



California State Teachers'
Retirement System
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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 2009-01
Cash Balance Voluntary Deduction Files Changes

PURPOSE:

The purpose of this directive is to inform employers of **required changes** to the reporting of Cash Balance Voluntary Deduction Files (VDF). These requirements are fully compliant with Part 14, Chapter 4 (Employer and Participant Responsibilities) of the California Education Code, which mandates reporting of contributions and assessment of penalties.

*Effective with Release 4.0 of the Secure Employer Web site (SEW), planned for late spring 2009, CalSTRS will begin requiring Voluntary Deduction Files to **pass file integrity checks and business rule edits**, and will not accept the files from employers until all integrity check and business rule errors are corrected.*

SCOPE:

This directive applies to all county superintendents of schools, school districts, community college districts, and other employing agencies which submit Cash Balance Voluntary Deduction Files to CalSTRS.

DISCUSSION:

CalSTRS is making significant changes to the Cash Balance 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 upcoming release of SEW will require data reported on the Voluntary Deduction Files transmitted to CalSTRS to pass certain edits. CalSTRS will provide guides, training, and reports on employer reported data that does not pass the edits.

ACTION

Effective with SEW Release 4.0, Cash Balance Voluntary Deduction Files must:

- Be free of Cash Balance Integrity Check errors
- Be free of Cash Balance Business Rule errors

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