SEW 5.1- Release Notes

Release 5.1 of the Secure Employer Web site (SEW) is available in March, 2010. This release includes minor changes to REAP and the password reset process as well as new functionality that stops the upload and transmission of supplemental files during the CalSTRS annual update period.

These Release Notes contain additional details regarding the functionality available with Release 5.1 of the web site.

New / Enhanced Features:

1. **New REAP feature for Alternative Retirement Program participation** - REAP now includes a new tab visible on members that have elected, on a part-time basis, to participate in an Alternative Retirement Program rather than Defined Benefit or Cash Balance. This tab displays the unit, transaction code and transaction date, indicating a member or non-member's participation in an alternative retirement program. In addition, REAP Update now includes two new transaction codes: 87 to open/establish an alternative retirement program sub-account and 82 to close an alternative retirement program sub-account.

2. **Password Resets**- When an Employer Administrator resets a password for a SEW user, the password will now be emailed directly to the user and not displayed on the Administrator's screen. The email is sent to the email address listed within SEW. For security reasons the e-mail will no longer display the Username of the user the password was reset for.

3. **Stop Upload and Transmit of Supplemental F496 prior to Annual Update -** During the CalSTRS Annual Update process, the feature within SEW that allows the upload and transmission of supplemental F496 files will be temporarily disabled. Communications will be sent out in advance, notifying users of the exact dates that this functionality will be unavailable.

Defect/Incident Details:

In addition to the above functionality, Release 5.1 includes fixes to the following reported defects/ incidents:

- The accounts receivable reports permission (under View Reports) is not viewable.
- Download current file feature returns bad F496 on a transmitted file.
- A server error was reported when downloading .csv filtered report for default search criteria (F496).
- No employer email was sent when County variance reports auto-posted.

- VDF source total record should not be required on a partial file.
- Line detail "there are other lines for this tax id…" message is disappearing.
- There is a VDF upload error for files with record lengths larger than 113 characters.

Internal user modifications and bug fixes

- CalSTRS MAS techs can view user permissions.
- The date available search on post reports page is now returning correct results.
- Security extract report is updated.
- MAS training database is updated.

ERP Release 5.0 – Release Notes

Summary of Release 5.0 Functionality

Release 5.0 of the Secure Employer Web site (SEW) is available starting in December, 2009. This release includes the following functionality – Employer Approved Edits, Complex Edits, enhanced report management including new reports and specific dynamic report generation, a Reference Item repository, personalized 'My Links' section, Electronic Deposit, and miscellaneous small enhancements.

These Release Notes contain additional details regarding the functionality available with Release 5.0 of the web site.

New / Enhanced Features:

1. **Employer Approved Edits** – Within SEW, employers have the ability to approve specific business rule edits. For the edits that have been designated as Employer Approvable, employers can determine that the exception is valid and indicate that CalSTRS should accept the line as originally submitted. Approving an exception in this manner changes the status of that exception on the line and may change the file status from "corrections required" to "ready to transmit" (if there are no other exceptions that require corrections).

2. **Complex Edits** – Additional Defined Benefit business rules are included in this release. All F496 files are now checked against all business rules and exceptions are provided within SEW Summary and Detail reports. As these additional complex edits become enforced, employers are required to fix them prior to final transmission of a file. Note:

CalSTRS has the authority to assess penalties for late and/or erroneous reporting under Education Code sections 23006 and 23008.

3. **Electronic Deposit** – Employers are able to securely make payments to CalSTRS in SEW. Deposits can be made for Defined Benefit, Cash Balance or other Receivables. Using Electronic Deposits eliminates the need for a separate Remittance Advice and provides employers with a complete history payments made in SEW.

4. **Cash Batch Automation** – A transactional system interface from SEW to CalSTRS' database to automate 'cash batching' is now available.

5. **Reference Items** – A searchable database of CalSTRS forms and reference items is included with Release 5. A "help" link is available on each page of the site which pre-populates the search criteria and provides a list of relevant documents. Additionally, users can create a list of "My Links" giving them quick access to frequently used items or external web pages.

6. **Manage Reports** –Report viewing and downloading is enhanced to facilitate district level generation / viewing of specific reports. Other Report Management changes include:
    - A reference to the CalSTRS user who posted a specific report
    - CalSTRS users ability to hide/un-hide reports
    - Employer access to Address Reports
    - Employer access to Accounts Receivable Reports.

7. REAP Enhancements
    - Ability to view current address information of employees within REAP.
    - Ability to search for any Defined Benefit exception on CalSTRS' database by Report Source, Report Unit, Fiscal Year, and Report Period/Supplemental Sequence number
    - Cash Balance exceptions are now highlighted when viewing the CB Contribution Lines within REAP,
    - Tax ID / SSN is now shown in the following format (555-55-5555). The ability to cut/paste non-formatted Tax ID's into the search field is unaffected.
    - The existing "Include lines reported this year for a prior fiscal year" checkbox within both the DB Contribution Lines tab and CB Contribution Lines tab is now defaulted to "checked".

8. **Miscellaneous Enhancements** – Additional enhancements to SEW Release 5 include the following:
    - Secure Messages are deleted after 12 months with no activity. Originators and recipients have the option to lock a message so it is not deleted.
    - Implementation of CalSTRS new Password policy.
    - Employer Administrators - The last user authorized is retained on the Authorize Users page.
    -
    - Ability to search by record number within the File Detail section of a contribution file.

- The ‘forgot your password’ link is more prominent on the login page after entering an invalid user name and / or password.
- Additional Secure Message queues are available for CalSTRS business areas.
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- Ability to limit Active or Transmitted Files search to Report Unit level.
- New Reports -summary and detailed unresolved exception report with information on exceptions unresolved within 0-30 days, 31-60 days and > 60 days is available upon request.
- Addition of a file enforcement screen showing which edits are enforced for a particular report source.
- Addition of a warning message when selecting “Recheck my File” to confirm that the user understands the purpose of the selection.
- The number of records within an MR87 file is increased from 10,000 to 25,000.
- An email notification is now sent to all employer administrators at a Report Source when a new user registers.
- A new email notification is provided when the file check process is complete.
- The ability to filter detail lines by enforcement group (when exceptions exist).
- The filtered file detail report generated on the File Detail screen is available in .csv format
- The filtered file detail report now reflects the details listed in the results grid. Previously only lines in error appeared in the report.

CalSTRS Users

- A new report can be generated listing all employer approved exceptions and/or all overridden exceptions.
- Site Usage Tracking and reporting capabilities for CalSTRS’ Information Security Office
- Ability to post multiple announcements with different expiration dates.
- A ”My Account” page is now available.
- Auto-logon to SEW when logged into the CalSTRS network
- Ability to change status to “Deactivated” for users no longer using SEW. This is controlled by the Security Management group.
- New permission limiting staff to password reset without full admin rights.

Defect/Incident Details:

In addition to the above functionality, Release 5.0 includes fixes to the following reported defects/ incidents:

- Online Correction Permissions were missing from the downloadable user report.
- The Show / Hide button was displaying when viewing a Secure Message for a Work Group Queue.
- All published phone numbers within SEW required updates to the new Headquarters phone numbers.

- REAP - When scrolling to the bottom of the Service Credit tab and selecting print, the headings were displaying on the bottom of the print.
- The File Detail Report (.csv format) included column headers that were incorrectly labeled.
- Inactive employer administrators were showing up on the registration confirmation email.
- Within REAP, an error was being returned if the earliest account status was a future fiscal year.
- Within Online Corrections – users were required to enter leading zeroes line totals.
- The email notification for posting of File summary and detail reports was not displaying the report unit, when applicable.
- Within REAP-account status was displaying future dated changes inappropriately.
- Descriptions for Edits MO-B110, MO-B111, & MO-B112 required updating.
- Within the Secure Message Center an additional column header icon was needed.
- A fix was made to the F496 exception processor to allow for a Cash Balance account with more than five sub accounts.
- Record numbers within the File Correction and File Detail reports were appearing on a separate line. They now appear in a column.
- A cosmetic update was made to the Secure Messaging functionality to align labels and text boxes when composing a Secure Message.
- F496 & VDF retention of transmitted files was reduced from 2 years to 6 months.
- There was a spelling error in the VD-B001 description.
- The F496 variance edit MO-V001 did not include all fields that could be potentially causing the error on the Line Detail screen.
- When transmitting an F496 an acknowledgment page was not displaying.
- Within Active Files- users were able to delete a file multiple times because the file still appeared in the list.
- The downloadable DB and CB Contribution line reports (within REAP), were not displaying in the same order as the DB/CB Contribution line display grid.

- The wording of the short descriptions for edits MO-B010 and MO-B011 were not clear.
- Filter selection criteria in the Transmitted Files tab was not always displaying correctly.

ERP Release 4.0 – Release Notes

Summary of Release 4.0 Functionality

Release 4.0 of the Secure Employer Web site (SEW) will be available in late Spring, 2009. This release includes Cash Balance (VDF) Integrity Checks and Business Rule edits. Cash Balance employers are also able to submit a Remittance Advice using SEW. Another feature of the new Release is the ability to make corrections to Contribution data, on recently uploaded DB and CB files. This release also allows Secure Messages to be sent between SEW users and provides users with the opportunity to annotate files, lines and reports. Finally, Community Colleges must now report classification codes and base hours for part-time and adult education employees, pursuant to AB1586, Community College Part-time/ Adult Education Benefit Calculation.

These Release Notes contain additional details regarding the functionality available with Release 4.0 of the web site.

Click the link to see ERP Release 3.0 – Release Notes

New / Enhanced Features:

Manage Files – Employers are able to upload VDFs, which are subjected to Integrity Checks and Business Rule edits. These checks can result in errors. Release 4.0 gives Cash Balance employers, via the Secure Employer Web site, the ability to view a detailed report of any failed Integrity Check and/or Business Rule edit. The report includes resolutions for each error. The Business Rule edits performed in SEW are the same Business Rules that are run against the file once it is transmitted to CalSTRS. For details on each Business Rule, please refer to the “SEW Voluntary Deduction File (VDF) Specification 1.0” under the Data Submission link on the home page of SEW.

With this release, Cash Balance employers can upload a partial or complete VDF to check for errors. A Report Source can provide their Report Units with the permission to upload partial files (partial files cannot be transmitted). The Integrity Checks and business Rule edits will run, producing a report of any errors. This allows the Report Source or Unit to correct erroneous contribution lines prior to transmitting a final file. Use of this process reduces turn around time in the correction of exceptions. After making corrections, a Report Unit can upload a file allowing their Report Source to obtain it directly from SEW and merge it with other files to create their final VDF for submission to CalSTRS. Alternatively, a Report Source can upload a file for error checking and provide their Report Unit permission to view the errors. A Report Unit can only view errors for their own Unit. If a Report Source uploads a file on behalf of the Report Unit(s), the Unit can use the View Reports link in SEW to view their portion of the report.

The current mechanism that allows CalSTRS to phase employers into the correction process is extended to include the Integrity Checks and Business Rule edits on VDFs.

Annotations – Annotations can be made on a file, a line of data or a report within CalSTRS SEW. If a User has access to a file, line or report, an annotation can be made. Permissions are not required for annotations.

Online Correction – Corrections can be made to an uploaded F496 files or VDFs that has not been transmitted to CalSTRS. Once corrections are complete, SEW creates a downloadable report that highlights the differences between the version of the file initially uploaded and the version currently in SEW with the corrections. This gives the user an easy reference for making updates to their payroll system.

Secure Message Center – Provides a web-based secure communication channel for employers and CalSTRS staff. The entire message text, subject and attachment are encrypted so that confidential data can be included in any part of the message. With this new functionality users can:

1. Send secure messages to any other SEW user or to an Employerhelp queue.
2. Search a directory of all active SEW Users to locate a recipient of a message.
3. Reply to a message.
4. Reassign a message to another SEW User.
5. Attach one file up to 2Mb. Allowable file types for attachments include:
    - All Standard Microsoft Office file types
    - Tagged Image file (.TIF)
    - Portable Document Format (.PDF)
    - Microsoft Outlook Message (.MSG)
    - Microsoft Outlook Message Format (.OFT)
    - Hypertext Markup Language (.HTML)
    - Hypertext Markup (.HTM)
    - Text Only (.TXT)
6. See if new messages are available from the SEW Home page. The number of new messages appears after the Secure Message Center link.

View Reports

Annotations - Annotations can be made on a file, a line of data or a report within CalSTRS. If a User has access to a file, line or report, an annotation can be made. Permissions are not required for annotations.

Maintain Users – Release 4.0 includes the following new permissions. Permissions are activated or deactivated by the SEW Employer Administrator:

Online Corrections

Monthly Report (F496)
Supplemental Report (F496)
Cash Balance Contributions Report (VDF)
Partial Monthly Report (F496)
Partial Supplemental Report (F496)
Partial Cash Balance Contributions Report (VDF)

Transmit and Upload

Partial Cash Balance Contributions Report (VDF) - Upload Only

AB1586 – Community Colleges must now report classification codes and base hours on F496 contribution lines for part-time and adult education employees, pursuant to AB1586, Community College Part-time/ Adult Education Benefit Calculation. The AB1586 data must be submitted starting in the 2009/2010 Fiscal Year. The following changes are available to support this requirement:

1. SEW validates new fields on F496 and Supplemental detail lines for AB 1586 eligible accounts.
2. Where required, Classification Code must be present and valid, and Base Hours must be supplied and be at least the minimum for the Classification and not more than a fixed upper limit.
3. SEW F496 and Supplemental File statistics and details will include uploaded Base Hours and Classification Code data, and show messages associated with them.
4. SEW REAP allows visibility of the two new fields. SEW REAP is available with the proper permissions.
5. Validation failures result in one or more new Exceptions on the line. The Exceptions related to AB1586 are 110, 111, 112 and 113. Refer to the "SEW Contribution File Specification 3.0" found on the Data Submission Page on SEW for details on these new Exceptions.

. Defect/Incidents Details:

In addition to adding the above functionality, Release 4.0 of the Secure Employer Web site includes fixes to the following reported defects/ incidents:

- An email notifying a user of associated reports, based on an uploaded file, was not being sent.

- The CalSTRS Data and Security Management Group was not receiving an e-mail when a new user registered in SEW.

- The Edit Report Information page, under View Reports showed "Report Period" label for a value that can also be "Pay Schedule Date" value. The field was changed to Report Period/ PSD.

- The Error description was not displaying in the downloadable File Detail Report (CSV format).
- The re-check my file function infrequently experienced a time-out condition.
- Under Manage Files, Active Files tab, a column header was changed to “Report Period/PSD” to accommodate Cash Balance reports.
- The CalSTRS Data and Security Management Group was not receiving an e-mail once the County administrator authorized the SEW user.
- The Maintain user page was exhibiting slow response times.
- SEW placed two reports on the mainframe precisely at the same second causing one to overlay the other.
- The File Detail Report (CSV) was displaying an error multiple times.

ERP Release 3.0 – Release Notes

Effective with Release 3.0 of SEW, planned for late 2008, CalSTRS will begin requiring Monthly and Supplemental Reports of Retirement Contributions (F496 files) to pass specific business rule edits and will not accept the files from employers until the enforced **business rule edits** are corrected.

[Click the link to see ERP Release 2.1 – Release Notes]

The Employer Reporting Project Release 3.0 of the Secure Employer Web site includes the following new capabilities.

1. **DB Business Rule Edits and Variance Checks**- Provides employers with Business Rule checking and Variance checking on their uploaded Defined Benefit Monthly and Supplemental (F496) files, in addition to the Integrity checks that were introduced in SEW Release 2.0. Provides reports on edit results so that employers may correct the errors. Requires employers to pass specific business rule checks. CalSTRS will not accept files from employers until the enforced business rule edits are corrected.
2. **REAP Functionality** - Provides visibility to member demographic, account status, reported contribution line, and account balance information, and allows limited update to demographics and account statuses. The existing functions within START's REAP that are needed by employers are now provided in SEW.
3. **Employer Notification –** When a material change to a member's account status is made, SEW notifies those report sources which have recently reported contributions for the member. A material change is one that affects reporting, such as a member going from active status to a benefit status. SEW notifications enable employers to keep their member statuses in line with CalSTRS' member statuses, ultimately reducing reporting exceptions.
4. **Remittance Advice** - Allows submission of a Remittance Advice for Defined Benefit contributions. This item replicates an existing employer function available on www.calstrs.com.

New / Enhanced Features:

The following list details the new and enhanced features of the Secure Employer Web site for Release 3.0.

Manage Files – Employers are able to upload F496 files, which are subjected to business rule checks and variance checks. These checks can result in either errors or warnings. Release 3.0 gives employers, via the Secure Employer Web site, the ability to view a detailed report of any failed business rule and/or variance checks. The information provided includes remedies for each error and warning. The business rule checks performed in SEW are a subset of the business rules that are run against the file once it is transmitted to CalSTRS. For details on each business rule and the variance check, please refer to the "SEW Contribution File Specification 2.0" found on the Data Submission Page on SEW.

In this release, a Report Source may grant their Report Unit(s) the ability to upload a file for error checking (districts cannot transmit files to CalSTRS). The integrity, business rule and variance checks will run, producing a report of any errors. This allows the Report Unit to correct erroneous contribution lines on their F496 file prior to sending the file to the Report Source for incorporation into the Monthly or Supplemental F496 file. Use of this process reduces turn around time in the correction of Report Unit exceptions. Once the Report Unit has completed their work with their file, this partial file is available directly in SEW for the Report Source to aggregate into the F496 file sent to CalSTRS. Alternatively, a Report Source can upload a file for error checking and if their Report Units have access to view reports they will be able view to the errors for their employees only.

The current mechanism that allows CalSTRS to phase employers into the correction process is extended to include the business rules and variance checks.

REAP Functionality within SEW

Person/Account Information - When a Tax Id, Client Id, or LAUSD Number identifying a person known to CalSTRS is provided, the following information for the person is displayed:

- Tax Id
- Client Id
- LAUSD Number
- Name
- Birth date
- AB1586 indicator
- CB indicator
- Gender
- Death date
- Retirement System Election with Date
- RWP Indicator and Date if applicable for the report source
- DB Account Status data (if there is a DB Account)
- CB Account Status data (if there is a CB Account)

DB Contributions - For each DB line, the following items are shown:

- Report unit
- Pay Rate
- Pay Code
- Earnings

- Assignment Code
- Contribution Type
- Contribution Amount
- Pre/Post Indicator
- Reversed/reversing indicator
- Service Period From and To
- Accepted/Pending Indicator
- Change of Base/Detail Adjust Indicator
- Media Report Period
- Media Supplemental Number
- Service Credit
- Exception Indicator
- If the line has Exceptions, they will be visible by clicking on the line in question.
- Remarks Indicator
- If the line was reported in a later year than its service period falls in, then the reported year is shown.

CB Contributions - For each CB line, the following items are shown:

- Report source
- Report unit
- Payroll End Date
- Earnings
- Employer and Employee Contribution Amount
- Reversed/reversing indicator
- Accepted/Pending Indicator
- Media Id
- Exception Indicator
- If the line has Exceptions, they will be visible by clicking on the line in question.
- Remarks Indicator
- If the line was reported in a later year than its Payroll End Date falls in, then the reported year is shown.

Service Credit - A beginning service credit balance for the year, activity for the year to date, and an ending balance are provided. Balances and activity include both contribution lines and account adjustments, including benefit closeouts.

REAP Updates

For each entered Tax Id, MR87 codes 02, 06, 11, 50, 81, or 86 may be requested, with an effective date. Establishment transactions require demographic information. Transactions affecting a CB sub account (06 and 86 always, and 11 and 81 if the member has a CB sub account) are only available to CB users, and only for units they have access to. Updates are as per existing MR87 functionality. Any update failure is reported for a given Tax Id.

Employer Notifications - DB Account status changes that affect F496 reporting generate a notice to affected Report Sources and Units. The reported status changes are from any status to MEMBER, and from MEMBER status to SR, DR, DA, REFUND, and ACTVDIED.

CB Account Status changes are not picked up for notification, as each CB sub-account is for a separate report unit. Manual research is required to determine if a change in one would affect the reporting of others.

Changes are available for notification to those Report Sources and Units having reported a line for the affected member on a media for the fiscal year a status change happened in, or in the prior fiscal year. The effective date of a status change can be before or after the day it is recorded at CalSTRS. However, the day it is logged is used in determining which report sources and units receive notification.

On the Home page, SEW has a new facility to show the number of notifications created for the report source (for a DB source user) or unit (for a DB unit user) during the current day.

Navigation will take an employer or CalSTRS user to a new Notification page. A CalSTRS user must specify either a DB source or DB unit to use the page. A drop down will show the number of Notifications created on each of the prior ten days, for the employer. It will allow submission of a request for a CSV file of notifications. A start and end date must be supplied – the notifications selected for the CSV file are those that were recorded at CalSTRS between the two dates. Dates up to two years prior to the current date can be requested. A DB source user can specify one of the source's units for the CSV, or choose all for the source.

Status changes made through REAP or MR87 are attributed to a known report source and/or unit. Status changes made by CalSTRS cannot be attributed to a particular report source or unit. When a CSV is requested, a source user (or CalSTRS user querying for a source) may specify whether notifications attributed to the source should be included. Likewise, a unit user (or CalSTRS user querying for a unit) may specify whether notifications attributed to the unit should be included.

Employer Notifications consist of the following items:

- Tax Id
- Last Name
- First Name
- Middle Initials
- Previous Account Status
- New Account Status
- Date change happened
- Change Effective Date
- Initiating report source (if known)
- Initiating report unit (if known)

- All affected report units for the report source.

Remittance Advice - Provides the ability for a Report Source to submit a Remittance Advice for DB employer contributions.

Removal of Aged Reports and Files from SEW – Removes aged files and reports from SEW. Files remain in SEW for two years and Reports will remain in SEW for two full years plus the number of days until the next fiscal year boundary. Information no longer available in SEW can be retrieved on request.

Maintain Users – Several new permissions are available with SEW. These include permissions for REAP Inquiry and REAP Inquiry/Update as well as permissions to allow uploading of partial F496 files.

Defect/Incidents Details:

The Employer Reporting Project Release 3.0 includes the following low and medium priority defect fixes.

Incident #1948 –	Integrity Detail & Summary Reports are rolling into Post Report area after 90 days of posting. These are Employer generated reports and should remain available for the employer to view as long as the file they are associated with is available on the web site.
Incident #1723 –	Incorporated more robust user tracking capabilities within the web site.
Incident #1716 –	On the View Reports main screen, the Report Period was not filled in on the date column for a File Integrity Summary Report or a File Integrity Detail Report for a F496 Monthly or F496 Supplemental Report.
Incident #1713 –	An integrity edit was modified to not allow spaces in the first 2 characters of the 4 characters allowed for the Report Source Code field on an F496 File
Incident #1712 –	Posted the online workshop descriptions in SEW
Incident #1701 –	When the SEW application times out, a CalSTRS user should be defaulted to the CalSTRS login page, not the Employer login page.
Incident #1684 –	External District Users are not allowed be Administrators within the site. Only Report Source users are allowed to be Administrators. Closed a security finding related to this issue.
Incident #1663 –	The File Integrity & Summary Reports were not displaying date column information with the report period these reports are associated with. The Date column information was blank on View Reports & Associated Reports pages.
Incident #1661 –	The fiscal year column is displayed on View Reports but not on Associated Reports grid.

Incident #1657 – All reports except Employer generated File Detail and Summary Reports should post for post for 90 days. The File Detail and Summary Reports remain available to employers for up to 2 years.
Incident #1654 – Manually posted variance reports were not able to post for longer than 2 years.
Incident #1643 – SEW screen reported a failure of the transmission of an MR87 file even though it was successfully transmitted.
Incident #1642 – Added standard paging to Active tab within Manage Files.
Incident #1640 – Changed Contribution Detail Change - 2 report from auto-post to manual post to allow MAS to decide if the report needs to be posted since they are often empty.
Incident #1547 – Modified language in e-mail to MAS informing them that an F496 file has arrived.
Incident #1419 – On the Registration page ensure that new users registering for the web site can not select an old, inactive report unit to register under.

ERP Release 2.1 – Release Notes

Release Date of 08/11/2008

Click the link to see ERP Release 2.0 – Release Notes

Defect/Incidents Details:

The Employer Reporting Project Release 2.1 includes the following high priority defect fixes.

Incident #1709 – CalSTRS improved the background processing to address an issue with some Integrity Reports failing to properly associate with a transmitted file. SEW users will now see a new TRANSMITTING status in the Active Files tab of Manage Files. Once the file has transmitted to CalSTRS, it will be viewable with the Transmitted Tab.
Incident #1719 – Performance of some SEW web pages is slow when performing operations on the entire F496 file. CalSTRS improved the performance of these pages.

ERP Release 2.0 – Release Notes

Release Date of 06/06/2008

Click the link to see ERP Release 1.2 – Release Notes

The Employer Reporting Project Release 2.0 of the Secure Employer Web site includes new features which provide employers with file integrity checks on uploaded Monthly and Supplemental Defined Benefit Contribution (F496) files. This release also provides reports on the results of the integrity checks so that employers may correct the errors in their own system and then resubmit the file, prior to transmitting the file to CalSTRS for START processing.

Included in this release is a mechanism that will allow CalSTRS to phase employers into the correction process. Per agreement between CalSTRS and the employers, employers that are not yet positioned to correct all the identified integrity errors will be allowed to continue to submit their files as they do today for a limited period of time. CalSTRS will work with these employers to phase them into the correction process per the state-wide business readiness plan.

New / Enhanced Features:

The following list details new and enhanced features of the Secure Employer Web site for Release 2.0:

Manage Files – The new Manage Files page has three tabs: Active Files, Transmitted Files and Upload File. This new page replaces all functionality on the old Transmit Page and the View Transmitted Files Pages and includes a variety of new functions, specified below. Each F496 file will now automatically go through a series of integrity and warning checks and be available in the Active Files tab once these checks have been run on the file.

Active Files – A page that allows users to view information about an uploaded F496 file and drill into details about the file and the records it contains

- Each F496 file can have one of four statuses:
  - Processing: The integrity check is still processing
  - Corrections Required: Errors appear on the file which must be corrected before the file can be transmitted to CalSTRS
  - Ready to Transmit: No errors appear on the file or the Report Source is not yet in Integrity Checks Enforced status. The file is ready to be transmitted.
  - Excessive Errors: The file has over 50,000 errors. Summary information is available for the file, but detail information is not.
- Allows a user to view the F496 files recently uploaded
- An employer user can delete a F496 file that has been uploaded to SEW.
- Active Files is currently configured to allow a maximum of ten (10) files for each Report Source.

Transmitted Files – A page that allows a user to view previously transmitted files

- Files other than F496 files are uploaded and transmitted to CalSTRS in one action. These files will never be found under the Active Files tab but only in the Transmitted Files tab.

- An employer user cannot delete a file that has been transmitted to CalSTRS for processing.

Upload File – A page that allows an employer user to upload and/or transmit a file to CalSTRS

- Replaces the previous Transmit Files page.
- This tab allows an employer user to transmit all files **except** the F496 files.
- Allows an employer user to upload F496 files. These files are now transmitted from the File Summary in the Active Files tab.
- Integrity checks are automatically performed on uploaded F496 files..
- The F496 integrity checks return two types of results:
  - Errors: Items that must be corrected prior to file transmission to CalSTRS
  - Warnings: Items that are not required to be corrected. (Employers are encouraged to analyze the warnings and decide if they require correction prior to submittal to CalSTRS)

File Summary (Active Files) – A page that allows a user to view summary information about a file

- An employer user can execute integrity checks on an uploaded F496 file.
- Allows an employer to transmit the F496 file once all integrity check errors have been corrected.
- Displays any file integrity error check items, both Errors and Warnings.
- A Summary Report is available in Portable Document Format (PDF).
- A new Associated Reports page displays all reports that relate to an F496, MR87 File or Match File, providing a convenient way to locate reports via the file that was sent. All reports are still available in the View Reports area of the Web site.
- Allows an employer user to drill down to File Detail.

File Detail (Active Files) – A page that allows a user to view details on each record of an F496 file.

- Allows a user to search and filter records on an uploaded file.
- A Detail Integrity Report is available in PDF.
- Allows an employer user to drill down to Line Detail.

Line Detail (Active Files)

- View Line Detail of all Valid Line Types.
- Detailed help is available for each integrity error/warning explaining the error/warning and suggesting one or more possible resolutions.

Maintain User Page – Two new CalSTRS User Permissions

- Bypass Validations – A permission to allow selected CalSTRS users to set a status for an employer users' F496 file to bypass integrity checks. This status is a one-time status that allows a file containing integrity errors to be transmitted to CalSTRS for processing.

- Maintain Report Source – A new page for authorized CalSTRS users to set a Report Source's Integrity Enforcement status.

Defect/Incidents Details:

The Employer Reporting Project Release 2.0 includes the following medium and low priority defect fixes.

Incident #1448 –	Report Extractor was not able to post a certain variance report.
Incident #1437 –	Certain reports were "disappearing" from SEW. This occurred in the situation that a report was "Removed" from display in SEW, then hidden and then re-posted. In this scenario, the report would no longer be visible on any SEW screen.
Incident #1411 –	Misspelled Word in User Activation Email Notification. The word "appropriate" was misspelled
Incident #1359 –	There was a calculation problem that manifested itself in a leap year. This resulted in reports not being posted.
Incident #1325 –	Changed assistance message on SEW Employer Login page to direct users to their Employer Administrator first, then CalSTRS EmployerHelp.
Incident #1324 –	Placed cursor on Username field when page is initially displayed.
Incident #1323 –	Navigation Issue - In the Employer section of Maintain Users, if a user navigates to a specific page (e.g., page 3) for one employer (e.g., Alameda) and navigates to a different employer (e.g., Contra Costa) page 3 is displayed for Contra Costa. When navigating from one employer to another, the page displayed should always be the first page of users.
Incident #1316 –	The application did not "gracefully" time-out after the time-out period was reached. A time-out message should be displayed to the user if this occurs.
Incident #1306 –	The application was not able to handle an empty report.
Incident #1305 –	Removed Paging Drop Down List from all Grids
Incident #1302 –	Changed "Posted Date" to "Date Available" on View Reports grid.
Incident #1300 –	The Fiscal Year filter was not displayed properly in some situations.
Incident #1299 –	The web page sometimes had data from the previous screen that user was viewing.
Incident #1298 –	Employer Circular page right border design is not consistent with other pages
Incident #1293 –	Fiscal year displayed as pay schedule date on transmit file confirmation page and in e-mail
Incident #1289 –	Employee information was cut off on the bottom of some exception reports
Incident #1288 –	PDF reports were merged into a single PDF for Monthly and Supplemental F496 media if the Report Source is the same.
Incident #1285 –	Unit employer name and address are not displayed on authorize users page

CALSTRS HOW WILL YOU SPEND YOUR FUTURE? | Employer Reporting Project

ERP Release 1.2 – Release Notes

Release Date of 03/14/2008

Click the link to see ERP Release 1.1 – Release Notes

The Employer Reporting Project Release 1.2 includes the following high priority defect fixes.

- Incident #1259 – Independent Report Sources (DB and CB) incorrectly registering as Report Units
- Incident #1260 – Report Units receiving Report Source email notifications
- Incident #1287 – MR87 Account Inquiry/Change Response Report; incorrect Birth Date in message
- Incident #1290 – Update Match file and MR87 specifications documents
- Incident #1291 – Possible security issue rectified
- Incident #1304 – Change SEW timeout parameter from 30 to 60 minutes
- Incident #1329 – Update FAQs document on web site

Defect/Incidents Details:

The following are the details of the above mentioned priority incidents that are being addresses in Release 1.2:

Incident #1259 – Independent Report Sources (DB and CB) incorrectly registering as Report Unit

On the registration page, the system allows the user to select a Report Unit when selecting an Independent Report Source. This is not a valid business combination and the system will treat these users as Report Unit users, thus preventing them from transmitting or viewing VDF files.

The solution was to modify the registration page to not allow the user to select a Report Unit if the selected Report Source is an Independent Report Source.

Incident #1260 – Report Units are receiving Report Source email notifications

When an internal user posts a report for a Report Source, the system is incorrectly emailing notifications to all their report units which have opted to receive email notifications.

The solution to this was to modify the email notification process to only notify the Report Source level users for Report Source level Reports when posted.

Incident #1287 – MR87-Account Inquiry/Change Response report - Incorrect Birth Date in message

The MR87 Account Inquiry/Change Response report does not display the Birth Date field values when Member Inquiry request is done. The Birth Date column in the Report must display the Birth Date received on the MR87 request file while the Birth Date contained in the Response Message should display the valid Birth Date that Corporate Database system has returned.

Incident #1290 – Update Match file and MR87 specifications documents

More detailed match file and MR87 specification documents were made available on the Secure Employer Web site (SEW). These changes and clarifications will not entail any new code modifications on the part of Report Sources or Districts.

Incident # 1291 – Possible security issue rectified

A potential security issue was rectified. This change will be transparent to system users.

Incident #1304 – Change SEW time out parameter to 60 minutes

The system time out parameter was changed from 30 minutes to 60 minutes.

Incident #1329 – Update FAQs document on the web site

The FAQ document on the web site was updated.

CALSTRS HOW WILL YOU SPEND YOUR FUTURE? | Employer Reporting Project

ERP Release 1.1 – Release Notes

Release Date of 12/27/2007

Click the link to see ERP Release 1.0 Release Notes

The Employer Reporting Project Release 1.1 of the Secure Employer Web site includes minor enhancements designed to improve the user experience.
Changes in this release include:

- ✓ E-mail notification and screen message enhancements
- ✓ Improved user registration process (notification changes and security forms visibility)
- ✓ Enhanced search functions and new navigation features within search results
- ✓ Improved visibility to help content and help contact information
- ✓ Combined DB/CB login credentials (single sign-on) for users currently needing multiple logins for the same Report Source/report unit to perform both Defined Benefit and Cash Balance functions.

Features / Enhancements:

The following list details the improvements of the Secure Employer Web site for Release 1.1:

General / User Interface Enhancements:

- Improved visibility to your login information (name, username, and/or Report Source/unit number) on the home page and/or the page header.
- New feature when viewing search results on all applicable pages (i.e. View Reports) provides the ability to define the number of items displayed per page as well as the ability to jump to any page within the results list.
- The following Match File response file field names were changed: "invalid address" to "invalid/missing address" and "client name suffix" to "name suffix".
- Password expiration will now prompt the user to create a new password.
- Performance enhancements have been made to speed up the report file download process.
- When downloading a report, the system will now indicate a download is in progress.
- On the View Reports page the data results columns "Posted From" and "Posted To" were replaced with one column named "Date Posted".
- Email notifications have been modified to include contact information for help and a confidentiality notice.
- The user interface within the View and Post Reports pages has been modified in the following ways:
    - Auto-hides the search criteria section when a search is performed.
    - Ability to manually hide and un-hide the search criteria.
    - Search criteria used is displayed in the search results header.

- Ability to reset the search criteria entered to default values through a new Reset button.
- Shading and the word "Display" was added to the Employer type radio buttons as they pertain to the Employer drop down list. This is to indicate that these radio buttons only affect the Employers displayed in the drop down list and do not affect the results of the search.

  Note: The same behavior also applies to the Fiscal Year radio buttons.

- Combined logins for DB and CB Report Sources and report units (with the same Report Source). See below for combined login criteria.

DB Employer Type	**CB Employer Type**	**Single Logon?**	**Example**
Report Source (RS)	Report Source (RS)	YES	DB RS = 01 Alameda COE DB RU = No Unit CB RS = 01 Alameda COE CB RU = No Unit
Report Unit (RU)	Report Source (RS)	NO	DB RS = 01 Alameda COE DB RU = 01020 Fremont Unified CB RS = 01020 Fremont Unified CB RU = No Unit
Report Unit (RU)	Report Unit (RU)	YES	DB RS = 01 Alameda COE DB RU = 01014 Berkeley Unified CB RS = 01 Alameda COE CB RU = 01014 Berkeley Unified

Transmit Files:

- File Type is now the only field initially displayed when the page is opened. Once a file type is selected the appropriate criteria is available for entry.
- |Data entered on the Transmit Files web form, including the file path and file name entered, is now retained on the web form if an error occurs while attempting to transmit a file to CalSTRS (i.e. a required field was left blank),
- The screen message when a file has been successfully transmitted to CalSTRS has been modified to include the date submitted as well as the criteria included in the transmission (i.e. Pay Period, Fiscal Year, etc.).
- New email notification will be sent to users within the report source, who: 1) Have opted to receive the notifications (through Registration or My Account notification settings), and 2) Have permission to transmit the type of file that was transmitted.

View Reports / Post Reports:

- Enhanced to include the ability to search by Pay Schedule Date(s), Report Period(s) and/or Fiscal Year based on the user's program, permissions, and the report for which the user is searching.
- Enhanced to include the ability to search by 'Supplemental Only' when F496 Contribution category is selected.
- Email notifications when a report has been posted have been made consistent for all report types.
- The Post Reports page has a new feature which provides the user (internal CalSTRS Staff and Administrator(s) only) the ability to save (and retrieve) comments for a report prior to posting that report.

Maintain User:

- New search functions for searching employer users, including the ability to search by Last Name and/or by Administrator Role.
- When resetting passwords, the email notification sent to the user contains more information, including instructions and contact information for help with logging into the Web site.
- New reports are available for download. Reports containing user profile information (demographic and permission data) are available in comma separated values (CSV) format. CalSTRS Administrators can download a report of either all CalSTRS users or all Employer users. Employer administrators can download a report of all Employer users within their Report Source.
- All Permissions (For both DB and CB functions) will be made available (not grayed out) for the combined DB / CB users.
- New notification option to receive an email notification when your Report Source successfully transmits a file.

User Registration:

- Newly registered users will now receive an email notification with pertinent registration information, links to the required security forms, contact information for help and privacy / confidentiality language.
- Increased visibility to security forms through a link to the SEW Terms and Conditions page within the new registration email notification.
- When changing the Password hint answer on the My Account page, the user will now be able to see the answer given as it is being entered (unmasked).
- Email notification sent to newly authorized and activated users has been modified to include user information and contact information for the Employer Administrators and CalSTRS EmployerHelp.

- Email notification sent to Employer Administrators notifying them that a user registration will expire soon if they are not authorized has been modified to contain further instructions and contact information for assistance in authorizing a new user.
- New registrants will now be required to confirm their email address.
- New registrants' program code (DB, CB, or DB/CB) will now be determined based on their Report Source and report unit combination as designated in CalSTRS database of record.
- When registering a new user, when the "All" radio button is selected under Employer Information and the Report Source selected is both a CB and DB Report Source, the list of Report Units will no longer display duplicate Report Units with "–CB" or "–DB" at the end of the name. The duplicate Report Units will only be displayed once. The overall list of Report Units has been modified to no longer contain the "-CB" or "-DB" at the end of the name.
- New notification option to receive an email notification when your Report Source successfully transmits a file.

Home Page:

- The Home page has been modified to no longer contain Release 1.0 information.
- The user manual and the Frequently Asked Questions (FAQs) have been updated based on the changes in release 1.1.
- A Help page within the Web Site Information section has been added and contains links to user materials and contact information for CalSTRS EmployerHelp and Employer Administrators.
- A Forms page within the CalSTRS Reference section has been added and currently contains links to Security Forms required for registration.
- The Data Submission page within the Web Site Information section has been modified to contain the latest file formats, schedules and reference language.

ERP Release 1.0 – Release Notes

Release Date of 10/29/2007

Click the link to see ERP Release 1.1 – Release Notes

Click the link to see ERP Release 2.1 - Release Notes

The Employer Reporting Project Release 1 of the Secure Employer Web site included new and enhanced features and provides report unit access to the Web site. One new feature is the FastTrack process. FastTrack will help employers by ensuring that business-critical information is available at the right time and in the right format, so that their local payroll and/or human resource systems may be kept up to date. FastTrack will help CalSTRS by enabling employers to correctly report contribution data the first time, reducing the labor-intensive error correction process. Additionally release 1 provides report unit access to the Web site. Employer Administrators can grant report unit users permission to transmit the Payroll Deduction, Address, MR87, and Match File requests and to view the new reports in PDF or Comma Separated Value (CSV) format. These new reports will only allow a report unit user to view members and non members that are within their report unit.

New / Enhanced Features:

The following list details new and enhanced features of the Secure Employer Web site for Release 1:

Transmit Files:

- Allows a user to transmit a Match File request to CalSTRS and receive a response detailing account and demographic information for each requested record.
- Will generate FastTrack MR87 and Match response data files without CalSTRS manual intervention ensuring a prompt turnaround on each request.
- An email notification will be sent to a user when an MR87 or a Match response file for that user has been automatically posted for retrieval.

View Reports:

- Enhanced to accommodate report units.
- Allows MR87 response files to be viewable in PDF format or CSV format.
- MR87 and Match response files/reports detail the date and time the file or report was created.

- MR87 and Match responses are posted so that only authorized users are able to view the response files. For example, a report unit user will only have access to reports and/or data applicable to their report unit.
- MR87 and Match response files can be downloadable in comma delimited format. This allows the user to open the file in Excel and provide the ability to sort a MR87 or a Match response file by SSN, report unit, or name for viewing, filtering and printing purposes.
- Match response file can now be downloaded in fixed position format or CSV formats.
- Returned results reports list displayed in descending order of date posted.
- Match response file now provides all current Match file data items and 14 additional data items – for a complete list please refer to the Match File Specification.
- Match File demographic information for members is available on the application for up to and including 90 days.
- Post Reports (Applicable to internal CalSTRS Staff and Administrator(s) only) and View Reports Edit pages now have a link to go directly to the report selected.
- Post Reports (Applicable to internal CalSTRS Staff and Administrator(s) only) and View Reports screens, displays the page number between the previous and next pages.
- Post Reports screen (Applicable to internal CalSTRS Staff and Administrator(s) only), any comments entered remain inside the Web site and are no longer added to email notifications sent to employers. For security reasons Tax IDs cannot be sent via clear text e-mail. In the event that they are ever included in the comments field generic comments are now provided on the email notification. Example: “Detailed comments available on SEW”.

View Download Files:

- Shows Report Source and report unit (if applicable) when displaying files previously transmitted.
- Displays the first and last name of the user and the file they transmitted.

Maintain User:

- For an employer accessing the Maintain User page, the Report Source and report unit will now be displayed for any returned users.
- Additionally shows an Employer Administrator indicator to CalSTRS Service Desk staff indicating which employer users are Employer Administrators.
- Allows the CalSTRS Administrator to update an external user's e-mail address.
- “- Locked” is now appended to the status of users with locked accounts.

User Registration:

- When changing the Password hint question, the user is required to change the hint answer.

- Error messages when generated now detail the specific field(s) in error.
- Error messages are now displayed based on the order of the fields on the screen.

My Account Page:

- The "I'd like to be an Administrator" message and check box displays only if the user is not currently an Administrator.

General:

- For the Match File and MR87 reports (the new reports provided with Release 1), report unit users can view reports containing only their information   All existing reports within the Web site are currently only available at the Report Source level.
- A new informational message is displayed to a user when their session has timed out.
- An enhanced message for “Inactive” users, informing them their Secure Employer Web site Account is inactive and it must be activated by CalSTRS for them to use it.
- Large reports and files are automatically zipped using WinZIP to speed the transfer of the report to the user’s machine. Currently, any report or file in excess of 4 megabytes is zipped. User’s that have reports or files in excess of 4 megabytes must have WinZIP available on their machine to unzip these files and automatically read them.

User Interface / Cosmetic enhancements:

- Links are now shown in a color that is not grey. Once a link is utilized the color of the link will change.
- The Transmit Files screen now lists the available file types in alphabetical order.
- On the “View/download files” has been changed to “View Transmitted Files”
- The spelling of “Website” has been changed to “Web site” throughout the site.
- The last bullet on the Home Page referring to secure messaging ("attach document to your secure message...”) has been removed.
- On the View Transmitted Files screen the sentence Click “Title” to open file has been changed to “Click on the title to open the file”.
- On the View Reports and View Transmitted Files screens the column header “Download format” has been added.
- On the View/Download Files screens the need to shift shifting as a new file type is selected has been eliminated.
- On the View/Download Files screens the placement of “Prior Month” has been swapped with “Custom Date Range.”.
- On the Home Page padding and white space has been added to left side of Announcements text block.

Web Site Information:

- The job aids (used by internal CalSTRS employees) and employer guidelines (used by employer reporters) previously used as training materials by Secure Employer Web site users are now combined into one comprehensive user manual. There are two versions available, a printable version and an on-line version which is more interactive. The user manual has incorporated processes as well as step-by-step instructions on how to use the Web site.
- The Frequently Asked Questions (FAQs) have been updated based on user feedback.
- A Release Notes document has been added to detail new and enhanced features of the Secure Employer Web site.