

CALSTRS

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM

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Employer Advisory Committee Meeting – August 9, 2017



Agenda

- Member Enrollment and Maintenance Process
- Meeting Wrap-Up

Functional Rollout 1 – Enrollment and Contributions Enrollment and Maintenance Process Overview

- All new hires require an enrollment transaction.
 - MR87 enrollment file upload.
 - Manual enrollment and maintenance (REAP).
- Retired transaction codes.
- Name and gender changes are performed onscreen.

Functional Rollout 1 – Enrollment and Contributions MR87 Enrollment File

- Enrollment transactions for multiple employees.
- File specifications remain unchanged at FR1.
- Enrollments based on transaction codes.
- Reports
 - Copy to Database
 - Account Inquiry/Change Response

Functional Rollout 1 – Enrollment and Contributions MR87 Enrollment File

Allowed Transaction Codes on MR87 File

- 02 - Establish Non-Member Account
- 06 - Establish Cash Balance Account
- 11 - Establish Mandatory Qualifying Member Account
- 81 - Establish Permissive Elect Member Account

Functional Rollout 1 – Enrollment and Contributions

MR87 Enrollment File Upload

- Select MR87 enrollment file from dropdown.
- Upload file from your network/computer.
- File is processed and assigned one of the following statuses:
 - Review (structural issue)
 - Processed (passed structural validations)
- File header ID is created.

Functional Rollout 1 – Enrollment and Contributions

MR87 Enrollment File Upload

File Upload:

Upload Files

Organization Name : 41060-SAN MATEO COUNTY OFFICE OF EDUCATION

File Definition : MR87 Enrollment File

File Path : Employer Address File
Employee Match File

Clear

Functional Rollout 1 – Enrollment and Contributions

MR87 Enrollment File Upload

Enrollment Summary:

Criteria

Organization Code : Hint: Org Code, Org Name Summary Status : ▼

Processed Date From : Processed Date To :

File Header ID : Source : ▼

Search Results

File Header ID	Organization Name	Processed Date	Status
73	SAN MATEO COUNTY OFFICE OF EDUCATION	07/27/2017 02:59:14 PM	Submitted

Functional Rollout 1 – Enrollment and Contributions

MR87 Enrollment File Upload

Enrollment Summary
Maintenance:

[Download Response File](#) ←

Enrollment Summary

Organization : [SAN MATEO COUNTY OFFICE OF EDUCATION](#) Summary Status : Submitted
 File Processed Date : 07/27/2017 File Status : Processed
 Record Count : 104 File Header ID : [73](#)
 Error Message :

Enrollment Transactions

Enrollment Type	Count
02-Establish Non Member Account	12
11-Establish Mandatory Qualifying Member Account	63
81-Establish Permissive Elect Member Account	29

Functional Rollout 1 – Enrollment and Contributions

MR87 Enrollment File Upload

Enrollment Summary Maintenance:

Enrollment Responses		
Response Code	Response Description	Count
11	CalSTRS records have a {0} {1} account in {2} effective {3} under this Tax Id, {4}, {5}, {6} and birth date {7}.	1
49	CalSTRS records have a {0} {1} account in {2} effective {3} under this Tax Id, {4}, {5}, {6} and birth date {7}. The transaction was processed and a new Employment Record created.	1
10	Transaction not processed. Invalid effective date. Resubmit transaction with valid effective date or contact CalSTRS for assistance.	87

Enrollment File Summary	
File Status	Enrollment Records Status
Enrollment Records Status	Records Count
Processed	16
Void	88

Functional Rollout 1 – Enrollment and Contributions

Retired Transaction Codes

- 01 - Member Query
- 50 - Name Change*
- 51 - Date of Birth** and/or Gender Modification*
- 61 - Retiree or Disabilitant Query

*Name and Gender Changes are updated manually onscreen.

**Date of Birth changes will be processed by CalSTRS.

Functional Rollout 1 – Enrollment and Contributions Manual Enrollment and Maintenance

Onscreen Transaction Codes

All MR87 allowed Transaction Codes (02, 06, 11, 81)

- 82 - Close Alternative Retirement Program Participation
- 83 - Close Cash Balance Sub-Account opened in error
- 86 - Suspended Defined Benefit Member contributing to the Cash Balance Plan
- 87 - Open Alternative Retirement Program Participation

Functional Rollout 1 – Enrollment and Contributions Manual Enrollment and Maintenance

Manually enrolling
a non-member:

The screenshot shows the CALSTRS Pension Solution Employer Self Service (ESS) portal. The top navigation bar includes the CALSTRS logo and the text "Pension Solution". On the right side of the top bar, it displays "37052 PALOMAR COMMUNITY COLLEGE DISTRICT", "STG - R1.1.1.2 - RED Region", and "Welcome! LnameOne, FnameOne Dashboard 0". Below the top bar is a secondary navigation menu with dropdown menus for "Message Board", "Organization", "Employer Reporting", "Employee", "File Processing", "Reports", "ECM", "User", "Help and Reference", and "Secure Message".

The main content area features a "Dashboard" header with a "Dashboard 0" tab and navigation arrows. Below this is an "Employer Profile" section with a welcome message: "Welcome to the Employer Self Service (ESS) portal. ESS is a secure portal where you can view your Contacts, Benefit Program, I". Underneath is a "New Announcements" section which is currently empty.



The primary navigation bar at the bottom of the dashboard contains six icons with corresponding labels:


- New Member Request**: An icon of a person with a red plus sign, highlighted by a red arrow.
- Employee Data**: An icon of a document with a person symbol.
- Profile**: An icon of a person with a red pencil over it.
- Upload Files**: An icon of a document with an upward arrow.
- Online Reports**: An icon of a calculator.
- Contribution Account Portal (CAP)**: An icon of a bar chart with a dollar sign.


Functional Rollout 1 – Enrollment and Contributions


Manual Enrollment and Maintenance

Criteria

Enrollment Type : **02-Establish Non Mer**  


Enrollment Status : All 


Organization Code : 
Hint: Org Code, Org Name

Benefit Program : All 


Employee First Name :

Employee Middle Name :


Client ID : 


Employment Start Date From : 

Last four digits of SSN :


Employment End Date from : 

Submitted Flag :

Submitted Date From : 

Response Code : All 

Search Results



Functional Rollout 1 – Enrollment and Contributions

Manual Enrollment and Maintenance

[Save](#)

Enrollment Detail

Organization Name : [SAN MATEO COUNTY OFFICE OF EDUCATION](#) Enrollment ID : Suppress Warnings Flag :
 Enrollment Type : 02-Establish Non Member Account
 Benefit Program : CalSTRS Defined Benefit Tier : Sub-Tier :
 Enrollment Source : Self-Service File Reference ID : Enrollment Status :
 Submitted Flag : Submitted By : Submitted Date :

Person Detail

*SSN : Confirm SSN : *Date Of Birth :
 *First Name : Middle Name : *Last Name :
 Name Prefix : Name Suffix I : Name Suffix II :
 Marital Status : Telephone : Email :
 Client ID : *Gender :

Address Detail

Person Address

Address Line 1 :
 Address Line 2 :
 City :
 State :
 ZIP Code :

Suggested Address

Questions?

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