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.

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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.

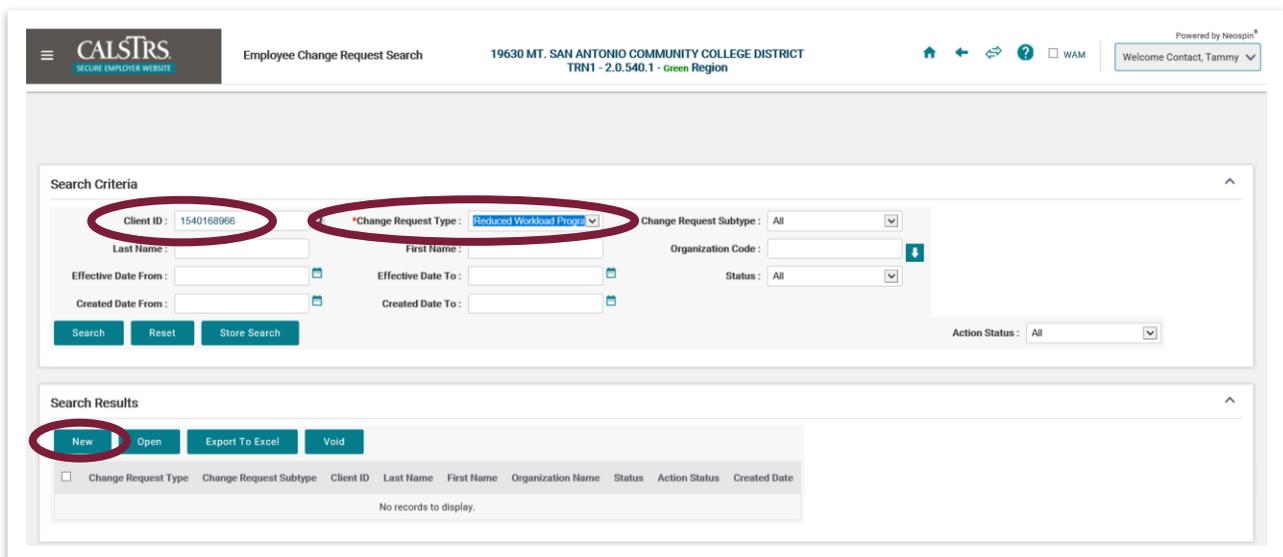## Submitting a Reduced Workload Program Employee Change Request

Step 1:

From the **Global Navigation** menu, select **Employee**. Then select **Employee Change Request**.
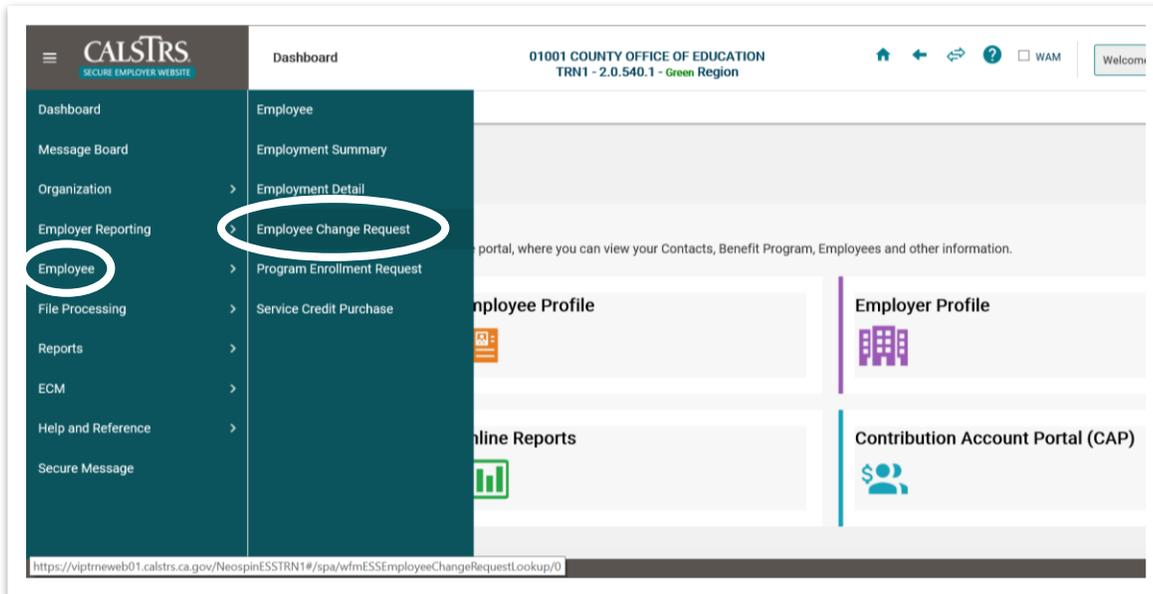
Step 2:

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.

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.

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.

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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.

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.