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TO: All County Superintendents of Schools  
District Superintendents of Schools  
Community College Districts and  
Other Employing Agencies

FROM: Jack Ehnes  
Chief Executive Officer

SUBJECT: Employer Directive 2008-02  
Reporting Monthly and Supplemental Reports of Retirement Contributions

### **PURPOSE**

The purpose of this directive is to inform employers of **required changes** to the reporting of Monthly and Supplemental Reports of Retirement Contributions (F-496 files). These requirements are fully compliant with Part 13, Chapter 17 (Employer Collection and Reporting Procedures) of the California Education Code, which mandates reporting of contributions and assessment of penalties.

- Effective with Release 2.0 of the Secure Employer Web site (SEW), planned for late Spring 2008, CalSTRS will begin requiring Monthly and Supplemental Reports of Retirement Contributions (F-496 files) to **pass file integrity checks**, and will not accept the files from employers until all enforced integrity check errors are corrected.
- Effective with Release 3.0 of SEW, planned for late 2008, CalSTRS will begin requiring Monthly and Supplemental Reports of Retirement Contributions (F-496 files) to pass specific business rule edits and will not accept the files from employers until those enforced **business rule edits** are corrected.

### **SCOPE**

This directive applies to all county superintendents of schools, school districts, community college districts, and other employing agencies that submit reports monthly to CalSTRS containing information the board may require in the administration of the plan.

## **DISCUSSION**

CalSTRS is making significant changes to the Cash Balance and Defined Benefit contribution reporting processes and system. These changes will benefit you as a school employer because they will improve the accuracy of the data reported to CalSTRS. However, these changes may require additional demands on your resources.

The two upcoming releases of SEW will require data reported on the Monthly and Supplemental Reports of Retirement Contributions (F-496 files), transmitted to CalSTRS to pass certain edits. Release 2.0 imposes file integrity checks and Release 3.0 imposes business rules. CalSTRS will provide training, guides and reports on employer reported data that does not pass the edits (errors).

## **ACTION**

Monthly and Supplemental Reports of Retirement Contributions (F-496 files) must:

- Be free of enforced Integrity Check errors with Release 2.0 of SEW
- Be free of enforced Business Rule errors with Release 3.0 of SEW

CalSTRS' Employer Reporting Project is available to partner with employers on meeting these requirements. For assistance or questions, contact: [ERP@CalSTRS.com](mailto:ERP@CalSTRS.com).