CALSTRS

HOW WILL YOU SPEND YOUR FUTURE?

Employer Information Circular

Changes to the Reporting Process

CalSTRS announces some important changes to the employer reporting process. Some of these changes were introduced in the Employer Information Circular, Volume 23; Issue 11, dated October 11, 2007.

- Two new tools within the Secure Employer Web site (SEW) to assist employers with accurate reporting of member information are now available – FastTrack Match File and FastTrack MR87.

- SEW is the new standard for transmitting all data files to CalSTRS and is now available to all employers. Employer help is available to provide support to SEW users.

- Remote Employer Access Program (REAP) functionality is moving to SEW in 2008.

FastTrack Match File and FastTrack MR87

The first enhancement to the Secure Employer Web site brought two new tools to the reporting process, FastTrack Match File and FastTrack MR87. When used by employers, these tools reduce the number of member/nonmember exceptions.

The FastTrack Match File replaces the outdated Match File process that many employers used to update their records. The FastTrack Match File process resolves the security issues of the old process and presents streamlined, up-to-date and accurate information to employers. This process can be used by both report sources and report units to keep their member information up to date.

The FastTrack MR87 process available in SEW will eventually replace the outdated MR87 process. Currently employers can transmit a MR87 through file transfer protocol (FTP) or make the updates in REAP. The new FastTrack MR87 process has been streamlined to run with a faster turn-around and operates on demand.

File Transfer to CalSTRS

CalSTRS has adopted a new standard for transmitting employee data: the Secure Employer Web site. SEW went into production on May 7, 2007 and the first enhancement to the Web site occurred on October 26, 2007. Today virtually all employers that report directly to CalSTRS are transmitting their monthly contribution files through SEW. With the October release of the Web

site, all employers can now use SEW to view and perform inquiries on employee data as well as transmit their Payroll Deduction files to CalSTRS.

On **February, 1, 2008**, all data files transmitted to CalSTRS must be sent via SEW. The old FTP standard will be retired on January 31, 2008. If you are currently using FTP for transferring files to CalSTRS, you will be personally notified by CalSTRS of this change and will be provided instructions, contact information and training materials. CalSTRS will work closely with SEW Employer Administrators to ensure that all affected users are ready and able to use SEW prior to retiring the FTP process.

REAP Functionality coming to SEW

Based on employer feedback, CalSTRS plans to make REAP functionality available in SEW sooner than originally planned. Moving REAP functionality to SEW will give employers a single powerful tool for working with CalSTRS.

Report Unit Access to SEW

With these upcoming changes, added REAP functionality and retirement of the FTP process, the CalSTRS Employer Reporting Project (ERP) team is developing a strategy to ensure that all **employers** will have the access necessary to perform these functions through SEW. The ERP team will work with SEW Employer Administrators and CalSTRS business area staff on how to best approach this challenge.

Employer Help

CalSTRS is here to help. In conjunction with the SEW Employer Administrators, the employer reporting project team is developing a strategy that will allow all employers SEW access and functionality. CalSTRS has established an Employer Help Line in Member Account Services that is staffed by employer representatives. If you have questions or experience difficulty using SEW and are unable to reach your local SEW Employer Administrator, contact Employer Help at employerhelp@calstrs.com or (916) 229-3570.

Working together we will be able to better serve your employees and our members. We are making great strides and look forward to our future releases.