

Submitting Termination and Sick Leave Data

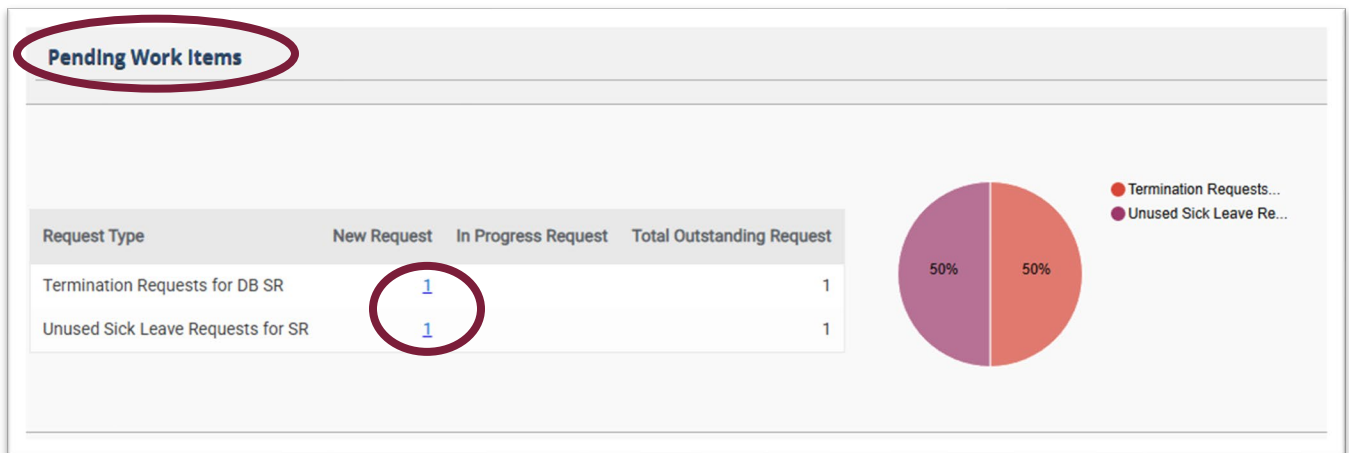
This is a step-by-step process for submitting termination and sick leave data and correcting previously submitted termination and sick leave in the new Secure Employer Website.

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.

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:
 File Header ID:
 Client ID:
 Employment Start Date From:
 Employment Start Date To:
 SSN:
 Employment End Date from:
 Employment End Date to:
 Submitted Flag:
 Submitted Date From:
 Submitted Date To:
 Employment Detail ID:
 Transaction Effective Date From:
 Transaction Effective Date To:
 Message ID: All

Search Results

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	HQYRJSSE FNMQT	01010 - EWMLFRT GLGD ZPTESEN NUGDZG KLHQSFX		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

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**.

Sick Leave Information

*Existing Employment Records :	01010 - EWMLFRT GLGD	Full Time Base Days :	176		
Transaction Effective Date :	01/31/2025	Unused Sick Leave :	25.00	Unused Excess Sick Leave :	0.00

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.

CALSTRS SECURE EMPLOYER WEBSITE TRN2 - 3

Employment Detail Maintenance 821

Employer Self Service P... Employment Detail Lookup Employment Detail Maint... X ← Displaying page 1 of 1. →

Save Void

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.

CALSTRS SECURE EMPLOYER WEBSITE STATEMENT TRN:

Employment Detail Maintenance 821

Employer Self Service P... Employment Detail Lookup Employment Detail Maint... X ← Displaying page 1 of 1. →

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** or **SSN**.

Employment Detail Lookup

TRN2 - 3.0.821.1 - Green Region

Employer Self Service P... Employment Detail Lookup X ← Displaying page 1 of 1. →

Search Criteria

*Transaction Type: Transaction Sub-Type: Benefit Program:

*Organization Code: Hint: Org Code, Org Name Transaction Status: All Source: All

Employee First Name: Employee Last Name: File Type: All

Client ID: Employment Start Date From: Employment Start Date To:

SSN: Employment End Date from: Employment End Date from:

Submitted Flag: Submitted Date From: Submitted Date To:

Employment Detail ID: Transaction Effective Date From: Transaction Effective Date To:

Message ID: All

Search Results

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**.

Termination Detail

*Existing Employment Records: 01010 - EWMLFRT GLGD Termination Date:

Last Day of Work: 01/30/2025 Last Compensation Date: 01/30/2025

Current Start Date: Current End Date:

Void Termination Record: Correction Date: 01/23/2025

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**.

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 :	<input type="checkbox"/>				

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.

CALSTRS SECURE EMPLOYER WEBSITE Employment Detail Maintenance 821 TRN2 - 3

Employer Self Service P... Employment Detail Lookup Employment Detail Maint... X ← Displaying page 1 of 1. →

Save Void

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.

CALSTRS SECURE EMPLOYER WEBSITE Employment Detail Maintenance 821 TRN2 - 3

Employer Self Service P... Employment Detail Lookup Employment Detail Maint... X ← Displaying page 1 of 1. →

Save Void **Submit**