

# Employee Change Request – Reduced Workload Program

This job aid provides an overview of the different statuses, action statuses of an Employee Change Request for Reduced Workload Program. The job aid also explains the step-by-step process employers take to submit an Employee Change Request for Reduced Workload Program.

Revised: 09/02/2022

## Statuses and Action Statuses

### Statuses

The Status of an Employee Change Request indicates the current state of the request.

Term	Definition
Valid	The Employee Change Request meets the criteria, errors are resolved, and the warnings are suppressed.
Review	The Employee Change Request either has incomplete fields or errors or warnings that must be addressed in order to submit the information to CalSTRS.

### Action Statuses

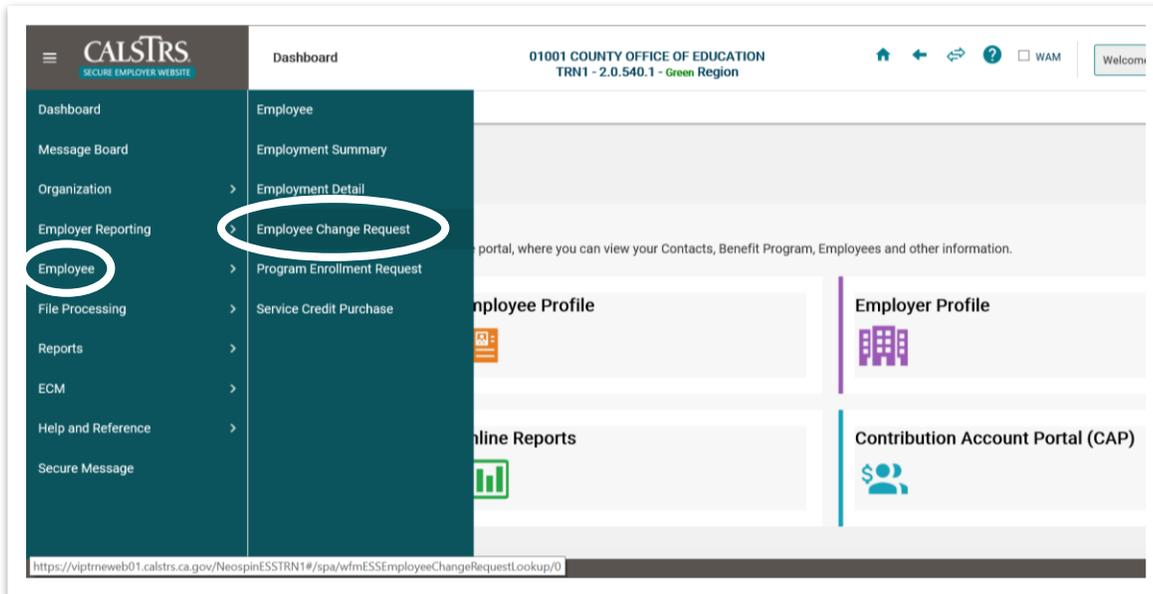
The Action Status of an Employee Change Request applies to the different stages of the request being moved through the process.

Term	Definition
Approved	Criteria has been met, no errors exist, and warnings are suppressed.
Denied	Criteria has not been met.
Returned to Employer	CalSTRS review has determined a possible data entry error exists. CalSTRS has returned the request to the employer organization for correction.

### Submitting a Reduced Workload Program Employee Change Request

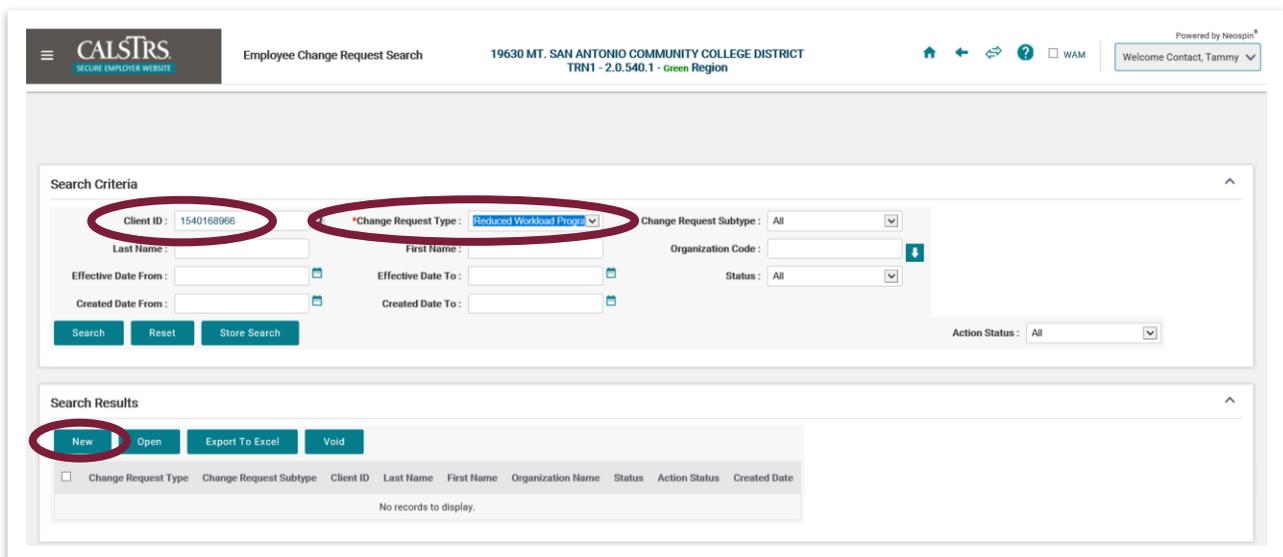
#### Step 1:

From the **Global Navigation** menu, select **Employee**. Then select **Employee Change Request**.



#### Step 2:

Input the **Client ID** and select **Reduced Workload Program** from the **Change Request Type** drop-down field. Click the **New** button.



### Step 3:

The **RWP Wizard** displays. In the **Reduced Workload Program Details** panel enter information in the fields. Fields marked with a red asterisk are required. Click the **Next** button.

The screenshot shows the 'Reduced Workload Program Details' form with the following data:

Field	Value
Organization Code	19030
Client ID	1540108966
Agreement Effective Date	07/01/2021
RWP Effective Date	08/01/2021
Full-Time Salary	\$79,000.00
Member Name	
Academic Year Begin Date	07/27/2020
Percentage Contract	68

The 'Next' button is highlighted with a red circle at the bottom right of the form area.

**Note:** If there are any errors with the data entered, errors display at the top of the screen in red.

### Step 4:

The next screen in the **RWP Wizard** that displays is the **RWP Checklist**. Answer each question in the checklist by selecting **Yes** or **No** radio buttons that correspond with each item. After going through the checklist, click the **Next** button.

The screenshot shows the 'RWP Checklist' screen in the 'ESS RWP Wizard 12'. The page title is 'Employee Change Request... ESS RWP Wizard 12\*'. The checklist contains the following items:

- 4 Member has been employed in a full-time position without break in service for each of the five years immediately preceding the Reduced Workload Program effective date.  Yes  No
- 5 Member has salary not greater than that of School principal (K-12), pursuant to Education Code section 44922. Community colleges have no limit.  Yes  No
- 6 Agreement exists between employer and member.  Yes  No
- 7 Agreement is in effect prior to the beginning of the academic year.  Yes  No
- 8 Agreement requires member to work at least 50 percent and not more than 100 percent of full time position.  Yes  No
- 9 The member has not participated in the Reduced Workload Program for more than 10 years.  Yes  No

At the bottom of the screen, there are three buttons: 'Finish', 'Next' (circled in red), and 'Previous'.

**Note:** If there are any errors with the data entered, errors display at the top of the screen in red.

### Step 5:

The final screen in the **RWP Wizard** that displays is the **RWP Summary** panel. Review the summary of the information entered on the previous screens. Check the **Validation Information** panel for outstanding issues.

The screenshot shows the 'RWP Summary' screen in the 'ESS RWP Wizard 12'. The page title is 'Employee Change Request... ESS RWP Wizard 12\*'. The 'Validation Information' panel displays the following message:

Message ID	Display Message	Severity
30300157	The member must be 55 years as of the effective date of reduction in workload.	Information

Below the validation panel, there is a checkbox (circled in red) and the text: 'I hereby certify by submitting this form that the employee mentioned above is eligible to participate in the Reduced Workload Program as described in Education Code sections 22713, 44922 (K-12), 87483 (community college)'. At the bottom of the screen, there are three buttons: 'Finish', 'Next' (with a mouse cursor over it), and 'Previous'.

### Step 6:

Select the checkbox certifying the employee is eligible to participate in the Reduced Workload Program and click the **Finish** button to submit the RWP Employee Change Request to Employer Services.

The screenshot shows the 'ESS RWP Wizard 12' form in the CALSTRS Secure Employer Website. The page title is 'Employee Change Request... ESS RWP Wizard 12\*'. The breadcrumb trail indicates 'Displaying page 2 of 2'. A 'Validation Information' section contains a table with the following data:

Message ID	Display Message	Severity
30300157	The member must be 55 years as of the effective date of reduction in workload.	Information

Below the table, there is a checkbox that is checked, with the text: 'I hereby certify by submitting this form that the employee mentioned above is eligible to participate in the Reduced Workload Program as described in Education Code sections 22713, 44922 (K-12), 87403 (community college)'. At the bottom right, the 'Finish' button is circled in red, along with 'Next' and 'Previous' buttons.

### Step 7:

The Reduced Workload Program Detail panel displays. The Status Action Status displays as Valid/Pending Approval. CalSTRS will review the request and approve or reject based on if the employer and employee meet the eligibility requirements for the Reduced Workload Program.

The screenshot shows the 'Employee Change Request Maintenance 12' form in the CALSTRS Secure Employer Website. The page title is 'Employee Change Request... Employee Change Request...'. The breadcrumb trail indicates 'Displaying page 2 of 2'. The 'Record displayed.' section shows the following details:

**Person Detail**

- Client ID: [1558190611](#)
- Name: GUMJFF CXJO
- Active Alert Exists: No

**Reduced Workload Program Detail**

**Details**

- Change Request Type: Reduced Workload Program
- Org Name: 01001-COUNTY OFFICE OF EDUCATION
- Status / Action Status: Valid/Pending Approval (circled in red)