

Uploading an Employee Match File

This is a step-by-step process for uploading an Employee Match File and downloading the Employee Match Response File in the new Secure Employer Website.

Revised: October 07, 2019

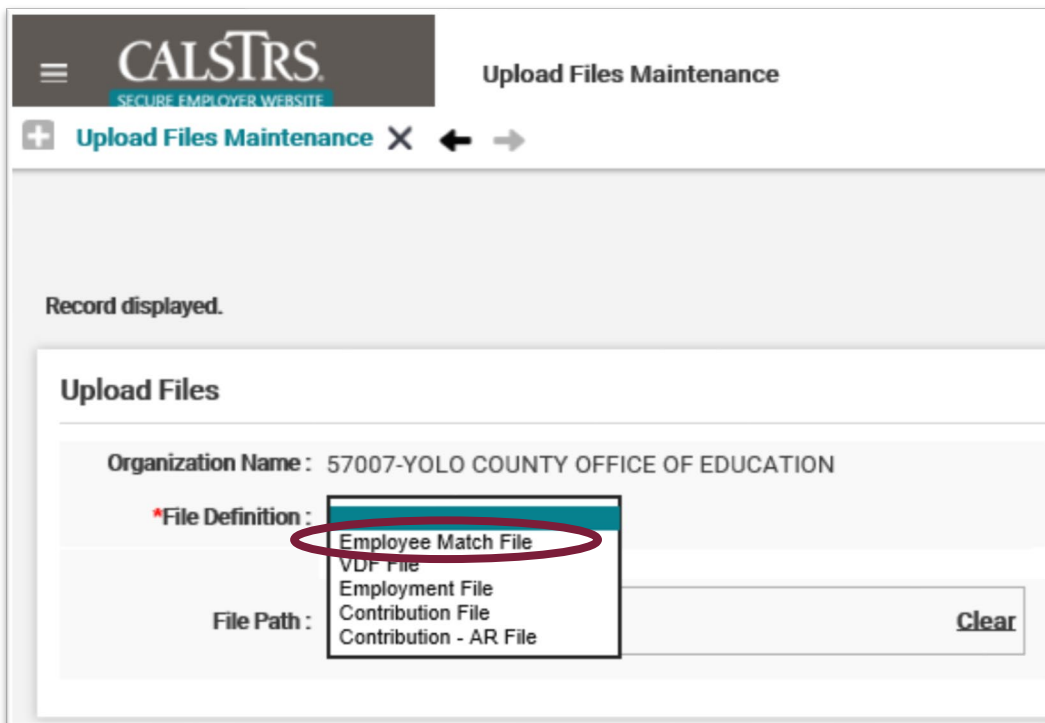
Step 1:

Navigate to the **Upload Files Maintenance** screen by clicking the **Upload Files** quick link on the SEW Dashboard.



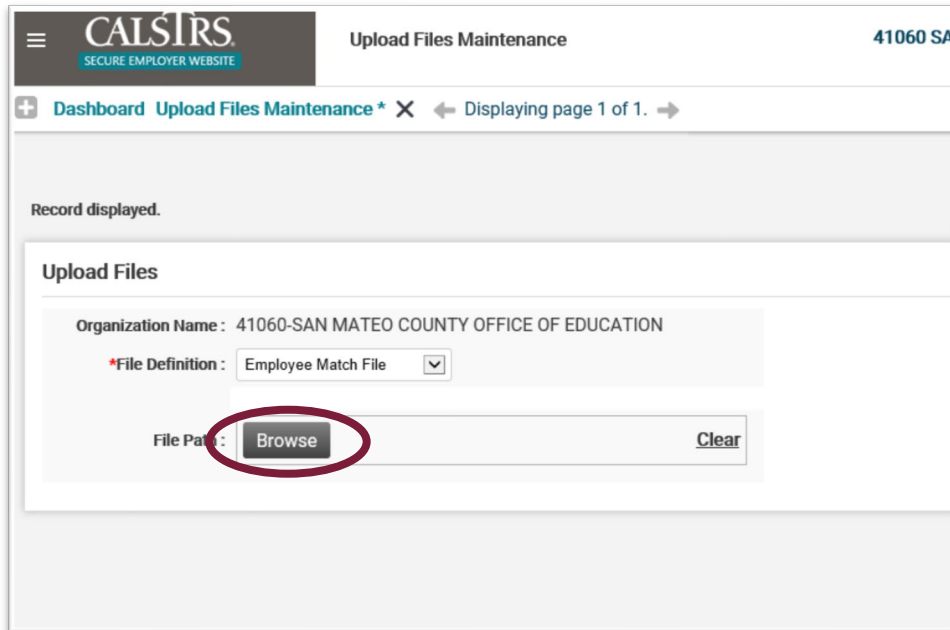
Step 2:

The **Upload Files Maintenance** screen displays. Select **Employee Match File** from the **File Definition** dropdown menu.



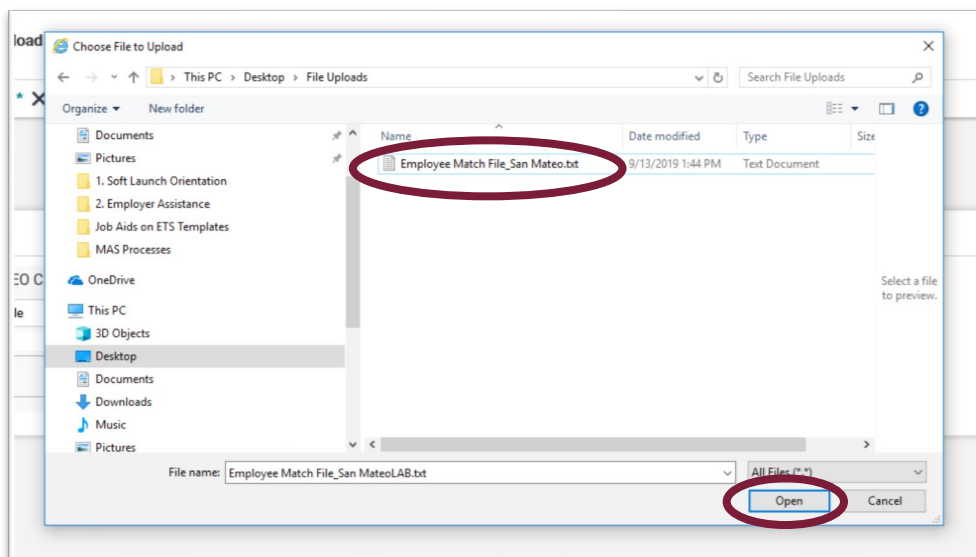
Step 3:

Select the **Browse** button to search for the file to upload. Please note the Match File will continue to be uploaded in a .txt format.



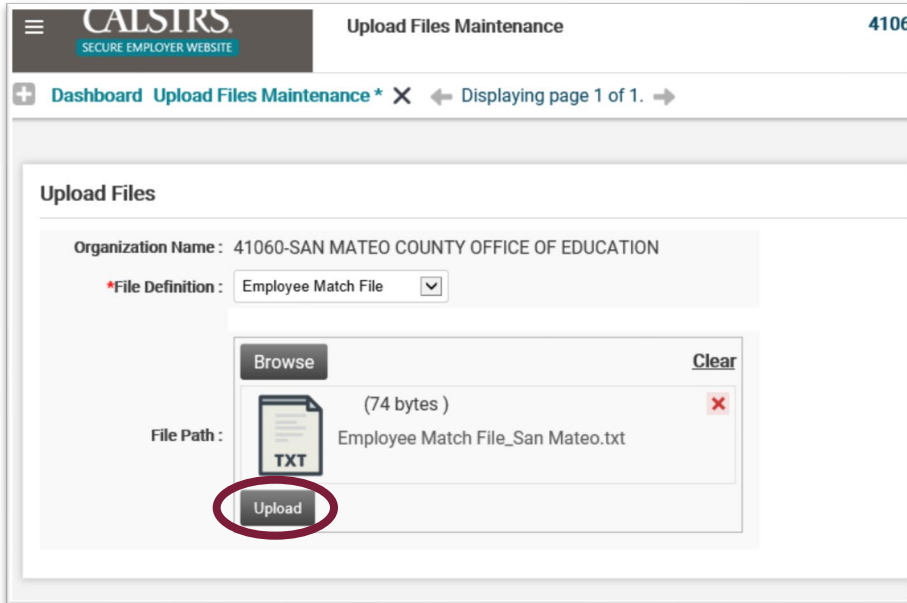
Step 4:

Select the file to be uploaded. Then select the **Open** button.



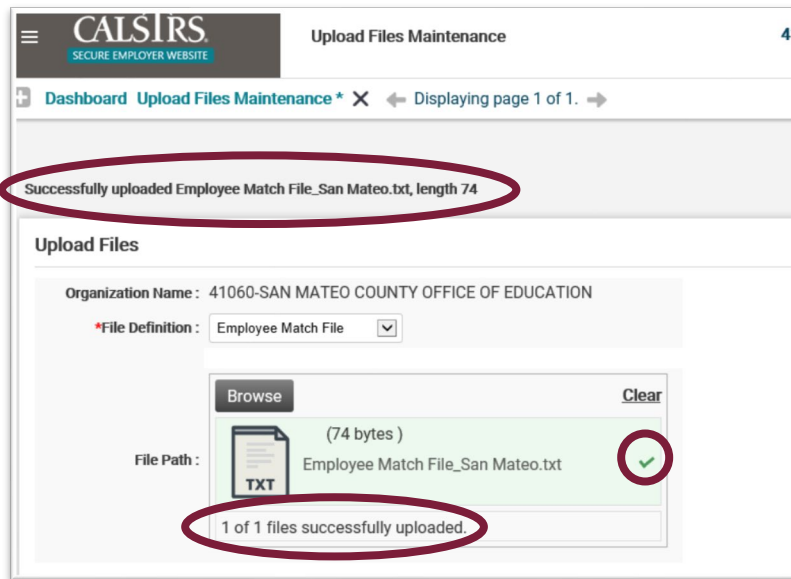
Step 5:

Select the **Upload** button. The Employee Match File will go through its first validation to check for File Upload Errors.



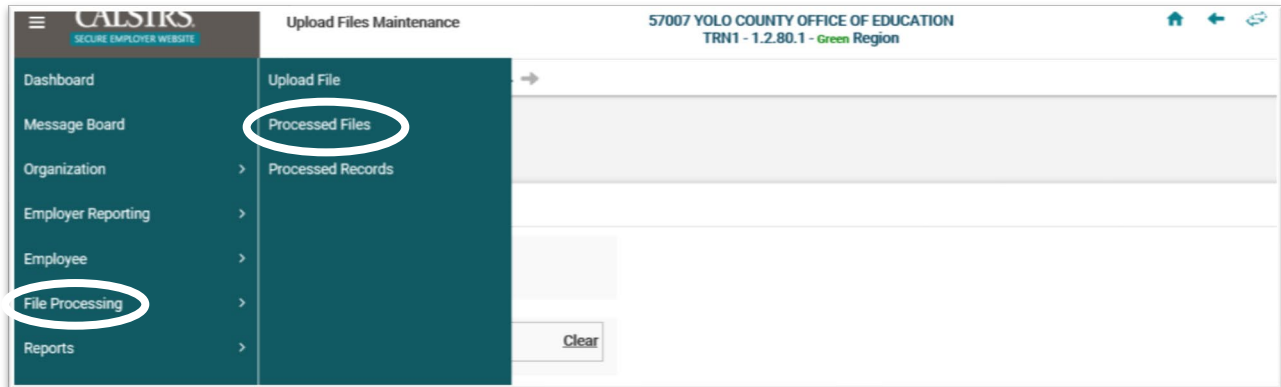
Step 6:

You will know the file upload was successful and has passed initial validation because of the green checkmark, the messages found under the File Path box and the message displayed at the top of the screen.



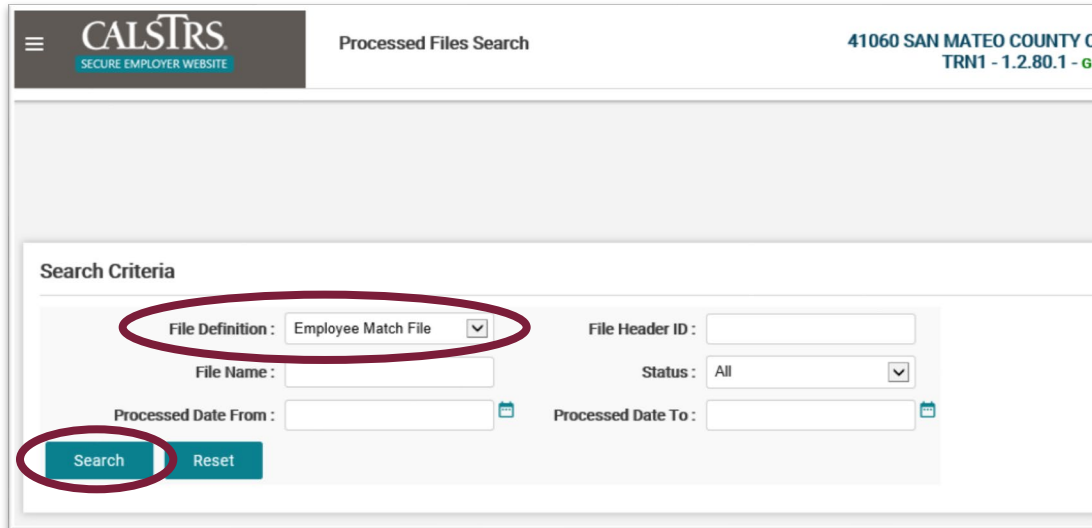
Step 7:

To check the status of the **Employee Match File** click the **Global Navigation** menu. Hover over **File Processing** and select **Processed Files**. The **Processed Files Search** screen will display.



Step 8:

In the **Search Criteria** panel select **Employee Match File** from the **File Definition** dropdown menu, click **Search**.



Step 9:

In the **Search Results** panel locate the file you uploaded and make sure the **Status** is **Processed**.

The screenshot shows the 'Processed Files Search' interface. At the top, there is a header with the CALSTRS logo and 'SECURE EMPLOYER WEBSITE'. The page title is 'Processed Files Search' and the location is '41060 SAN MATEO COUNTY TRN1 - 1.2.80.1 -'. Below the header is a 'Search Criteria' section with the following fields:

- File Definition: Employee Match File (dropdown)
- File Header ID: (text input)
- File Name: (text input)
- Status: All (dropdown)
- Processed Date From: (calendar input)
- Processed Date To: (calendar input)

There are 'Search' and 'Reset' buttons. Below the search criteria is a 'Search Result' section with 'Open' and 'Export To Excel' buttons. A table displays the search results:

<input type="checkbox"/>	File Header ID	File Definition	File Name	Processed Date	Status	Number of Rows
<input type="checkbox"/>	3053	Employee Match File	Employee Match File_San Mateo.txt	09/23/2019 12:59:40 PM	Processed	4

Step 10:

To download **Employee Match Response File** click the **Global Navigation** menu and select **Secure Message**.

The screenshot shows the 'Processed Files Search' interface with the 'Global Navigation' menu open on the left side. The menu items are: Dashboard, Message Board, Organization, Employer Reporting, Employee, File Processing, Reports, ECM, Help and Reference, and Secure Message. The 'Secure Message' option is circled in red. The background shows the same search criteria and search result table as in the previous screenshot.

Step 11:

The **Secure Message Search** screen will display. In the **Search Criteria** panel type the **Organization Code** and click **Search**.

The screenshot shows the 'Secure Message Search' interface. At the top, there is a header with the CALSTRS logo and 'SECURE EMPLOYER WEBSITE'. The page title is 'Secure Message Search' and the user is logged in as '41060 SAN M TI'. Below the header, there is a search bar with the text 'Secure Message Search'. A message indicates '[1 Records met the search criteria.]'. The 'Search Criteria' panel is visible, containing several input fields: 'Subject', 'Message', 'Organization Code' (set to 41060), 'Follow-up Count', 'Category' (set to All), 'Sub-Category' (set to All), 'Sent Date From', 'Sent Date To', 'Last Updated By', and 'Status' (set to All). The 'Search' button is highlighted with a red circle.

Step 12:

The **Search Results** panel will display. Look for the message with the Subject "**Download Employee Match Response File**". Open the message by selecting the hyperlinked Subject of the message.

The screenshot shows the 'Search Results' panel. At the top, there are three buttons: 'New', 'Open', and 'Delete'. Below these buttons is a table with the following columns: 'Subject', 'Message', 'Attachment', 'Last Updated By', 'Follow-up Count', 'Sent Date', and 'Status'. The table contains one row with the following data:

Subject	Message	Attachment	Last Updated By	Follow-up Count	Sent Date	Status
Download Employee Match Response File		Yes	[BATCH_10_8595]	0	09/23/2019	Sent

The subject of the message, 'Download Employee Match Response File', is highlighted with a red circle.

Step 13:

The **Secure Message Maintenance** screen displays. To download the **Employee Match Response** file, open the **Attachment** within the Secure Message.

The screenshot shows the 'Secure Message Maintenance' interface. At the top, the CALSTRS logo and 'SECURE EMPLOYER WEBSITE' are on the left, and '41060 SAN MATEO COUNTY OFFICE OF EDUCATION' and 'TRN1 - 1.2.80.1 - Green Region' are on the right. Below the header, there's a search bar and a 'Reply' button. The main section is titled 'Secure Message Detail' and contains the following information:

- *Category:** Organization
- *Sub-Category:** Request a Document
- *Organization Code:** 41060
- Message Type:** Customer response to Secured Message
- Status:** Sent
- Send Date:** 09/23/2019 01:00:47 PM
- Organization Name:** SAN MATEO COUNTY OFFICE OF EDUCATION
- Client ID:** (empty)
- Person Name:** (empty)
- *Contact Type:** Payroll Contact
- *Subject:** Download Employee Match Response File

The message content area displays: 'Employee Match Response File Is Ready For Download'.

Below the message, there is an 'Attachment(s):' section with a 'Select File' button and a 'Clear' button. Underneath, there is a list of attachments:

- Attachment
- [CALSTRS_EmployeeMatchResponse_20190923130046.csv](#)

The second attachment is circled in red in the original image.