CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

Employer Information Circular

Changes to Remote Employer Access Program (REAP) Access

The purpose of this employer information circular is to inform the County Offices of Education, School Districts, Community Colleges, and Charter Schools that utilize the California State Teachers' Retirement System (CalSTRS) Remote Employer Access Program (REAP) that you now have access to the Remote Employer Access Program Contribution Line Correction (RCLC) screen.

Employers with REAP access can now view all their exceptions from the monthly reports for a particular County or District on the RCLC screen. You can readily identify these exceptions and their descriptions by accessing the "Help Menu" using the PF1 key on your computer keyboard. Employers can also access their exceptions by priority code or by exception code. It is strongly recommended that you become familiar with CalSTRS' exceptions and take advantage of this new screen which will allow you greater ease when correcting contribution lines.

The REAP manual which is updated as changes are made, is available on the CALSTRS.com website in the Employer Secure Area. Refer to *REAP Part III-Queries-Procedure Manual for VPN (VER.6)*, which reflects the changes and provides examples on how to access data in REAP using the RCLC screen. The changes for the RCLC screen start on page 35 in the procedure manual.

If you have any questions regarding any of the information contained in this circular, or require additional information on the most recent CalSTRS exception and priority codes, please contact your CalSTRS Member Account Services Representative.