

Employer Readiness Environment Release Overview

Release Number: 1.4

Production Date: December 17, 2021

These Release Notes provide high-level descriptions of the remediated functionality, new and enhanced features, and known system issues with suggested workarounds that are associated with each release in the Employer Readiness Environment during Soft Launch. The Release Overview section summarizes the information related to the latest build; the Release History section which follows contains the chronology of prior release summaries.

Release 1.4 is a production release of the new Secure Employer Website. This release remediates functional deficiencies and adds enhancement features that were identified by system developers or users, and subsequently planned for this production build update.

Summary of Remediated Functionality¹

The following table summarizes the system changes implemented in Release 1.4:

Nbr	System Deficiency Description	Resolution
1	When adding new organization contacts, upon selecting the save button, the screen refreshes and navigates back to the previous page with the list of all organization contacts.	Upon selecting the save button, the screen remains on the user being created and displays the register button.
2	Incorrect Msg ID 30300005 displaying when enrollment has missing/blank gender value.	Correct Msg ID 30300084 is now displaying when enrollment has missing/blank gender value.

¹ See Known Issues tables below which summarize the disabled or defective FR1 features during Soft Launch.

Nbr	System Deficiency Description	Resolution
3	Msg ID 30301283 message description misspelled (i.e., Transaction matches another...).	Msg ID 30301283 message description misspelling corrected (i.e., Transaction matches another...).
4	Employment record dropdown control on Employment Detail Maintenance screen is displaying erroneously displaying DBS and DB employment records.	Employment record dropdown control on Employment Detail Maintenance screen only displays DB employment records.
5	Termination transaction not processing/posting when last name field is blank.	Termination transactions now process/post when last name field is blank.
6	Annualized Pay Rate field does not display on Membership Account Transaction Detail screen.	Annualized Pay Rate field now displays on Membership Account Transaction Detail screen.
7	Pay Period Begin and End fields display as if they are editable text boxes when a report unit is viewing contributions records uploaded by a report source.	Pay Period Begin and End fields display as uneditable text boxes.
8	Msg ID 30300315 (no contact information has been provided to change) erroneously displaying when changing the email address field value via an employment file.	Msg ID 30300315 (no contact information has been provided to change) no longer displays when changing the email address field value via an employment file.
9	When attempting to close Employment Detail Screen using breadcrumb navigation after saving changes, error message “there are unsaved changes or this form has child forms, are you sure you want to remove form(s)?” displayed	Error message no longer displays.
10	Users with contact type ‘Payroll Contact – Read Only’ are able to add a new address for an employee.	Users with contact type ‘Payroll Contact – Read Only’ are not able to add a new addresses for an employee.

Nbr	System Deficiency Description	Resolution
11	Msg ID 30300308 (Unused Excess Sick Leave is required) displaying when submitting a Sick Leave transaction with a Unused Excess Sick Leave value of zero.	Error message no longer displays.
12	The Organization Code column on the 'Download Processed File' report is displaying the Report Source Organization Code and not the Organization Code within the payroll header.	Organization Code within the payroll header now displays.
13	"Internal Server Error Occurred, contact system administrator" error occurring when searching for Secure Messages using the 'Message' field on the 'Search Criteria' panel.	Error no longer displays.
14	DB membership date populating when submitting a non-member enrollment transaction via an employment file.	DB membership date is no longer populating .
15	Msg ID 30301152 (pay rate increase excessive) business rule is not ignoring reversal transactions and displaying erroneously.	Business rule ignores reversal transactions.

New / Enhanced Features

The following list summarizes the new and enhanced features in Release 1.4; Employers have the ability to:

- Download an 'Errors Detail Report' for every uploaded Defined Benefit and Cash Balance contribution file.
 - The report is located on the 'Employer Payroll Summary Maintenance' screen in the 'Downloadable Contribution File Extracts' panel.
 - Contains all fields reported on the file as well as error ID and description for all records marked with error type 'error', 'warning' or 'informational'.
 - Report is available in Microsoft Excel format.

- New “Uploaded By” field shows the Organization ID and name that uploaded a DB or CB contribution file. This new field displays within the ‘Search Results’ panel on the ‘Employer Payroll Summary Search’ screen.
- New user ‘Contact Types’ have been added and existing ‘Contact Types’ have been renamed or removed. The following is a list of the contact types and descriptions:
 - Account Receivable – Allows user to upload/submit ‘Contribution-AR File’ file type.
 - Administrator – Manages user access and permissions.
 - Benefit – Currently not used, does not enable any user permissions.
 - Employment – Allows user to upload/submit all enrollment related transactions and contact information change transactions.
 - Leave of Absence – Allows user to upload/submit Leave of Absence transactions only (i.e., Leave of Absence and Leave of Absence Return)
 - Payroll – Allows user to upload DB and/or CB contribution file types.
 - Payroll and Employment – Allows user to upload DB and/or CB contribution file types and upload/submit all employment related transactions (i.e., MR87, Employment File and associated manual transactions).
 - Read Only – Prevents user from submitting any transactions or file types to CalSTRS or updating payroll/employment data through the system.
 - Reduction in School Funds - Allows user to upload/submit Reduction in School Funds transactions only.
 - Sick Leave - Allows user to upload/submit Sick Leave transactions only.
 - Superintendent/Chancellor – Users receive notifications of delinquent contribution files.
 - Termination - Allows user to upload/submit Termination transactions only.
- New Organization IDs have been created for county office of educations users (i.e., 01000 = Alameda County Office of Education, 02000 = Alpine County Office of Education, etc.)

Known Issues / Alternative Processes

The following table describes the known system issues and provides suggestions for alternative processing.² Please note that known issues related to business rules associated with reporting contribution detail records and the recommended action, for testing purposes only, is to void the detail records in order to continue processing the Contribution File. The Message IDs for these error messages are included with these known issues for reference purposes.

Known issues numbered 1 through 20 were originally included in [Release 1.0](#).

Nbr	Known Issue	Alternative Processes
1 – Resolved 9/20/20	Compensation Cap Threshold Report takes several minutes or hours to display.	To obtain compensation cap information, users can search for Message IDs 30301373 and 30301374 from the Employer Payroll Detail Lookup screen.
2 – Resolved 12/17/21	Defined Benefit and Cash Balance contribution detail records cannot be submitted manually.	Users must use the electronic file format to submit Defined Benefit and Cash Balance contribution detail records. Accounts Receivable detail records can be submitted manually.
3	Inability to utilize the form generation functions.	Users should not use the Employer Readiness Environment to generate CalSTRS forms since it is not yet the production environment.
4 – Resolved 3/22/21	The 'View' hyperlink in the Validation Information panel of the Employer Payroll Detail Maintenance screen does not contain the error resolutions.	Users should use the Contribution or Employment File Specifications for New File Format (NFF) error resolutions and the F496 or VDF error resolutions for current file format (now referred to as Old File Format, OFF).

² Known Issues that transition to 'resolved' status are highlighted in gray.

Nbr	Known Issue	Alternative Processes
5	Some system features are deferred and disabled in the Employer Readiness Environment.	<p>Users will not be able to perform the following deferred or disabled FR1 system features:</p> <ul style="list-style-type: none"> ▪ Online generation of pre-filled forms ▪ Ability to create and maintain Person Contact Records ▪ Select “Seasonal” Address Type ▪ Transfer and Merge Membership Account ▪ Associate cash deposits to Contribution Files ▪ Online Help ▪ Access to the Contribution Account Portal (CAP) from the Dashboard
6	“Reopen” button on Employer Payroll Header Maintenance should not be displaying for Report Sources.	Users should avoid clicking on the “Reopen” button otherwise it will make the header unavailable to edit and submit to CalSTRS.
7 – Resolved 3/22/21	Reduced Workload Program (RWP) adjustments (transaction type = ADJS) are receiving errors. (Message ID 30301187) Note: This item and #9 are duplicates.	Contribution amounts are not being calculated correctly by the system for RWP adjustments. Users should void the detail records that error out for RWP adjustments.
8 - Resolved 3/22/21	‘Annualized Pay rate is below minimum’ is not excluding RWP retroactive pay rate increases. (Message ID 30301367)	Users should void RWP retroactive payrate increases with this error.

Nbr	Known Issue	Alternative Processes
9 – Resolved 3/22/21	'Reported contributions exceed variance' is not calculating correctly for RWP pay rate adjustments. (Message ID 30301187) Note: This item and #7 are duplicates.	Users should void RWP pay rate adjustments with this error.
10 – Resolved 3/22/21	'Adjustment resulting in negative balance for pay period' is calculating the negative balance incorrectly. (Message ID 30301177)	Users should void detail records with this error when the earnings, contributions and service credit balance is zero or positive for pay period.
11 – Resolved 3/22/21	'Special Pay total is negative for fiscal year' is calculating the negative balance incorrectly. (Message ID 30301312)	Users should void detail records with this error when the service credit balance is zero or positive for the fiscal year.
12 – Resolved 3/22/21	'Retired Activities Service Type invalid' is not excluding disability member status. (Message ID 30301358)	Users should void detail records with this error when the member is in disabled (DA) status.
13 – Resolved 3/22/21	'Cash Balance member employment record exists for this employer' is not excluding closed CB accounts. (Message ID 30301387)	Users should void detail records with this error if the CB account is closed.
14 – Resolved 3/22/21	'Match to previously reported data cannot be made for adjustment' and 'Match to previously reported data cannot be made for Bargained Retroactive Pay rate adjustment' are not excluding full time base hours from matching criteria. (Messages ID 30301359 and ID 30301376, respectively)	Users should void Contribution File detail records that are adjusting previously reported F496 detail records when Full Time Base Hours is populated on the detail record and the F496 target line does not have Full Time Base Hours populated and all other fields match.

Nbr	Known Issue	Alternative Processes
15 – Resolved 3/22/21	‘Match to previously reported data cannot be made for adjustment’ and ‘Match to previously reported data cannot be made for Bargained Retroactive Pay rate adjustment’ conflict with assignment code 57 and Pay Code 8 (daily). (Messages ID 30301359 and ID 30301376, respectively)	Users should void Contribution File detail records that are adjusting previously reported F496 detail records where Assignment Code is 57 and Pay Code is 8 (daily).
16 – Resolved 3/22/21	‘Annualized pay rate is prohibited’ is not excluding the pay rate field when reversing an F496 detail records with a Contribution File line with Retired Activities service type. (Message ID 30301356)	Users should void Contribution File adjustment detail records with Retired Activities Service Type that is reversing an F496 detail record and all fields match except Pay Rate.
17 – Resolved 3/22/21	‘Transaction matches another transaction in the summary’ should only display when: <ul style="list-style-type: none"> ▪ Time Base is Reduced Workload Program (RWPM) or Full Time (FLTM) <u>and</u> Earnings type is Salary (SLRY) ▪ Service Type is Elected Officer (ELOF) (Message ID 30301283)	Users should void or suppress contribution detail records with this error that do not meet the criteria specified in the Known Issue column.
18 – Resolved 3/22/21	‘Adjustment does not match previously reported service’ is not finding a match for Assignment Code 71 detail records. (Message ID 30301174)	Users should void Assignment Code 71 adjustment detail records where all applicable fields match per the matching criteria.
19	‘Pay rate adjustment alters earned to earnable ratio’ is not calculating correctly when overlapping pay rate adjustments exist. (Message ID 30301181)	Users should void Pay Rate adjustments when receiving this error and an existing Pay Rate adjustment detail record exists and overlaps the pay period being adjusted.

Nbr	Known Issue	Alternative Processes
20 – Resolved 3/22/21	'Negative contributions cannot be matched for reversal' is not finding a match when Expected Pay Period and/or Pay Code is null. (Message ID 30301224)	Users should void reversal detail records with this error when Expected Pay Period and/or Pay Code is null, and all other fields match per the matching criteria.

Known issues numbered 21 through 23 were originally included in [Release 1.1](#).

Nbr	Known Issue	Alternative Processes
21 – Resolved 12/17/21	A “No person match can be made” message is incorrectly displaying when the Last Name does not match CalSTRS records, but the Client ID does match. (Message ID 30301275)	Users should void the Contribution File detail records with this error when the Client ID matches CalSTRS records.
22 – Resolved 3/22/21	The Employer Payroll Detail Maintenance screen is incorrectly displaying red asterisks next to Employer Payroll Detail fields that are not required.	Users should ignore red asterisked fields unless an error message specifies the field is required.
23 – Resolved 9/20/20	The report called, “Compensation Cap Threshold Report” is taking a long time (more than 30 seconds) to generate when a single district is not selected.	When generating the report, only select one district at a time.

Known issues numbered 24 through 33 were originally included in [Release 1.2](#).

Nbr	Known Issue	Alternative Processes
24 – Resolved 4/13/21	‘Pay rate increase excessive’ is not considering all prior pay period detail records. If there are multiple pay rates in the prior pay period of the reported detail record, this warning will incorrectly display if the pay rate matches a posted detail records pay rate for a prior line, but exceeds the pay rate increase threshold for another posted detail record in the same prior pay period. (Message ID 30301152)	Users should void or suppress the detail record with this warning.
25 – Resolved 4/12/21	‘Pay rate must equal earnings for positive lump-sum special pay.’ is not matching to existing detail records for negative earnings adjustments. (Message ID 30301151)	Users should void the negative earnings adjustment where all applicable fields match per the matching criteria.
26 – Resolved 6/8/2021	‘Pay rate increase excessive’ is not ignoring reversal transactions when evaluating whether a pay rate increase is excessive. (Message ID 30301152)	Users should void the detail records if they are not recognizing the companion reversal records.
27	‘Contributions alter the total contributions reported for the creditable compensation cap.’ is including non-member earnings in the creditable compensation calculation. (Message ID 30301251)	Users should void the detail records if they are including non-member earnings towards the creditable compensation cap.
28 – Resolved 3/22/21	‘Service Type is invalid for member on a benefit.’ is not correctly identifying the benefit effective date. (Message ID 30301362)	Users should void the detail records if the pay period end date is prior to the benefit effective date.

Nbr	Known Issue	Alternative Processes
29 – Resolved 3/22/21	'Leave of absence cannot be reported for non-member' is not correctly identifying the membership date. (Message ID 30300202)	Users should void the detail record if the person became a member prior to the leave of absence transaction.
30 – Resolved 4/8/21	'Employment match cannot be made' is not correctly matching for Sick Leave Information transactions when a Termination transaction for the same member is on the same Employment File. (Message ID 30300179)	Users should report the Termination and Sick Leave Information on a separate Employment File or process the transactions manually.
31	'Bargained Retroactive Pay Rate Adjustment is associated to a target line and must be reversed together' is identifying the incorrect detail record when multiple detail records meet the system matching criteria. (Message ID 30301406)	Users should void the detail record if there is not a retro associated to the reversal detail record.
32 – Resolved 3/22/21	'Non-member service for employee who appears to qualify for mandatory membership' is incorrectly firing after member qualified for membership, but when the detail record is for a pay period prior to when they qualified. (Message ID 30301137)	Users should void or suppress the detail record with this warning.
33 – Resolved 12/17/21	'Assignment Code changed and Pay Rate/Pay Code remained the same' is not evaluating all prior pay period lines. (Message ID 30301238)	Users should void the detail record if a prior line has the same Assignment Code and Pay Rate/Pay Code.

Known issues numbered 34 through 41 are identified for the first time in this release:

Nbr	Known Issue	Alternative Processes
34 – Resolved 7/6/21	After completing a new enrollment, clicking the 'Save and Validate' button on the Employer Payroll Detail Maintenance screen does not clear missing employment record errors on companion detail records with the same Client ID.	Click the 'Save and Validate' record for each companion record with the same Client ID to clear enrollment related errors.
35	Persons who qualify for mandatory membership in June are not receiving mandatory membership qualification errors when subsequent detail records are uploaded for pay periods after June.	No alternative process exists.
36 – Resolved 4/1/21	When a Payroll Summary is submitted to CalSTRS the 'Download Original File' and 'Download Processed File' buttons in the 'Downloadable Contributions File Extracts' panel are no longer visible.	Download copies prior to submitting files.
37 – Resolved 1/28/21	Member/non-member accounts with no contribution reporting history cannot be found when searching for the employee.	No alternative process exists.
38	Contribution reporting history with Base Hours and Classification Code values present cannot be adjusted/reversed with the new Contribution File if the person is not AB1586/CCCC eligible.	Users should void the detail record in this instance.

Nbr	Known Issue	Alternative Processes
39 – Resolved 4/12/21	Message ID 30301181 'Pay Rate adjustment alters earned to earnable ratio for the Pay Period range' is displaying when multiple candidate/target records with different pay rates are present.	Users should void the detail records in this instance.
40 – Resolved 3/10/21	Message ID 30301251 'Contributions alter the total contributions reported for the creditable compensation cap' is displaying when the IRC 401(a)(17) compensation limit has not been exceeded.	Users should void the detail records in this instance.
41 – Resolved 2/17/21	Some active Cash Balance participants show as active DB members for the same organization. As a result, Message ID 30301134 'non member service reported for a member' is displaying.	Users should void detail records in this instance.
42 – Resolved 6/11/21	The system will not store the last four digits of a zip code when an address is uploaded to the system with the Employment File and the zip code is nine digits long.	Users could manually edit each member account with the last four digits of their zip code.

Release History

Release Number: 1.0

Production Date: October 7, 2019

Summary of Implemented Functionality

The following table summarizes the high-level system functions in Release 1.0 for Member Account Management:

System Functions	Function Descriptions
<ul style="list-style-type: none"> ▪ Enroll Members (New File Format) ▪ Manage Member Information (<i>limited functions</i>) ▪ Create and Maintain Member Account 	<p>Users can submit an Employment File containing enrollment information as well as demographic data needed to establish and maintain a membership account.</p> <p>Users can submit a Match File and retrieve the response file that contains member/non-member demographic data to keep systems synchronized with information CalSTRS has for these members/non-members.</p>

The following table summarizes the high-level system functions in Release 1.0 for Employer Reporting:

System Functions	Function Descriptions
<ul style="list-style-type: none"> ▪ Contribution Reporting (New File Format) ▪ Management of Employer Organizations and Reports 	<p>Users can submit a Contribution File (Defined Benefit or Cash Balance) containing salary and contribution information as well as certain employment details related to the Defined Benefit Plan and Cash Balance Benefit Plan.</p>

New / Enhanced Features

The following list summarizes the new and enhanced features in Release 1.0; Employers have the ability to:

- Utilize System Administration features to administer their own users and reset passwords.
- Submit unlimited number of Contribution Files.
- Manually create contribution detail records to add to a Contribution File.
- Void contribution detail records from a Contribution File.
- Merge Contribution Files in the system.
- Suppress warning comments that will persist through the file merging process.
- Report Defined Benefit, Cash Balance, and Accounts Receivable transactions using a single file format.
- Create and update Cash Balance reporting schedules and contribution rates.
- No longer submit Defined Benefit companion contribution detail records when reporting Cash Balance contribution detail records.
- Update member contact information to ensure accurate member communication.
- Generate a report for outstanding adjustments.
- Submit and view Reduced Workload Program (RWP) requests through SEW.

Release Number: 1.1

Production Date: January 27, 2020

Summary of Remediated Functionality

The following table summarizes the system changes implemented in Release 1.1:

Nbr	System Deficiency Description	Resolution
1	The report called, "Compensation Cap Threshold Report" was taking a long time (more than 30 seconds) to generate in the Employer Readiness Environment.	The query for the report was modified to improve performance.

Nbr	System Deficiency Description	Resolution
2	When a transaction was submitted without SSN and Address, the system was incorrectly displaying an error message stating SSN is prohibited.	The code was updated so that an error message is not sent for this scenario.
3	An error message is generated when a user does not have the internal ESS user role. The message uses Kings English for the word "authorised" instead the American English version spelled "authorized."	The word was corrected from "authorised" to "authorized" in the error message.
4	When a user was switching between multiple employer organizations the screen history, or breadcrumbs, were not resetting in the Employer Readiness Environment.	For security purposes, the code was fixed to clear the cache during an Agency switch.
5	The system performs noticeably slow when registering contacts from Employers Self Service Portal.	The code was updated to improve the system's performance for this transaction.
6	The Entrust Association Email sent to contacts for registering into the External Employer Portal contains a hyperlink to the portal that is invalid.	The ESSHostName setting was updated. The new setting (https://ere.calstrs.com/) is accessible externally to CalSTRS.

New / Enhanced Features

There were no new or enhanced features in Release 1.1.

Release Number: 1.2

Production Date: September 21, 2020

Summary of Implemented Functionality

The following table summarizes the system changes implemented in Release 1.2:

Nbr	System Deficiency Description	Resolution
1	Deposits were displaying in the Associate Deposits panel on the Employer Payroll Summary Detail screen that originated from other employer organizations. This panel should only display deposits originating from the logged in employer organization.	Removed deposit amounts from displaying that did not originate from the logged in employer organization.
2	"Misconduct/Criminal Offense" code/value was displaying in the Transaction Subtype field for Leave of Absence transaction types. This value was eliminated as part of the New File Format regulatory process.	Removed code/value from the Employment Detail screens.

New / Enhanced Features

The following list summarizes the new and enhanced features in Release 1.2; Employers have the ability to:

- Two new Contact Types have been added to the Organization Contact Maintenance screen
 1. *Payroll Contact – Read Only*
Allows users to view information but not execute certain functionality such as uploading files and submitting employment information (e.g., enrollments, member demographic changes, etc.).
 2. *Payroll Contact – Non Maintenance*
Allows users to upload files but not submit employment information (e.g., enrollments, member demographic changes, etc.)
- The outbound Match File has been updated to include the entire nine-digit social security number (SSN) and exclude the "Member Type End Date" and "Status Effective Date" data fields.

Release Number: 1.3

Production Date: March 22, 2021

Summary of Implemented Functionality

The following table summarizes the system changes implemented in Release 1.3:

Nbr	System Deficiency Description	Resolution
1	The Annualized Pay Rate column within the Membership Account Transaction Maintenance screen, under the Account Transaction By Fiscal Year panel was displaying an inflated amount by summing the annualized pay rate reported per record for the fiscal year.	The Annualized Pay Rate Column within the Membership Account Transaction Maintenance screen displays the correct value.
2	Service Type Other Retirement System Service (ORSS) had an incorrect code value of ORSE.	Code value is now set to ORSS.
3	CalSTRS Alternative Retirement Program non-members are incorrectly receiving message ID 'non-member service reported for member' errors on uploaded F496 records.	CalSTRS Alternative Retirement Program non-members are excluded from business rule 30301134.
4	When logging into the ERE and providing the incorrect password users were receiving a message that says 'We'll be back shortly. Performing system maintenance'. instead of a message saying the email and/or password is invalid.	When logging into the ERE and providing the incorrect password users now receive a message saying the email and/or password is invalid.
5	Enrollment transactions were receiving message ID 30300094 'More than one person exists with the same name and birth date under different tax id's. Transaction not processed. Verify tax id and resubmit transaction with valid tax id' when no match existed.	Enrollment transactions only receive Message ID 30300094 when two or more matches are identified.
6	Message ID 30301181 'pay rate adjustment alters earned to earnable ratio' was incorrectly displaying for hourly/daily pay rates.	Message ID 30301181 no longer displays incorrectly for hourly/daily pay rates.

Nbr	System Deficiency Description	Resolution
7	Employee Match File was not returning response file records.	Employee Match File now returns response file records.
8	Message ID 30301312 'Special Pay total is negative for fiscal year' was displaying on records that do not require an Earnings Type value.	Message ID 30301312 no longer displays on records that do not required an Earnings Type.

New / Enhanced Features

The following list summarizes the new and enhanced features in Release 1.3; Employers have the ability to:

- Send and receive Secure Messages
 - Enhanced search options
 - Attach documents with specific taxonomy options
- Upload member and employer specific documents
 - View employer specific documents
- Receive a workflow request
 - Receive request for adjustments (P&I Notification Date automated)
 - Receive request to verify suppressed warnings
 - Receive request to provide supporting documentation