

Employee Change Request – SR Earnings Limit Exemption

This document provides an overview of the different statuses and action statuses of an Employee Change Request for SR Earnings Limit Exemption. Also, this document explains the step-by-step process employers take to submit an Employee Change Request for SR Earnings Limit Exemption.

Revised: 04/02/2021

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 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

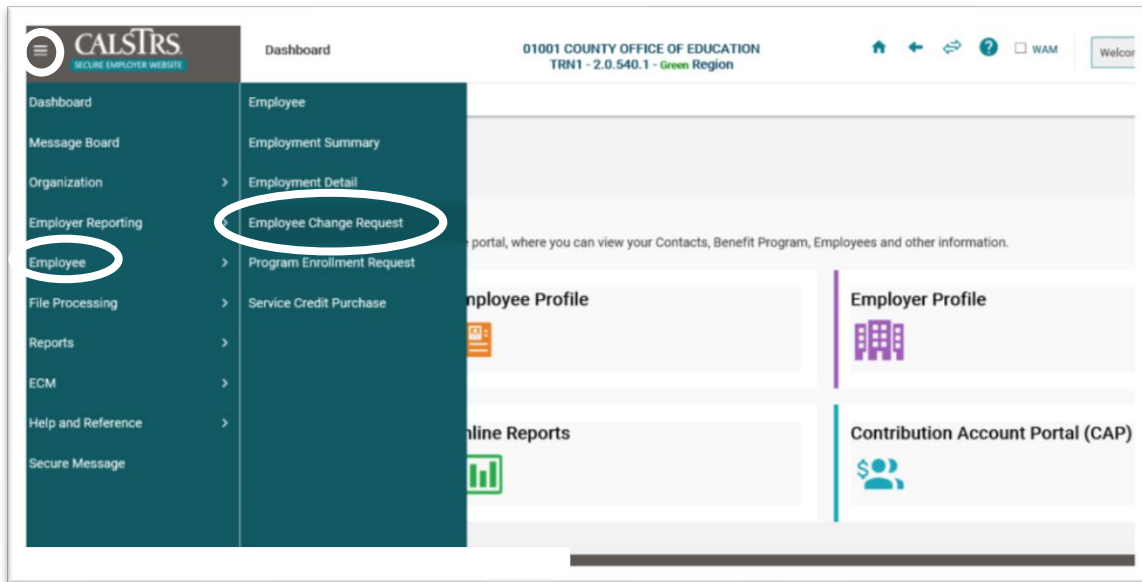
The Action Status of an Employee Change Request applies to the different stages of the request as it moves through the process.

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.

Submit SR Earnings Limit Transaction

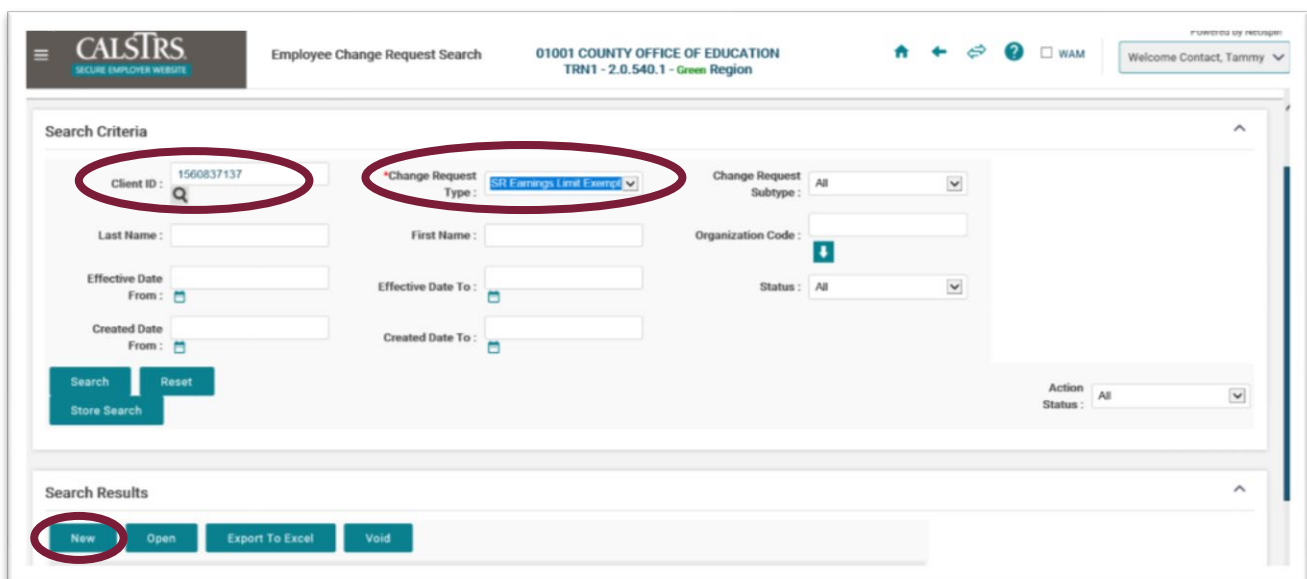
Step 1:

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



Step 2:

The **Employee Change Request Search** screen displays. Enter the member's **Client ID** in the **Client ID** field. From the **Change Request Type** dropdown field, select **SR Earnings Limit Exemption**. Click the **New** button.



Step 3:

The **SR Earnings Limit Exemption** screen displays. Enter information in the required fields that display a red asterisk. Click the **Next** button. When the Next button is clicked, basic eligibility requirements for the exemption will be validated. You will receive an error at the top of the screen notifying you if the member does not meet these requirements.

The screenshot shows the 'SR Earnings Limit Exemption Position Information' form. It includes fields for Organization Code (004), HRID, Org Code, Org Name, Station / Action Status, and Exempt / Pending Approval. The Change Request Type is 'SR Earnings Limit Exemption' and the Change Request SubType is '180 Day Requirement'. The Member Name is 'KIMBERLY CLONE CHOW'. The Position Title is 'Senior Administrator' and the Position Salary (Annual) is '\$102,000.00'. The Exemption Start Date is '6/19/2021'. The Benefit Effective Date for SR is '11/13/2020' and for CR is blank. The Appointing Authority Information includes Name (Tanya Condit), Title (Payroll Manager), Email (tcondit@calstrs.org), and Phone Number (916) 423-4951. Buttons for 'Finish', 'Next', and 'Previous' are visible at the bottom.

Step 4:

The **SR Earnings Limit Exemption Document Upload** panel displays. Click the **Document Type** dropdown field and select **Resolution**.

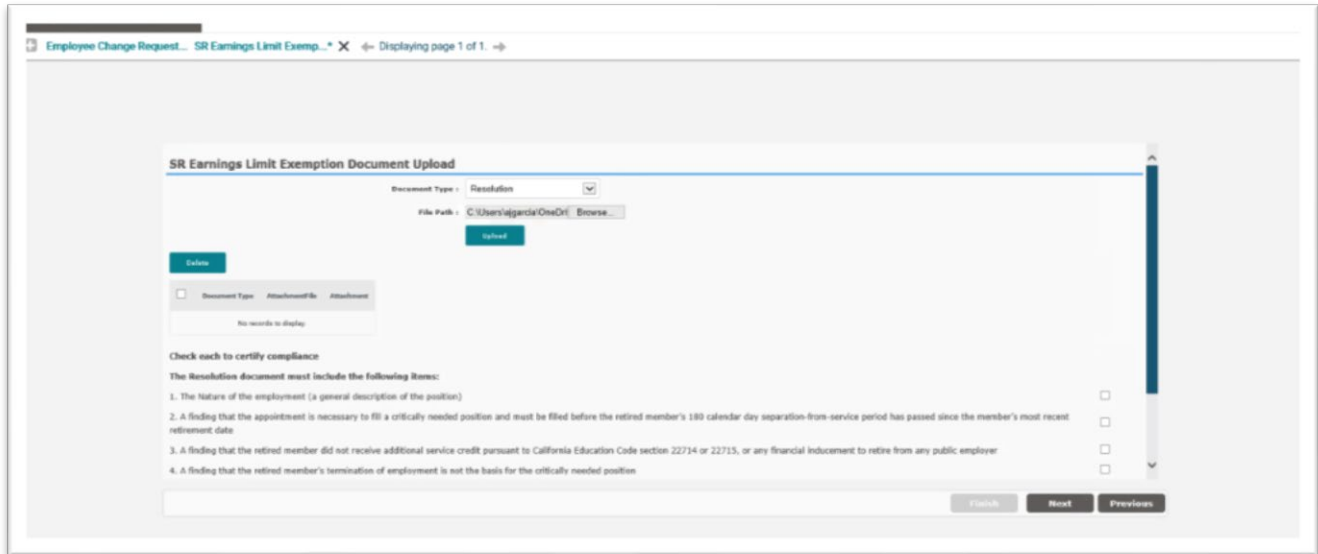
The screenshot shows the 'SR Earnings Limit Exemption Document Upload' panel. The Document Type dropdown is set to 'Resolution'. The File Path is 'C:\Users\agarcia\OneDrive\'. There is a 'Browse...' button and a 'Upload' button. Below the upload area, there is a table with columns for Document Type, Attachment ID, and Attachment. The table is empty with the message 'No records to display'. Below the table, there is a section titled 'Check each to certify compliance' with a list of four items, each followed by a checkbox:

- The Nature of the employment (a general description of the position)
- A finding that the appointment is necessary to fill a critically needed position and must be filed before the retired member's 180 calendar day separation-from-service period has passed since the member's most recent retirement date
- A finding that the retired member did not receive additional service credit pursuant to California Education Code section 22714 or 22715, or any financial inducement to retire from any public employer
- A finding that the retired member's termination of employment is not the basis for the critically needed position

Buttons for 'Finish', 'Next', and 'Previous' are visible at the bottom.

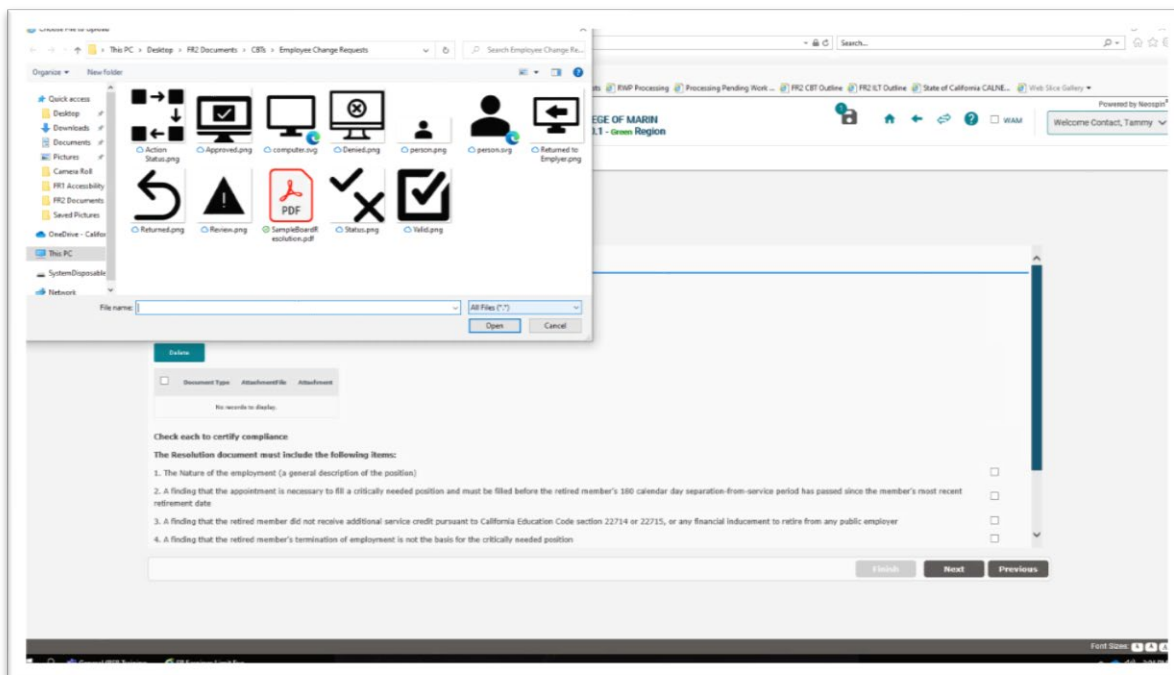
Step 5:

Click the **Browse** button in the **File Path** field to upload the **Board Approved Resolution**.



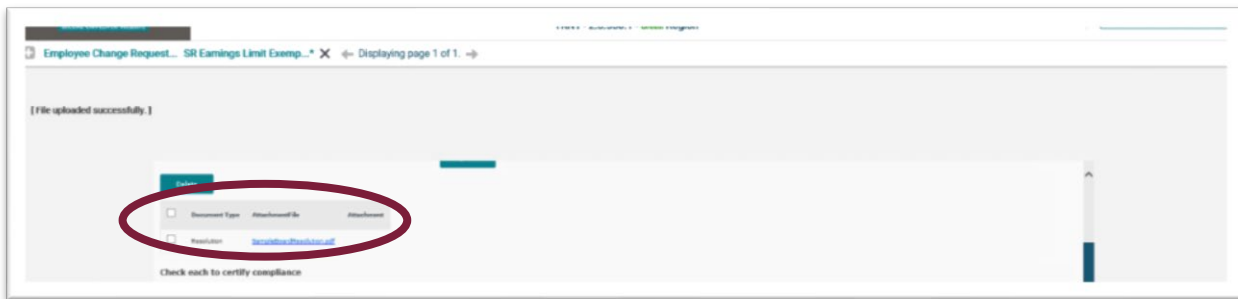
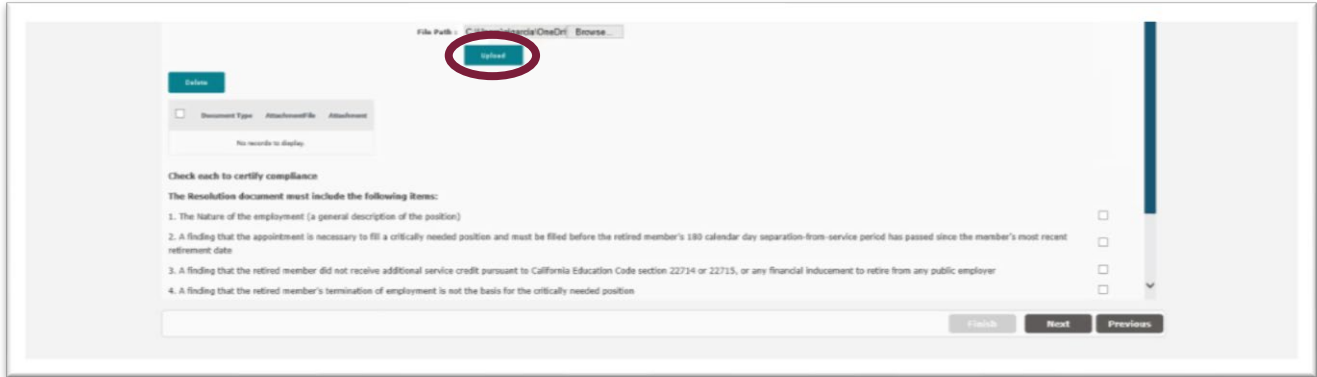
Step 6:

The **Choose File to Upload** window displays. Select the file to upload, then click the **Open** button.



Step 7:

Click the **Upload** button. The document displays in the **Document Upload** grid.



Step 8:

Select the checkboxes next to each statement to certify compliance with the SR Earnings Limit Exemption requirements. Click the **Next** button. If you do not select a checkbox, an error message displays at the top of the screen. To move forward, the error must be resolved.

The screenshot shows a web browser window with the title "Employee Change Request... SR Earnings Limit Exemp...". The page content includes a message "[File uploaded successfully.]", a table with columns "Document Type", "Attachment ID", and "Attachment", and a section titled "Check each to certify compliance".

Check each to certify compliance
 The Resolution document must include the following items:

1. The nature of the employment (a general description of the position)
2. A finding that the appointment is necessary to fill a critically needed position and must be filled before the retired member's 180 calendar day separation-from-service period has passed since the member's most recent retirement date
3. A finding that the retired member did not receive additional service credit pursuant to California Education Code section 22714 or 22715, or any financial inducement to retire from any public employer
4. A finding that the retired member's termination of employment is not the basis for the critically needed position

Appointing authority certifies the following are true:

5. The position has been approved by the employer's governing body in a public meeting. The governing body adopted a resolution prior to the performance of activities by the retired member.
6. The approval of the appointment was not placed on a consent calendar
7. The retired member is of normal retirement age when the compensation is earned

At the bottom of the form, there are buttons for "Finish", "Next", and "Previous".

Step 9:

The **SR Earnings Limit Exemption Summary** panel displays. Use this screen to review the information entered for this Employee Change Request. Scroll down to select the checkbox to certify the information you provided is true and correct.

The screenshot shows the "SR Earnings Limit Exemption Summary" panel. It displays a table with the following information:

3. The position has been approved by the employer's governing body in a public meeting. The governing body adopted a resolution prior to the performance of activities by the retired member. The resolution includes all of the above stated requirements.	Yes
6. The approval of the appointment was not placed on a consent calendar	Yes
7. The retired member is of normal retirement age when the compensation is earned	Yes

Below the table is a "Validation Information" section with a message: "No records to display".

At the bottom, there is a checkbox for certification: I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126). I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and a fine of up to \$5,000 (Education Code section 22810). I understand if CalSTRS does not approve this exemption that the member shall be subject to the earnings limit outlined in Education Code section 24214.5.

At the bottom of the form, there are buttons for "Finish", "Next", and "Previous".

Step 10:

Click the **Finish** button to submit the request.

The screenshot shows a web browser window with the title "Employee Change Request... SR Earnings Limit Exemp...". The page content includes a table of questions, a validation information section, a certification statement, and navigation buttons.

Question	Answer
5. The position has been approved by the employer's governing body in a public meeting. The governing body adopted a resolution prior to the performance of activities by the retired member. The resolution includes all of the above stated requirements.	Yes
6. The approval of the appointment was not placed on a consent calendar	Yes
7. The retired member is of normal retirement age when the compensation is earned	Yes

Validation Information

Message(s) Display Message Remove Refresh

No records to display.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 125).
I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and a fine of up to \$5,000 (Education Code section 22010).
I understand if CalSTRS does not approve this exemption that the member shall be subject to the earnings limit outlined in Education Code section 24214.5.