SEW Responsibilities for Report Units

This document provides an overview of the transactions report units will be responsible for processing in SEW post go live. All computer-based trainings (CBT) referenced are available on the Employer Learning Center (ELC) at training.calstrs.com. All job aids referenced are available on the Employer Support Portal (ESP) at employersupport.calstrs.com.

Questions? Contact PSEmployerReadiness@CalSTRS.com.

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Required Tasks for all Report Units

Termination and Sick Leave Transactions

At go live, the *Express Benefit Report* (SR0544E) and the *Employment Termination and Sick Leave Correction* (SR0559) forms will be retired. All information previous submitted on these forms will be submitted via transactions in SEW. All Report Units will be responsible for submitting termination, unused sick leave, and excess sick leave data to CalSTRS through SEW.

Report units may learn more about processing these transactions by reviewing the following training materials:

- Submitting Termination and Unused Sick Leave Data CBT
- Submitting Termination and Sick Leave Data job aid

Employee Change Requests

Report units will be responsible for submitting the following transactions through SEW:

- SR Earnings Limit Exemption requests
- One-Year Final Compensation requests
- Employer Certification for Disability
- Employer Certification for Death Before Retirement
- Reduced Workload Program

Report units may learn more about processing these transactions by reviewing the listed training materials:

- Employee Change Requests CBT
- Employee Change Request – SR Earnings Limit Exemption
- Employee Change Request – One-Year Final Compensation
- Employee Change Request – Certification for Disability
- Employee Change Request – Employer Certification for Death Before Retirement
- Employee Change Request – Reduced Workload Program

Employer Reporting Requests

Report units are responsible for responding to Employer Reporting Requests through SEW. Employer reporting Requests include requests for supporting documentation, verifying suppressed warnings, and processing payroll detail adjustments.

Report units may learn more about processing these requests by reviewing the listed training materials:

- Employer Reporting Requests CBT
- Employer Reporting Requests

As required by the Report Source

Some county offices of education (COEs) may require their report units to manage the tasks documented in this section at go live. Please refer to your COE to determine if your report unit may be responsible for these tasks.

Managing Employer Contacts

Some report units may be responsible for maintaining employer contacts for their organization in SEW.

Report units may learn more about this process by reviewing the listed training materials:

- Employer Contact Types CBT
- Employer Contacts

Enrollments

Report units may be responsible for enrolling members manually or via the MR87 file.

Report units may learn more about this process by reviewing the listed training materials:

- MR87 Enrollments File Upload CBT
- Managing MR87 and Employment Data CBT
- Online Employment Transactions CBT
- Enrollment Transaction Types CBT
- Employee Match File CBT
- Employment Maintenance Terminology
- Submitting an Online Employment Transaction
- Uploading an Employee Match File

Contribution Reporting

Some report units may be responsible for uploading and processing a partial contribution file.

Report units may learn more about this process by reviewing the listed training materials:

- Introduction to Contribution Reporting CBT
- F496 File Upload CBT
- F496 File Processing CBT
- Contribution Reporting Process for a Report Unit CBT
- Contribution Reporting Terminology
- Submitting an Online F496 File Transaction