

Employer Training Resources

This guide provides an overview of the training resources available. This includes both the Employer Support Portal (employersupport.calstrs.com) and the Pension Administration Learning Management System (palms.calstrs.com) resources.

Questions? Contact EmployerHelp@CalSTRS.com or send a secure message in the Secure Employer Website. Please include supporting documentation for review.

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Employer Support Portal (ESP)

The ESP provides resources to help support the transition to the New Secure Employer Website (SEW) and provide guidance on the Teachers' Retirement Law (TRL) including the training resources found on the Pension Administration Learning Management System (PALMS) and the Tools & Resources section.

Tools & Resources

Within the **Tools & Resources** section there are numerous resources to assist in navigating the New SEW, PALMS, and the TRL.

The **Teachers' Retirement Law Job Aids** section includes ten different job aids that provide information about the different TRL topics including **Creditable Service**, **DB Membership**, and **Creditable Compensation**. Each job aid includes references to the law and connects the information to both the current Secure Employer Website and New Secure Employer Website.

Within the **Other Job Aids** section there is the **PALMS Account Instructions** and **PALMS CBT Navigation** job aids to assist with creating a PALMS account and navigating our computer-based trainings.

Pension Administration Learning Management System (PALMS)

Once signed into PALMS the landing page displays, from which the user can navigate to the **Course categories** section to view the **Employer Onboarding Resources**, **New SEW Training** and the **Teachers' Retirement Law Training Materials**.

Employer Onboarding Resources

If applicable, all the below resources include links to the TRL, employer circulars and directives, forms, job aids, reference sheets, videos, and the computer-based trainings.

- CalSTRS Overview
- Creditable Compensation
- Creditable Service
- Defined Benefit Membership
- Employer Onboarding Checklist
- Reduced Workload Program
- Reporting and the Secure Employer Website

New SEW Training

The below courses are available to prepare for the transition to the New Secure Employer Website and are offered in a computer-based training format. The trainings are focused on the New File Format.

- Contribution Reporting
- Employee Change Requests
- Employer Organization Maintenance
- Employer Reporting Requests
- Employment Maintenance
- Introduction to the New Secure Employer Website
- New File Format
- Program Enrollment Requests
- Service Credit Purchase Requests
- Success Criteria Checklist

Teachers' Retirement Law Training Materials

If applicable, all the below course topics include links to related laws, documents, forms, computer-based training, and instructor-led training materials.

- Creditable Compensation
- Creditable Service
- Defined Benefit Membership
- Defined Benefit Reporting Requirements
- Reduced Workload Program
- Unused Sick Leave
- Working After Retirement