Person Maintenance for Employers

This job aid provides step-by-step instructions for viewing and updating person records in SEW.
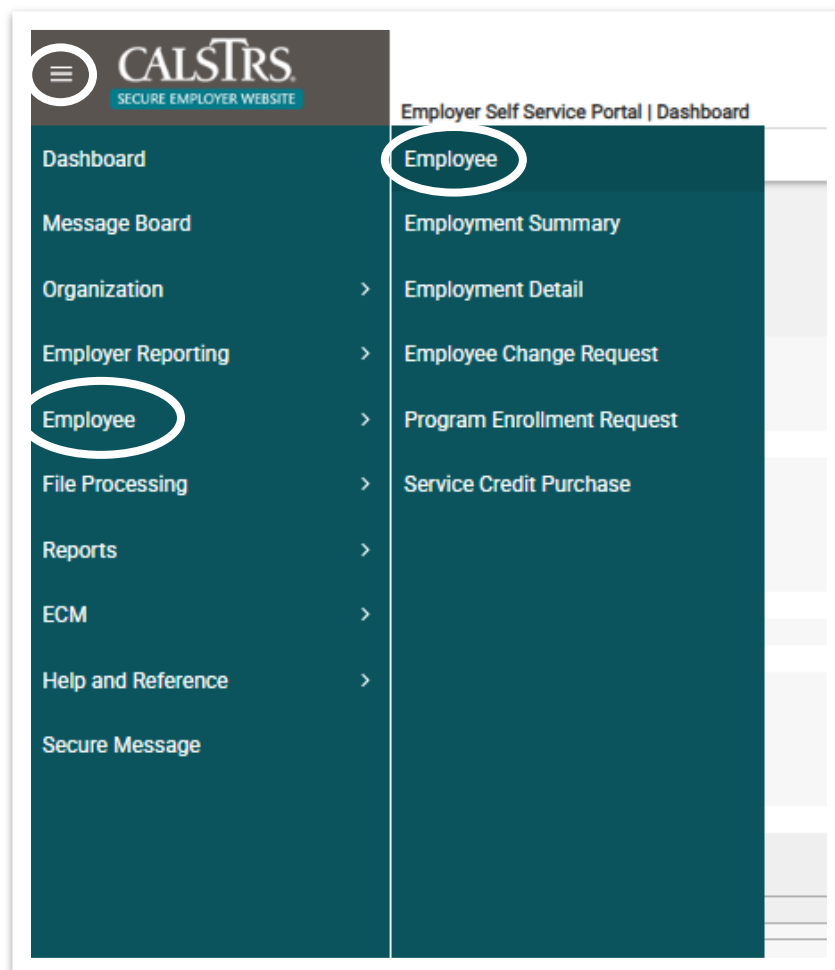
Questions? Contact PSEmployerReadiness@CalSTRS.com.

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Reviewing a person record

Step 1:

From the **Global Navigation Menu**, select **Employee**, then select **Employee** again.

Step 2:

The **Employee Search** screen displays. Enter information in the **Search Criteria** panel to search for a specific member, then click the **Search** button. Select the applicable member by clicking the checkbox next to their **Client ID** and clicking the **Open** button.

Step 3:

The **Employee Maintenance** screen displays. The following four panels display:

1. **Demographic Information**- Displays basic demographic information such as name, Client ID and contact information. Some fields can be edited by the employer.

2. **Address Information**- Displays the member's current and previous addresses. Employers can add new addresses in this panel.

3. **Membership Account**- This panel displays the member's **Benefit Program**, **Benefit Structure, Hire Date**, **Status** and **Status Effective Date** for all employers they may be employed with. Information in this panel cannot be edited via **Employee Maintenance** screen.

4. **Additional Detail**- This panel displays five tabs: **Employment History**, **Leave Detail**, **Annual Excess Sick Leave Detail**, **Annual Total Compensation Detail** and **Sick Leave Information**. Information in this panel cannot be edited via **Employee Maintenance** screen.

Updating a member's demographic information

Step 1:

From the **Employee Maintenance** screen, click the **Edit** button under the **Demographic Information** panel.

Step 2:

The **Employee Demographic Information Maintenance** screen displays. Use the fields in the **Employee Demographic Information** panel to make the applicable edits. Click the **Save** button.
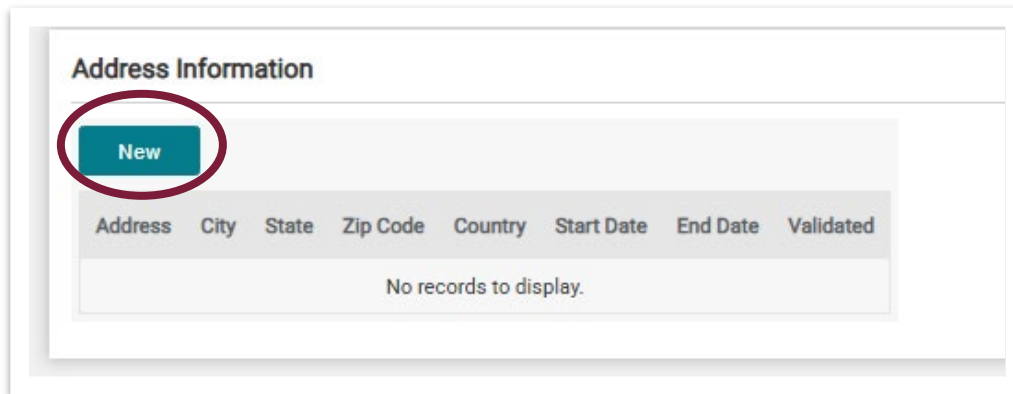
Adding an address for a member

Step 1:

From the **Employee Maintenance** screen, click the **New** button under the **Address Information** panel.

Step 2:

The **Employee Address Maintenance** screen displays. Enter in the member's address information. Click the **Get Suggestion** button to validate the address or check the **Do Not Validate** checkbox to skip this step. Once the form is complete, click the **Save** button.
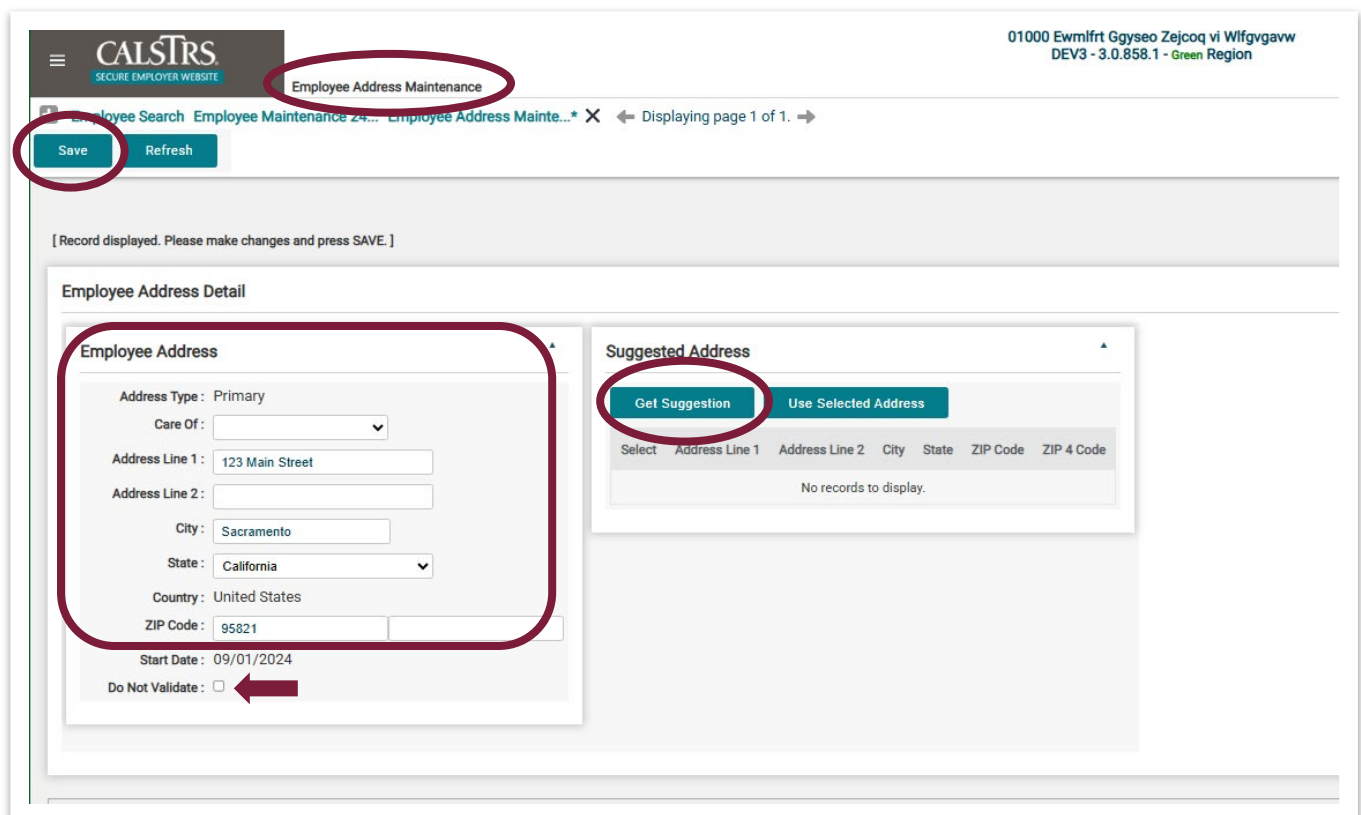
Step 3:

When the address has been saved successfully, a message will appear at the top of the screen stating, "All changes successfully saved." The record will become read-only.