

Employer Information Circular

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Secure Employer Web Site

On May 7, 2007 the Secure Employer Web (SEW) site was rolled out to the County Offices of Education (COE) and districts that report directly (as a report source) to CalSTRS. The next release for the web site is planned for implementation in October 2007. This release includes new functionality and allows report sources to approve access for report unit users. Currently SEW allows employers to transmit encrypted files securely, download and view all previously transmitted files and view CalSTRS reports with Social Security numbers unmasked.

In the next release of the CalSTRS' SEW site, employers will be able to:

1. Welcome all report units to the Web site and grant them permission to transmit the Payroll Deduction, Address, MR87, and Match File requests and view the new reports delivered with this release in PDF or Comma Separated Value (CSV) format. This will be critical to districts that send their Payroll Deduction files directly to CalSTRS because CalSTRS plans to discontinue use and support of the Virtual Private Network (VPN) connection and file transfer protocol (FTP) in the near future.
2. Use an improved MR87 process that provides a rapid response from CalSTRS and allows report units to view records on the MR87 Reports that apply to them, while allowing report sources to view all records for the report source.
3. Use a new Match File process, (FastTrack) that operates on-demand and for only those records that an employer is interested in viewing. The new process also includes a number of new fields on the Match *Response* File.

The Match *Response* File is a file produced by CalSTRS to aid employers in keeping their payroll system information in sync with CalSTRS information. Employers will be able to submit a request for member information by transmitting a Match *Request* File containing the Social Security number and birth date of each member. The response file returned from CalSTRS to the employer will contain demographic and account information such as: Tax ID, Birth Date, Client ID, Last Name, First Name, Gender, Address Information, Defined Benefit and Cash Balance Account Statuses and Dates as well as a variety of other data. The information in the file can be used by employers prior to running payroll cycles to ensure that key information, such as account status, is correct. This will facilitate cleaner contribution reporting to CalSTRS.

CalSTRS expects all report sources to begin using the SEW site to transmit their files during the 2007/2008 fiscal year. The current VPN connection and FTP process will remain available for use until all employers can transmit files using the SEW site.

ACCESSING THE SECURE EMPLOYER WEB SITE

Report Unit Users

CalSTRS staff have contacted individuals at each COE to request a list of authorized report unit users. The user information received will be preloaded into the Web site prior to release. All preloaded users will be sent two emails, one containing their username and Web site address and one containing their password prior to the release.

New Users

New users can contact their SEW Employer Administrator to obtain the information required to register. The list of Employer Administrators is attached to this circular and is also available on the [CalSTRS.com Employer Secure site](#), Defined Benefit Program page. Employer Administrators will send new users a link to the registration page.

To register, complete the online registration page and the following forms (available via a link from the registration page or on the [CalSTRS.com Employer Secure site](#)):

- CalSTRS Information Security, Confidentiality and Non-Disclosure Agreement for Non-State Employees (ISO 1949B)
- Remote Mainframe Access Request (OL-1133.1)
- Data Technology Services Security and Confidentiality (DTS 250)

Fax these forms to (916) 229-4905 **Attention: Service Desk**. In addition to **faxing** these forms, **mail** all signed original forms within three (3) business days of sending the fax to CalSTRS to the address on the form.

TRAINING MATERIALS

CalSTRS has created user guides to assist employers in navigating the Web site. The following guidelines are available on the SEW site.

- Accessing the Web site
- View reports
- View/download files
- Transmit files
- Maintain and authorize users (employer administrators only)

If you would like additional training, please email us at ERP@CalSTRS.com.

If you have any questions or comments about the **SEW site**, please contact CalSTRS Employer Services at (916) 229-3570 or employerhelp@CalSTRS.com. If you have other retirement reporting issues, please continue to contact your CalSTRS Employer representative.