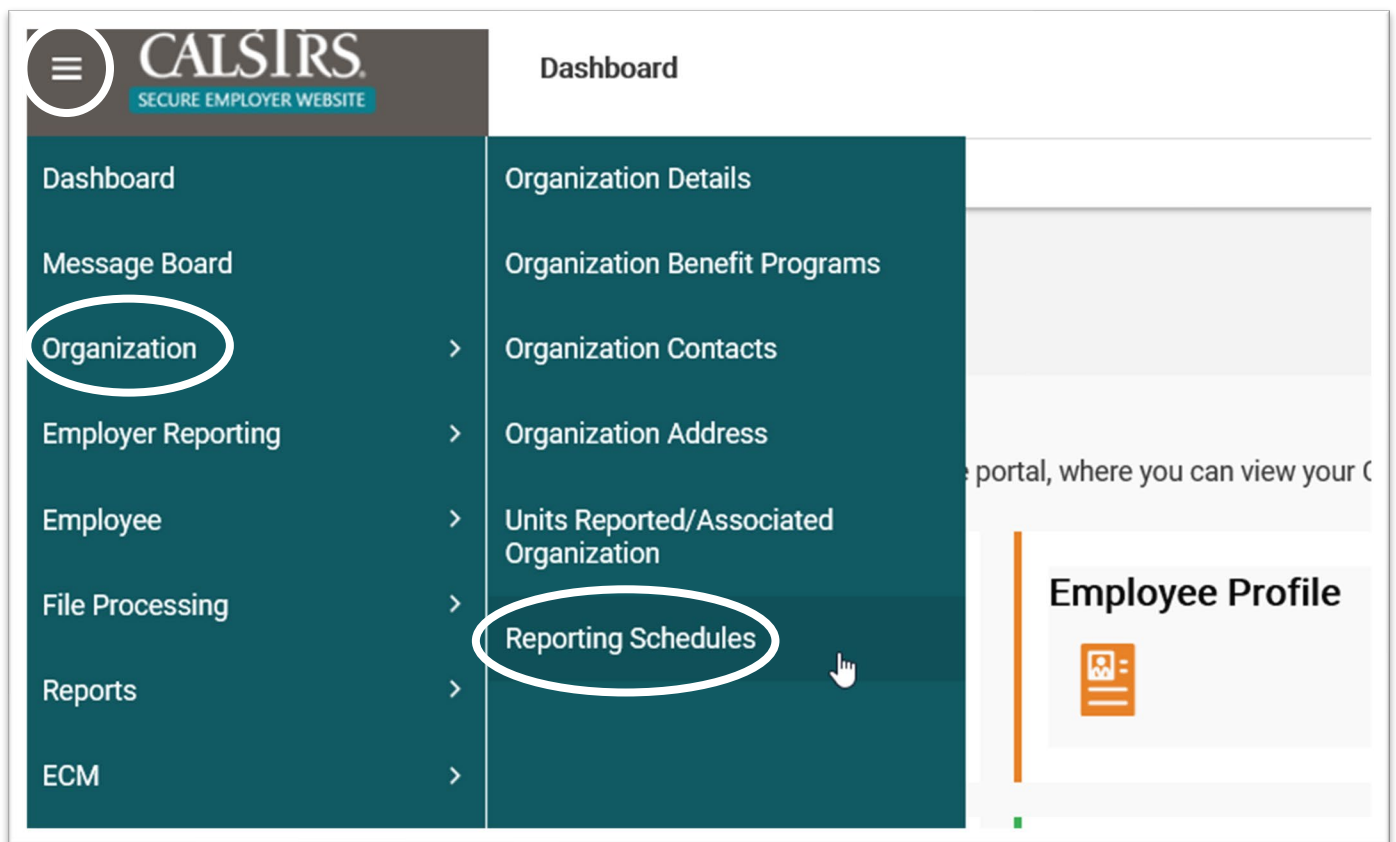# Cash Balance Reporting Schedules

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 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.

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.

Step 4:

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

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.

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.

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.