

Program Enrollment Requests

This document provides a list of the required forms, common reasons a Program Enrollment Request would be rejected and the step-by-step process for an employer to submit Program Enrollment Requests for the Retirement Incentive Program.

Revised: 03/09/2021

Required Forms

To submit a Program Enrollment Request for a Retirement Incentive, four forms are required. If all four forms are not attached to the request, errors will be triggered.

| Form | Description |
|------------------|--|
| MS 1169-1 | Certification of Employer Participation |
| MS 1169-2 | Certification Information |
| MS 187 | Employer Certification of Member Eligibility |
| Board Resolution | An MOU can be submitted in place of board resolution |

Common reasons for rejecting Program Enrollment Requests

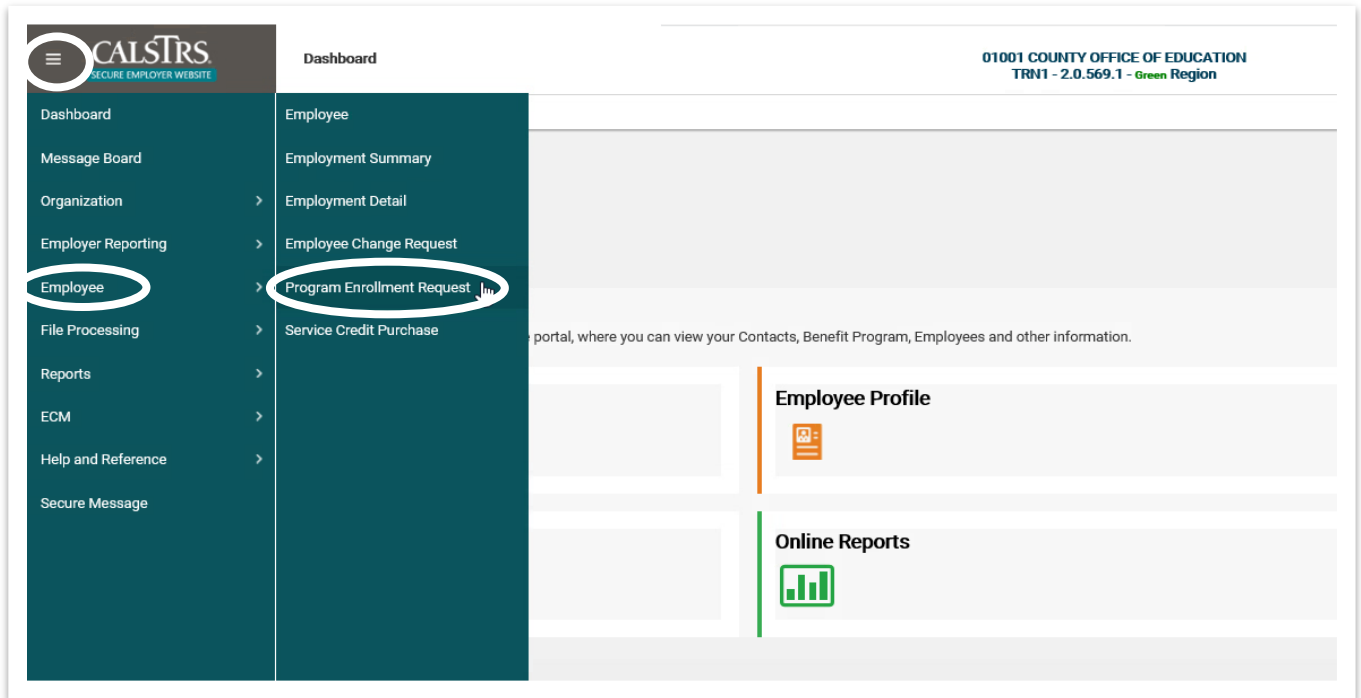
Program Enrollment Requests can be rejected for several reasons, the following are common reasons:

- No true cost savings to the district
- Forms are missing appropriate signatures
- Incorrect forms were uploaded
- Incomplete board resolution
- Requested window period starts prior to the board resolution date

Steps to Submit a Program Enrollment Request for a Retirement Incentive

Step 1:

From the Dashboard, click the **Global Navigation Menu**. When the **Global Navigation Menu** displays, click **Employee**, then click **Program Enrollment Request**.



Step 2:

The **Program Enrollment Search** screen displays. Click the **New** button in the **Search Results** panel.

Search Criteria

Program Name:
Client ID:
Last Name: First Name:
Created Date From: Created Date To:
Status:
Action Status:

Search Results

| <input type="checkbox"/> | Request ID | Organization Name | Program Name | Included | Status | Action Status |
|--------------------------|------------|-------------------|--------------|----------|--------|---------------|
| No records to display. | | | | | | |

Step 3:

The **Program Enrollment Maintenance** screen displays. The **Organization Code** and **Organization Name** fields will auto-populate based on your organization.

The screenshot shows the 'Program Enrollment Maintenance' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are visible. The page title is 'Program Enrollment Maintenance'. On the right, the organization information is displayed: '01001 COUNTY OFFICE OF EDUCATION' and 'TRN1 - 2.0.569.1 - Green Region'. Below the navigation bar, there are buttons for 'Save', 'Void', and 'Generate Statement'. A message states: '[Record displayed. Please make changes and press SAVE.]'. The 'Organization Details' section is highlighted with a red oval and contains the following information: 'Organization Code : 01001', 'Organization Name : COUNTY OFFICE OF EDUCATION', and 'Status :'. Below this is the 'Retirement Incentive Program Details' section, which includes fields for 'Request ID', 'Program Name' (a dropdown menu), 'Fiscal Year Start', 'Fiscal Year End', 'Status', 'Action Status', 'Suppress Warnings' (checkbox), and 'Reject Reason'.


Step 4:

From the **Program Name** dropdown field, select **Retirement Incentive – 2 years of SC**.

This screenshot is identical to the previous one, but the 'Program Name' dropdown menu in the 'Retirement Incentive Program Details' section is highlighted with a red oval. The dropdown is open, and the option 'Retirement Incentive - 2 years of SC' is selected. The rest of the page content remains the same.

Step 5:

Additional fields display in the **Retirement Incentive Program Details** panel.

Program Enrollment Maintenance01001 COUNTY OFFICE OF EDUCATION
TRN1 - 2.0.569.1 - Green Region

ESSProgram Enrollment L... Program Enrollment Main...* ← Displaying page 2 of 2. →

Save Void Generate Statement

[Record displayed. Please make changes and press SAVE.]

Organization Details

Organization Code : 01001 Organization Name : COUNTY OFFICE OF EDUCATION
Status :

Retirement Incentive Program Details

| | |
|--|--------------------------------|
| Request ID : | Program Name : |
| Fiscal Year Start : | Fiscal Year End : |
| Enrollment Window Period Start : | Enrollment Window Period End : |
| Board Approval Date : | MOU Date : |
| Payment Plan : | Status : |
| Suppress Warnings : <input type="checkbox"/> | Action Status : |
| | Reject Reason : |

Step 6:

Enter the applicable dates in the **Enrollment Window Period Start**, **Enrollment Window Period End** and **Board Approval Date** fields.

Note: if you are using an MOU in place of a Board Resolution, fill in the **MOU date** field instead of the **Board Approval Date** field.

The screenshot shows the 'Retirement Incentive Program Details' form. The following fields are highlighted with red ovals:

- Enrollment Window Period Start: 02/01/2021
- Enrollment Window Period End: 04/30/2021
- Board Approval Date: 01/04/2021

Other visible fields include: Request ID, Fiscal Year Start, Fiscal Year End, Program Name (Retirement Incentive - 2 yr), MOU Date, Payment Plan (dropdown), Status, Suppress Warnings (checkbox), Action Status, and Reject Reason.

Step 7:

From the **Payment Plan** dropdown field, select a **Payment Plan**. In this example, **Lump Sum** is selected.

The screenshot shows the 'Retirement Incentive Program Details' form. The following field is highlighted with a red oval:

- Payment Plan: Lump Sum

Other visible fields include: Request ID, Fiscal Year Start, Fiscal Year End, Program Name (Retirement Incentive - 2 yr), Enrollment Window Period Start (02/01/2021), Enrollment Window Period End (04/30/2021), Board Approval Date (01/04/2021), MOU Date, Status, Suppress Warnings (checkbox), Action Status, and Reject Reason.

Step 8:

Click the **Save** button.

The screenshot shows the 'Program Enrollment Maintenance' interface. At the top left is the CALSTRS logo with the tagline 'SECURE EMPLOYER WEBSITE'. To the right of the logo is the text 'Program Enrollment Maintenance'. Further right is the text '01001 COUNTY OFFICE OF EDUCATION TRN1 - 2.0.569.1 - Green Region'. Below the logo is a breadcrumb trail: 'ESSProgram Enrollment L... Program Enrollment Main...'. Below the breadcrumb trail are three buttons: 'Save', 'Void', and 'Generate Statement'. The 'Save' button is circled in red. Below the buttons is a message: '[Record displayed. Please make changes and press SAVE.]'. Below the message is a section titled 'Organization Details' with the following information: 'Organization Code : 01001', 'Organization Name : COUNTY OFFICE OF EDUCATION', and 'Status :'. Below the 'Organization Details' section is a section titled 'Retirement Incentive Program Details'.

Step 9:

Additional panels display. In the **Search Members** panel, enter the **Client ID** in the **Client ID** field to add applicable members to the request.

The screenshot shows the 'Search Members' panel. At the top is the title 'Search Members'. Below the title is a section titled 'Search Criteria'. Inside the 'Search Criteria' section are several input fields: 'Client ID : 1540103684' (circled in red), 'Last Four Digits Of SSN :', 'Date Of Birth :', 'First Name :', 'Last Name :', 'Membership Date From :', 'Membership Date To :', 'Date of Birth From :', and 'Date of Birth To :'. Below the input fields are two buttons: 'Search' and 'Reset'. Below the 'Search Criteria' section is a section titled 'Search Results'. Inside the 'Search Results' section is a table with the following columns: 'Client ID', 'Last Name', 'First Name', 'Middle Name', and 'Date Of Birth'. The table is currently empty and displays the message 'No records to display.'.

Step 10:

Click the **Search** button.

Search Members

Search Criteria

Client ID :

First Name :

Membership Date From :

Date of Birth From :

Last Four Digits Of SSN :

Last Name :

Membership Date To :

Date of Birth To :

Date Of Birth :

Search
Reset

Search Results

Include

| <input type="checkbox"/> | Client ID | Last Name | First Name | Middle Name | Date Of Birth |
|--------------------------|-----------|-----------|------------|-------------|---------------|
| No records to display. | | | | | |

Step 11:

In the **Search Results** panel, select the **checkbox** next to the member record(s) you want to include in the request.

Search Members

Search Criteria

Client ID :

First Name :

Membership Date From :

Date of Birth From :

Last Four Digits Of SSN :

Last Name :

Membership Date To :

Date of Birth To :

Date Of Birth :

Search
Reset

Search Results

Include

| <input checked="" type="checkbox"/> | Client ID | Last Name | First Name | Middle Name | Date Of Birth |
|-------------------------------------|------------|-----------|------------|-------------|---------------|
| <input checked="" type="checkbox"/> | 1540125195 | MEMBER | SUSAN | CLONE | 05/23/1965 |

Step 12:

Click the **Include** button. Repeat steps 9-12, as needed, for each applicable member.

Search Members

Search Criteria

| | | |
|---|--|--------------------------------------|
| Client ID : <input type="text" value="1540125195"/> | Last Four Digits Of SSN : <input type="text"/> | Date Of Birth : <input type="text"/> |
| First Name : <input type="text"/> | Last Name : <input type="text"/> | |
| Membership Date From : <input type="text"/> | Membership Date To : <input type="text"/> | |
| Date of Birth From : <input type="text"/> | Date of Birth To : <input type="text"/> | |

Search Results

| <input checked="" type="checkbox"/> | Client ID | Last Name | First Name | Middle Name | Date Of Birth |
|-------------------------------------|----------------------------|-----------|------------|-------------|---------------|
| <input checked="" type="checkbox"/> | 1540125195 | MEMBER | SUSAN | CLONE | 05/23/1965 |

Step 13:

The **Members List** panel displays. Enter proper amounts in the **2 Yrs of Post Retirement Healthcare Benefit Costs** and **Retiree Salary & Benefits** fields.

Members List

| <input type="checkbox"/> | Client Id | Last Name | First Name | Middle Name | Date Of Birth | Admin Fee, Present Value Plus Any Interest | 2 Yrs of Post Retirement Healthcare Benefit Costs | Yrs to Cost Savings | Retiree Salary & Benefits | Replacement Salary & Benefits (If Any) | Salary And Benefit Savings | Status |
|--------------------------|------------|-----------|------------|-------------|---------------|--|---|---------------------|---|--|----------------------------|--------|
| <input type="checkbox"/> | 1540125195 | MEMBER | SUSAN | CLONE | 05/23/1965 | \$0.00 | <input type="text" value="\$35,000.00"/> | \$0.00 | <input type="text" value="\$110,000.00"/> | \$0.00 | \$0.00 | Valid |

Cost : \$0.00
Net Saving : \$0.00

Step 14:

Click the **Calculate Cost Savings** button to calculate the cost of the retirement incentive and the net savings.

Members List

Delete
Calculate Cost Savings

| <input type="checkbox"/> | Client Id | Last Name | First Name | Middle Name | Date Of Birth | Admin Fee, Present Value Plus Any Interest |
|--------------------------|------------|-----------|------------|-------------|---------------|--|
| <input type="checkbox"/> | 1540125195 | MEMBER | SUSAN | CLONE | 05/23/1965 | \$0.00 |

Cost : \$35,000.00
Net Saving : \$75,000.00

Step 15:

Upload the required documents in the **Upload Documents** panel. From the **Document Type** dropdown field, select the appropriate document type.

Upload Documents

Document Type :

File Path :

- Board Resolution
- Certification Information forms (MS 1169-2 and MS 1169-3)
- Certification of Employer Participation form (MS 1169-1)
- Employer Certification of Member Eligibility form (MS 187)

Delete

| <input type="checkbox"/> | Document Type | Attachment | Uploaded Date |
|--------------------------|---------------|------------|---------------|
| No records to display. | | | |

Step 16:

Click the **Browse** button.

Upload Documents

Document Type : Board Resolution ▼

File Path :

Browse...

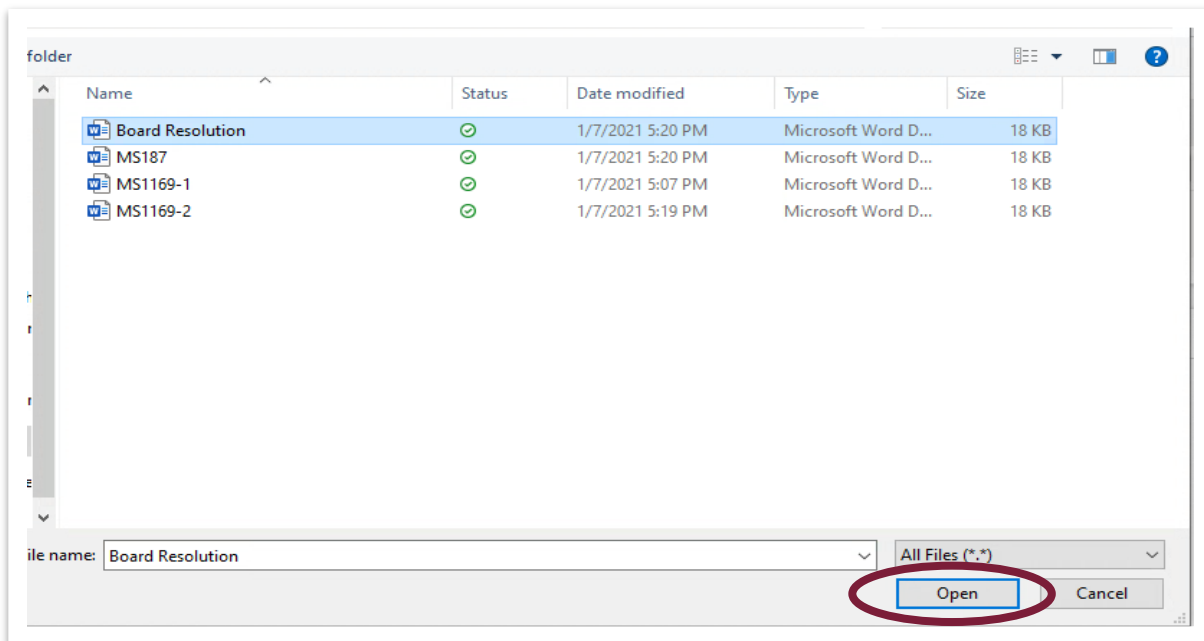
Upload

Delete

| <input type="checkbox"/> | Document Type | Attachment | Uploaded Date |
|--------------------------|---------------|------------|---------------|
| No records to display. | | | |

Step 17:

From the **Choose File to Upload** window, select the document you wish to upload. Click the **Open** button.



Step 18:

The file displays in the **File Path** field. Click the **Upload** button.

Upload Documents

Document Type : Board Resolution ▼

File Path : C:\Users\bkhan\OneDrive Browse...

Upload

Delete

| <input type="checkbox"/> | Document Type | Attachment | Uploaded Date |
|--------------------------|---------------|------------|---------------|
| No records to display. | | | |

Step 19:

Check the top of the screen to ensure the message, “File uploaded successfully” displays. Repeat steps 15-18 for each required document.

Program Enrollment Maintenance
10167

01001 COUNTY OFFICE OF EDUCATION
TRN1 - 2.0.569.1 - Green Region

ESSProgram Enrollment L... Program Enrollment Main... X ← Displaying page 3 of 3. →

Save
Submit
Void
Generate Statement

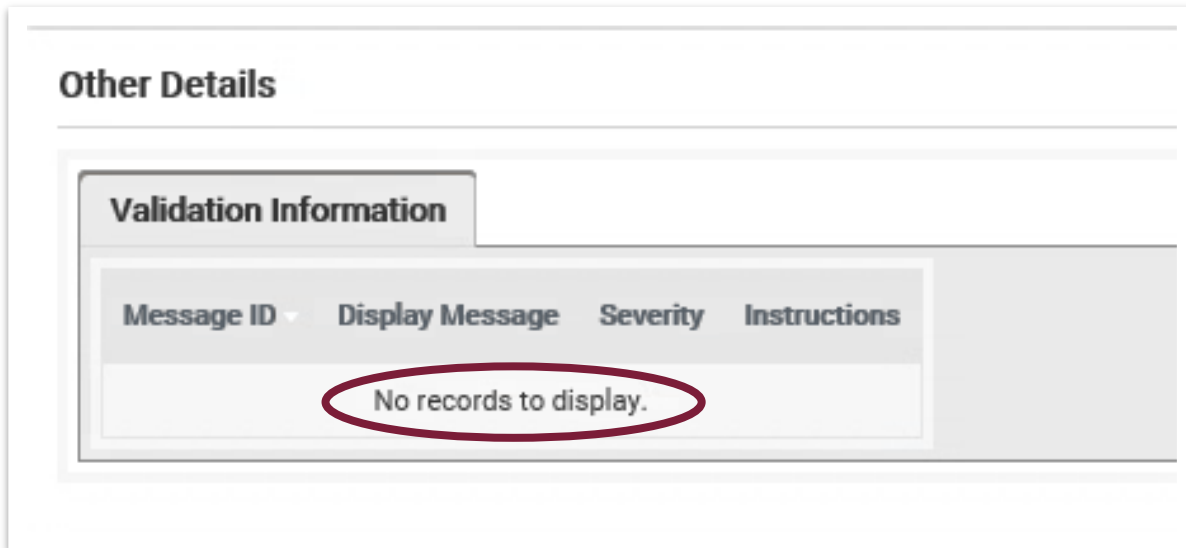
[File uploaded successfully.]

Organization Details

| | |
|---------------------------|--|
| Organization Code : 01001 | Organization Name : COUNTY OFFICE OF EDUCATION |
| Status : Valid | |

Step 20:

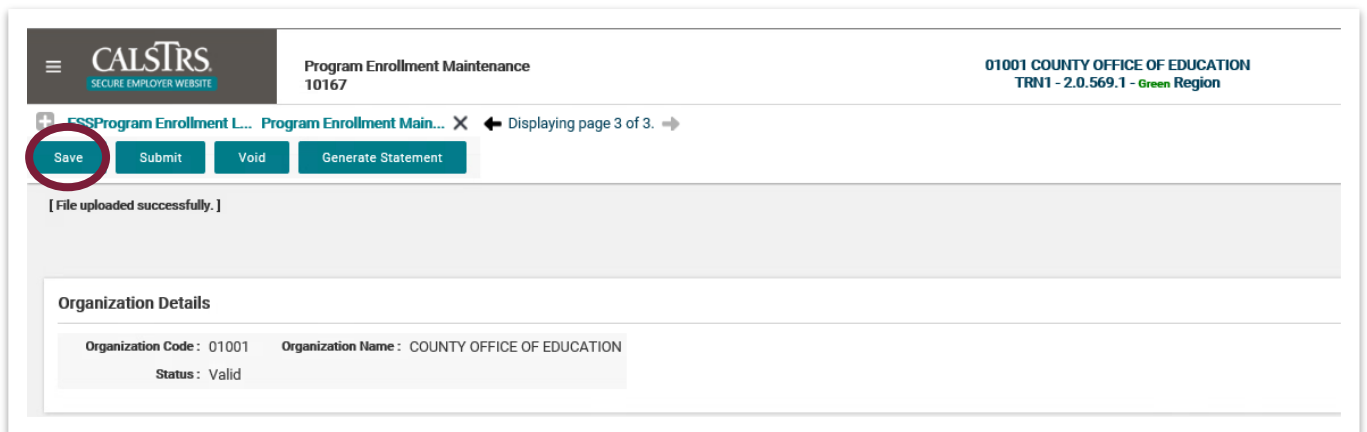
Check the **Validation Information** tab in the **Other Details** panel to ensure no soft errors display.



Step 21:

Click the **Save** button.

Note: Saving a Program Enrollment Request does not submit the request to CalSTRS.



Step 22:

Scroll to the **Retirement Incentive Program Details** panel to ensure the **Status** is Valid and the **Action Status** is Pending.

Retirement Incentive Program Details

| | |
|--|---|
| Request ID : 10167 | Program Name : Retirement Incentive - 2 years of SC |
| Fiscal Year Start : <input type="text"/> | Fiscal Year End : <input type="text"/> |
| Enrollment Window Period Start : 02/01/2021 | Enrollment Window Period End : 04/30/2021 |
| Board Approval Date : 01/04/2021 | MOU Date : <input type="text"/> |
| Payment Plan : Lump Sum <input type="checkbox"/> | |
| Status : Valid | Action Status : Pending |
| Suppress Warnings : <input type="checkbox"/> | Reject Reason : |

Step 23:

Click the **Submit** button.

Program Enrollment Maintenance 10167 01001 COUNTY OFFICE OF EDUCATION TRN1 - 2.0.569.1 - Green Region

ESSProgram Enrollment L... Program Enrollment Main... X ← Displaying page 3 of 3. →

Save **Submit** Void Generate Statement

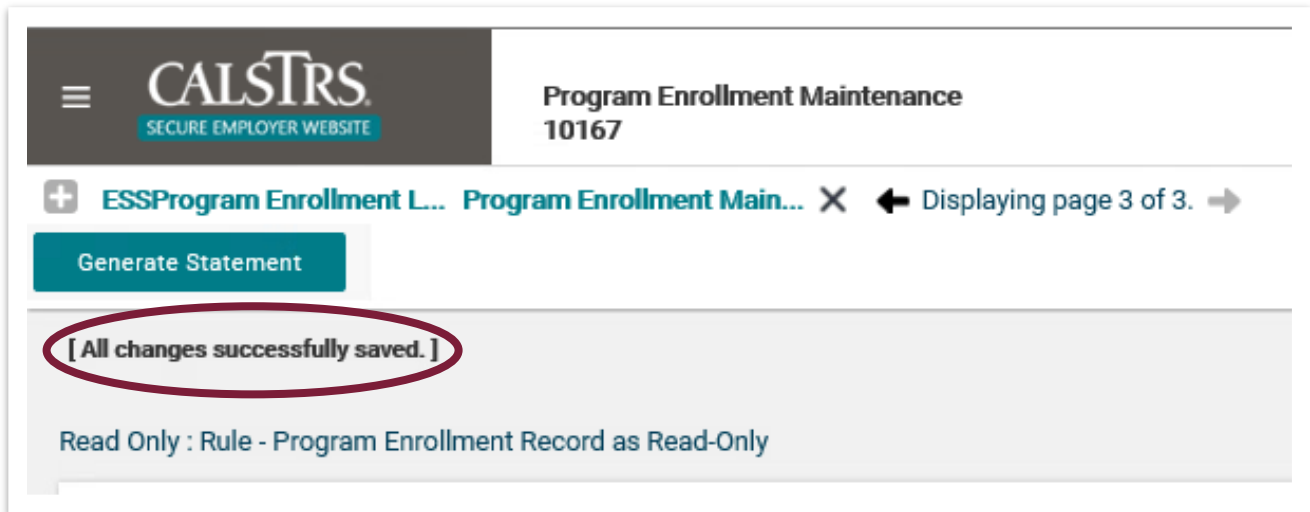
[All changes successfully saved.]

Organization Details

| | |
|---------------------------|--|
| Organization Code : 01001 | Organization Name : COUNTY OFFICE OF EDUCATION |
| Status : Valid | |

Step 24:

A message displays at the top of the screen stating, "All changes successfully saved".



Step 25:

Scroll to the **Retirement Incentive Program Details** panel, the **Action Status** is now Pending Approval.

Note: The Program Enrollment Request has been submitted to CalSTRS for review.

