

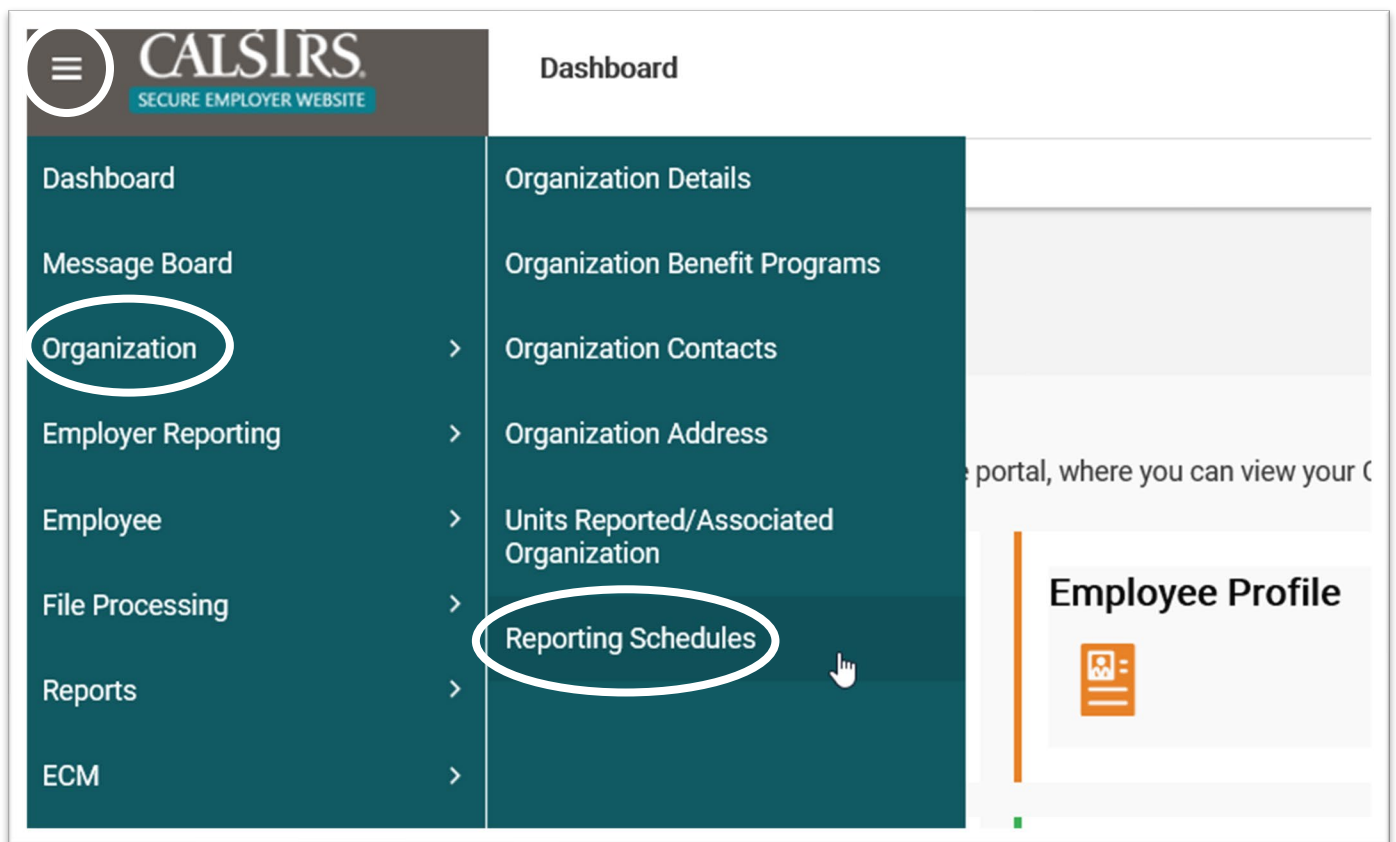
# Cash Balance Reporting Schedules

This job aid provides step-by-step guidance on how to create a Cash Balance schedule and establish reporting periods. You must have a Payroll and Employment or Payroll contact type to complete this task. If an established reporting schedule needs to be revised, please contact [EmployerHelp@CalSTRS.com](mailto:EmployerHelp@CalSTRS.com) or send a secure message in the Secure Employer Website.

Revised: 03/09/2025

**Step 1:**

From the **Global Navigation Menu**, select **Organization** and then, select **Reporting Schedules**.



### Step 2:

The Reporting Schedule Search screen displays. In the **Search Criteria** panel, select **CalSTRS Cash Balance** from the **Benefit Program** dropdown field. Only Cash Balance schedules can be created by an employer.

The screenshot shows the 'Reporting Schedule Search' interface. At the top left is the CALSTRS logo with the tagline 'SECURE EMPLOYER WEBSITE'. The page title is 'Reporting Schedule Search'. Below the header is a navigation bar with a '+ Dashboard' link and navigation arrows. The main content area is divided into two sections: 'Search Criteria' and 'Search Results'. In the 'Search Criteria' section, there is a dropdown menu for '\*Benefit Program:' with the following options: 'All', 'All', 'CalSTRS Defined Benefit', 'CalSTRS Defined Benefit Supplement', and 'CalSTRS Cash Balance'. The 'CalSTRS Cash Balance' option is highlighted in blue. To the right of the dropdown is a text input field for '\*Fiscal Year (End):'. Below the dropdown are two buttons: 'Search' and 'Res'. The 'Search Results' section contains three buttons: 'New', 'Open', and 'Export To Excel'. Below these buttons is a table with columns for 'Benefit Program' and 'Fiscal Year', and a checkbox. The table currently displays 'No records to display.'

### Step 3:

Enter a year in the **Fiscal Year (End)** field and click the **New** button. For example, if you were creating a Cash Balance schedule for Fiscal Year 2019-20, you would input the year 2020 in the field.

The screenshot shows the 'Reporting Schedule Search' interface on the CALSTRS Secure Employer Website. The page title is 'Reporting Schedule Search' and the version is 'TRN1 - 1.2.80'. Under the 'Search Criteria' section, there are two input fields: '\*Benefit Program' with a dropdown menu set to 'CalSTRS Cash Balance', and '\*Fiscal Year (End)' with the value '2020'. Below these fields are three buttons: 'Search', 'Reset', and 'Store Search'. Under the 'Search Results' section, there are three buttons: 'New', 'Open', and 'Export To Excel'. The 'New' button is circled in red. At the bottom of the search results, there is a pagination control showing 'Page 1 Of 3' and 'Results 1 - 10 of 21'.

### Step 4:

The Reporting Schedule Maintenance screen displays. In the **Reporting Schedule Details** panel, click the **Add** button.

The screenshot shows the 'Reporting Schedule Maintenance' web application. At the top left is the CALSTRS logo with the tagline 'SECURE EMPLOYER WEBSITE'. The page title is 'Reporting Schedule Maintenance'. On the top right, it identifies the user as 'COUNTY OFFICE OF EDUCATION' with the role 'TRN1 - 1.2.80.1 - Green Region'. Below the header, there are navigation links for 'Reporting Schedule Lookup' and 'Reporting Schedule Main...', along with a close button and a page indicator 'Displaying page 1 of 1'. There are 'Save' and 'Refresh' buttons. A message box states: '[ Record displayed. Please make changes and press SAVE. ]'. The main content area is titled 'Reporting Schedule Details for 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION'. It shows 'Benefit Program : CalSTRS Cash Balance' and 'Fiscal Year : 2019-2020'. Below this is a section titled 'Reporting Schedule Details' which contains 'Add' and 'Delete' buttons. The 'Add' button is circled in red. Underneath the buttons is a table header with columns: 'Reporting Period', 'Period Start Date', 'Period End Date', 'Pay Schedule Date', and 'Delinquent Date'. The table body is empty, displaying the message 'No records to display.'

### Step 5:

Enter dates in both the **Period Start Date** and **Period End Date** fields. Click the **Add** button. Repeat this step to create as many Reporting Periods as needed.

<input type="checkbox"/>	Reporting Period	Period Start Date	Period End Date	Pay Schedule Date	Delinquent Date
<input type="checkbox"/>		07/01/2019	07/31/2019		
<input type="checkbox"/>		08/01/2019	08/31/2019		
<input type="checkbox"/>		09/01/2019	09/30/2019		
<input type="checkbox"/>		10/01/2019	10/31/2019		
<input type="checkbox"/>		11/01/2019	11/30/2019		
<input type="checkbox"/>		12/01/2019	12/31/2019		

### Step 6:

After you have finished entering the dates to create your **Reporting Periods**, click the **Save** button. Once you click **Save**, you cannot make changes. Contact CalSTRS for assistance if you need to make a change.

Reporting Schedule Maintenance

COUNTY OFFICE OF EDUCATION  
TRN1 - 1.2.80.1 - Green Region

Reporting Schedule Lookup Reporting Schedule Main...\*

Displaying page 1 of 1.

**Save** Refresh

Reporting Schedule Details for COUNTY OFFICE OF EDUCATION

Benefit Program : CalSTRS Cash Balance Fiscal Year : 2019-2020

Reporting Schedule Details

### Step 7:

The reporting period information is successfully saved when a message appears at the top of the screen that states “[All changes successfully saved.]” and there are values in the **Pay Schedule Date** and **Delinquent Date** columns.

The screenshot shows the CALSTRS Secure Employer Website interface for Reporting Schedule Maintenance. At the top, the header includes the CALSTRS logo, the text "SECURE EMPLOYER WEBSITE", and the page title "Reporting Schedule Maintenance 70". On the right, it displays "COUNTY OFFICE OF EDUCATION" and "TRN1 - 1.2.80.1 - Green R". Below the header, there are navigation links for "Reporting Schedule Lookup" and "Reporting Schedule Main...", along with a "Refresh" button and a message "Displaying page 1 of 1". A success message "[ All changes successfully saved. ]" is highlighted with a red oval. Below this, the page is in "Read Only" mode for "Read Only Rule - ReportingSchedule". The main content area is titled "Reporting Schedule Details for COUNTY OFFICE OF EDUCATION" and shows "Benefit Program : CalSTRS Cash Balance" and "Fiscal Year : 2019-2020". A table titled "Reporting Schedule Details" contains the following data:

<input type="checkbox"/>	Reporting Period	Period Start Date	Period End Date	Pay Schedule Date	Delinquent Date
<input type="checkbox"/>	1	07/01/2019	07/31/2019	08/01/2019	08/15/2019
<input type="checkbox"/>	2	08/01/2019	08/31/2019	09/02/2019	09/16/2019