMLFRT GLGD ZPTESN NUGDZG KLHQSFYX | | Review | CalSTRS Prompted | | | |

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 Detail

*Existing Employment Records: 01010 - EWMLFRT GLGD
Termination Date: 01/31/2025
Last Day of Work: 01/31/2025
Last Compensation Date: 01/31/2025

Sick Leave Information

*Existing Employment Records :

01010 - EWMLFRT GLGD

Transaction Effective Date :

01/31/2025

Full Time Base Days :

176


Unused Sick Leave :

25.00

Unused Excess Sick Leave :



0.00



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.

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Employment Detail Maintenance 821

 [Employer Self Service P...](#) [Employment Detail Lookup](#) [Employment Detail Maint...*](#)  ← Displaying page 1 of 1. →

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.



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Save

Void

Submit

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**.

The screenshot shows the 'Employment Detail Lookup' screen. The 'Search Criteria' section contains various input fields. The 'Transaction Type' and 'Organization Code' fields are highlighted with red circles. The 'Client ID' field is also highlighted with a red circle. The 'Search Results' section at the bottom has a 'New' button highlighted with a red circle.

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**.

The screenshot shows the 'Termination Detail' screen. The form contains several fields for entering termination information. The 'Existing Employment Records' field is a drop-down menu. The 'Last Day of Work', 'Last Compensation Date', and 'Correction Date' fields are date pickers.



Sick Leave Information



*Existing Employment Records : 01010 - EWMLFRT GLGD Full Time Base Days : 176
 Transaction Effective Date : 01/23/2025 Unused Sick Leave : 55.00 Unused Excess Sick Leave : 0.00
 Void Sick Leave Record : ☐

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.


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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.



SECURE EMPLOYER WEBSITE

Employment Detail Maintenance 821

Employer Self Service Portal

Employment Detail Lookup

Employment Detail Maintenance

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Save

Void

Submit