

## Manually Inputting Employee Contribution Rates In SEW

**Background:** Due to the full funding legislation that passed last year, contribution rates are going to increase July 1, 2015. Instead of both member retirement formulas having the same contribution rates, the rates will be 9.20% for CalSTRS 2% at 60 and 8.56% for CalSTRS 2% at 62. Not all employer payroll systems can handle multiple contribution rates therefore there is a manual process using the Online Corrections function on the Secure Employer Website (SEW) where employers can report multiple member contribution rates. These steps are for SEW users with Online Corrections permission:

1. Upload the F496 file to SEW with a single member contribution rate.
2. Navigate to the "File Detail" page for the F496 file.
3. Select the "Error Type" MO-B078 or MO-B079 to identify the reporting lines that have incorrect contribution calculated rates. You can select multiple Error Types by clicking on the first error and press and hold Ctrl button on the keyboard while clicking on the second error type.
4. Select each member line and input the correct contribution rate in field #1 (figure 1) and input the calculated dollar amount in field #2 (figure 1) by using online correction function and save the changes. Please click on Recheck My File button on File Summary page.
5. If you need Online Correction permission added to your account please contact your SEW Administrator and for any additional assistant please contact your Employer Services Representative.

Figure 1 (SEW Manage Files Page):

**Manage Files** Go to Record Number:   [Back To File Detail](#)

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**Line Detail**  
File: F496

Record Number:	1964	Mbr Contribution Amt (Post-Tax):	\$ <input type="text"/>
Fiscal Year:	<input type="text" value="2015"/>	Service Period Begin:	<input type="text" value="20150201"/>
SSN:	<input type="text"/>	Service Period End:	<input type="text" value="20150228"/>
Employee Last Name:	<input type="text"/>	Report Source:	<input type="text"/>
Employee First Name:	<input type="text"/>	Report Unit:	<input type="text"/>
Employee Middle Initial:	<input type="text"/>	Report Period:	<input type="text" value="09"/>
Member Code:	<input type="text" value="1"/>	Creditable Earnings Indicator:	<input type="text" value="*"/>
Assignment Code:	<input type="text" value="44"/>	Type Code:	<input type="text" value="L"/>
Pay Rate:	\$ <input type="text" value="20350.00"/>	Mbr Contribution Rate (Pre-Tax):	<input type="text" value="9.20%"/> ← <b>Field #1</b>
Pay Code:	<input type="text" value="0"/>	Mbr Contribution Amt (Pre-Tax):	\$ <input type="text" value="160.10"/> ← <b>Field #2</b>
Earnings:	\$ <input type="text" value="1740.20"/>	% Classification Code:	<input type="text"/>
Mbr Contribution Rate (Post-Tax):	<input type="text"/>	Base Hours:	<input type="text" value="0.00"/>
Contribution Code:	<input type="text" value="3"/>		

NOTE: Any changes made to this line may impact the total lines on this file. They should be updated accordingly.  
NOTE: There are other lines for this Tax Id on this file. Changes to this line may affect those lines.