

Person Maintenance for Employers

This job aid provides step-by-step instructions for viewing and updating person records in SEW.

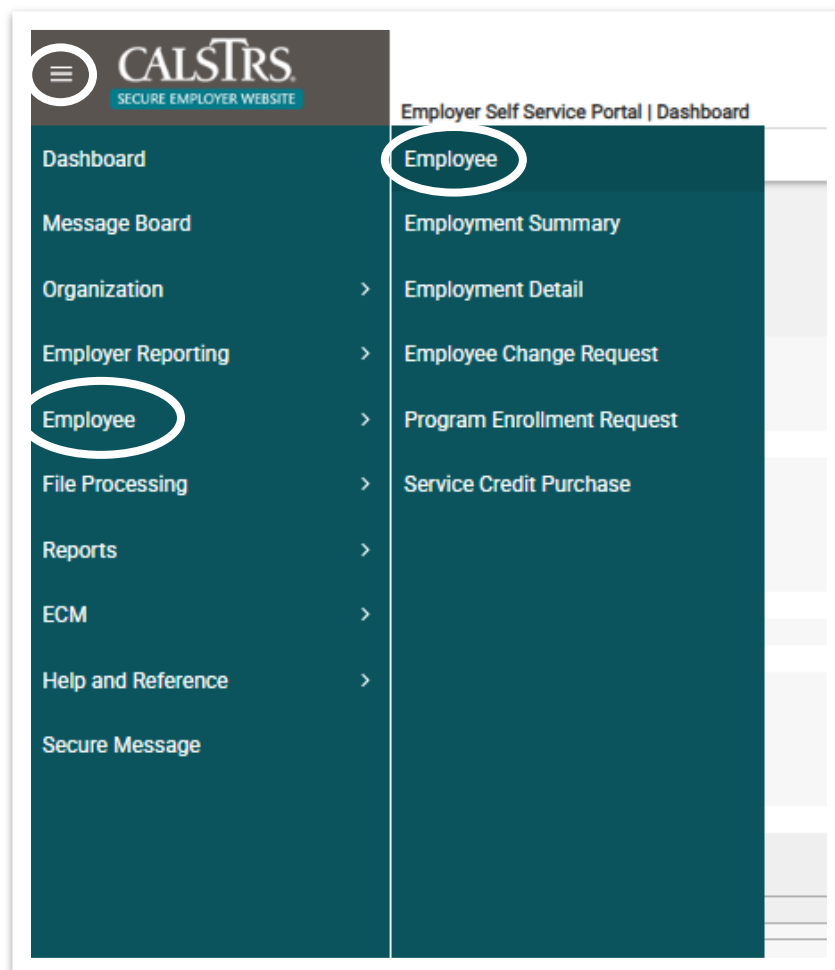
Questions? Contact PSEmployerReadiness@CalSTRS.com.

Revised: 04/03/2025

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.

32040 WWNLNQ PHTZQA DVESGY EW FRNPXDFE
DEV3 - 3.0.859.1 - Green Region

Employee Search

[1 Records met the search criteria.]

Search Criteria

Client ID : 1000181616 SSN : Date Of Birth :

First Name : Last Name : Benefit Program :

Employment Start Date From : Employment Start Date To : Benefit Structure :

Employment End Date From : Employment End Date To : Benefit Sub-Structure :

Organization Code : Include All Organizations : Hint : Org Code, Org Name

Organization Sub-Type: Community College District Superintendent K-12 Charter K-12 District Reporting Source Regional Occupation Program State Agency

Search **Reset** **Store Search**

Search Results

Open **Export To Excel**

<input type="checkbox"/>	Client ID	SSN	Last Name	First Name	Middle Name	Gender	Date Of Birth
<input type="checkbox"/>	1000181616	XXX-XX-4234	Super	Mario		Male	01/07/1990

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.

The screenshot shows the CALSTRS Secure Employer Website interface. At the top, there is a navigation bar with the CALSTRS logo and the text "SECURE EMPLOYER WEBSITE". Below this, the page title "Employee Maintenance 242929" is circled in red. A breadcrumb trail shows "Employee Search" and "Employee Maintenance 24...". A message states "[Record displayed. Please make changes and press SAVE.]". The "Demographic Information" panel is circled in red and contains an "Edit" button. The form fields are as follows:

Client ID : 1000160135	Last Name : Jones	Middle Name : E
First Name : Courtney	Name Suffix I :	Name Suffix II :
Name Prefix :	Gender : Female	
Primary Phone Number :	Secondary Phone Number :	Mobile Phone Number :
International Phone Number Country Code :	International Phone Number :	
Primary Email Address :	Secondary Email Address :	SMS / Text Permitted? : No

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

The screenshot shows the "Address Information" panel with a "New" button. Below the button is a table with the following data:

Address	City	State	Zip Code	Country	Start Date	End Date	Validated
100 Waterfront Pl.	Sacramento	California	95864	United States	09/01/2024		N

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.

Membership Account						
Benefit Program	Benefit Structure	Membership Date	Hire Date	Status	Sub-Status	Status Effective Date
CalSTRS Defined Benefit	DB 2% at 62	05/01/2024	05/01/2024	Active		05/01/2024

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.

Additional Detail					
Employment History	Leave Detail	Annual Excess Sick Leave Detail	Annual Total Compensation Detail	Sick Leave Information	
Organization	Start Date	End Date	Status	Last Day of Work	Last Compensation Date
LUYLDDO UUFCRNU UPZGPW YZQKCOG	05/01/2024		Active		

Updating a member's demographic information

Step 1:

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

The screenshot shows the 'Employee Maintenance 2429297' page. At the top, there is a navigation bar with the CALSTRS logo and a menu icon. Below the navigation bar, there is a breadcrumb trail: 'Employee Search Employee Maintenance 24...'. A message box states: '[Record displayed. Please make changes and press SAVE.]'. The main content area is titled 'Demographic Information' and contains an 'Edit' button. Below the button, the following information is displayed:

Client ID :	1000160135				
First Name :	Courtney	Last Name :	Jones	Middle Name :	E
Name Prefix :		Name Suffix I :		Name Suffix II :	
Gender :	Female				
Primary Phone Number :		Secondary Phone Number :		Mobile Phone Number :	
International Phone Number Country Code :		International Phone Number :			
Primary Email Address :		Secondary Email Address :		SMS / Text Permitted? :	No

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.

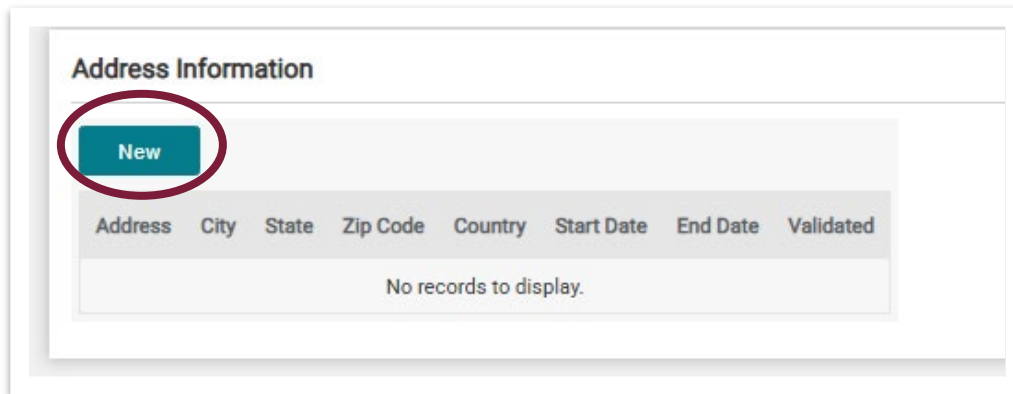
The screenshot shows the 'Employee Demographic Information Maintenance 2429297' page. At the top, there is a navigation bar with the CALSTRS logo and a menu icon. Below the navigation bar, there is a breadcrumb trail: 'Employee Search Employee Maintenance 24... Employee Demographic In...'. A message box states: '[Record displayed. Please make changes and press SAVE.]'. The main content area is titled 'Employee Demographic Information' and contains a 'Save' button and a 'Refresh' button. Below the buttons, the following information is displayed in a form:

Client ID :	1000160135				
*First Name :	<input type="text" value="Courtney"/>	*Last Name :	<input type="text" value="Jones"/>	Middle Name :	<input type="text" value="E"/>
Name Prefix :	<input type="text"/>	Name Suffix I :	<input type="text"/>	Name Suffix II :	<input type="text"/>
*Gender :	<input type="text" value="Female"/>				
Primary Phone Number :	<input type="text"/>	Secondary Phone Number :	<input type="text"/>	Mobile Phone Number :	<input type="text"/>
International Phone Number Country Code :	<input type="text"/>	International Phone Number :	<input type="text"/>		
Primary Email Address :	<input type="text" value="courtneyjones@calstrs.com"/>	Secondary Email Address :	<input type="text"/>	SMS / Text Permitted? :	No

Adding an address for a member

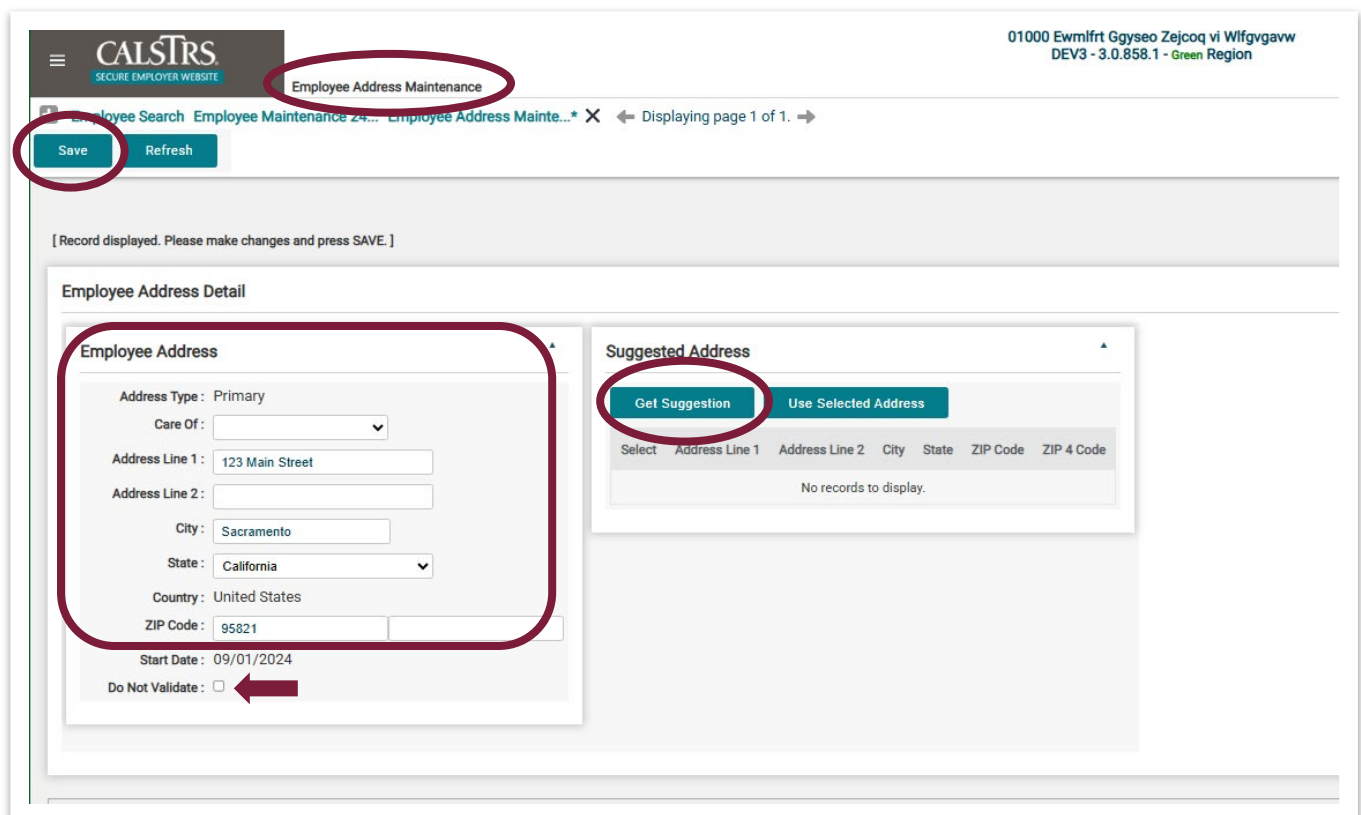
Step 1:

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.

