



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Informational Bulletin

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 11-045

Date: May 23, 2011

To: District Fiscal Directors
District Payroll Users

From: Tami Camarena, Accounting Specialist
Laurie Sholl, Accounting Specialist

Re: Retirement Error Identification and Correction

As discussed during the Payroll User Group meeting on May 16, 2011, districts now have the ability to generate a retirement errors report before payroll is processed for each period. It is important for districts to run the RCA310–STRS Pre-list/F496 File in QSS, upload it into CalSTRS/SEW and download the retirement errors report. All errors identified on this report must be corrected prior to payroll closing for the district.

The procedure for running the F496 file in QSS is attached (Attachment A). The procedure for uploading the file to CalSTRS/SEW is also attached (Attachment B). Please contact your service team, if you encounter any difficulty in generating the report. Your service team can also assist you if you are not sure as to how to correct errors.

Please share this information as deemed appropriate.

Approved by: Nimrat Johal- Director- District Business & Advisory Services

Creating a prelist file in QSS to test retirement data on the STRS website.

District: 92 Request Payroll Pre-list Reports QSS/OASIS

Year: 11 Payroll name: EOM Pay date: 05/31/2011 Period end: 05/31/2011

Pay Schedule	CY	R/S	Pay Codes
EOMREG EOM 12MOS DS-REG	MO	REG	01 02 11 12
EOMSUP EOM 12MOS DS-SUP	MO	SUP	01 02 11 12 99
E10B06 EOM 10MOS OFF-JUN,JUL DS-REG	MO	REG	01 02 11 12
E10B07 10MOS OFF-JUL,AUG DS-REG	MO	REG	01 02 11 12
E11B06 EOM 11MOS OFF-JUN DS-REG	MO	REG	01 02 11 12
E11B07 EOM 11MOS OFF-JUL DS-REG	MO	REG	01 02 11 12
E11B08 EOM 11MOS OFF-AUG DS-REG	MO	REG	01 02 11 12
E10R06 EOM 10MOS REPAY-JUN DS-REG	MO	REG	01 02 11 12
E10R07 EOM 10MOS REPAY-JUL DS-REG	MO	REG	01 02 11 12
E11R06 EOM 11MOS REPAY-JUN DS-REG	MO	REG	01 02 11 12
E11R07 EOM 11MOS REPAY-JUL DS-REG	MO	REG	01 02 11 12
E11R08 EOM 11MOS REPAY-AUG DS-REG	MO	REG	01 02 11 12
E10NB7 10MOS OFF-JUL,AUG NO ADD BEN	MO	REG	01 02 11 12
E11NB7 11 MO EES W/O SMR BENEFITS	MO	REG	01 02 11 12
E09B06 9 MONTH SEPT-MAY BEN 06-07-08	MO	REG	01 02 11 12

Begin at the payroll prelist screen

Creating a prelist file in QSS to test retirement data on the STRS website.

District: 92 Request Payroll Pre-list Reports QSS/OASIS

Optional Selection Criteria

Max Net: [redacted] Last Name: [redacted]
Ctl Grp: [redacted] Pay Code: [redacted]
Pay Loc: [redacted] Ret Sys: [redacted] BOC: N Group: [redacted]
SSNs: [redacted]

Complete the box for the RCA310 (STRS/F496 File). You must choose a file indicator 1-9 or A-Z that **DOES NOT ALREADY EXIST.** Best practice would be to erase the files from QSS after you have downloaded them, to avoid errors.

Comment Types: [redacted] Dates: [redacted]

RCA310 (STRS/F496 File)

CA320 (PERS/Data File)

Svc: 050111-053111 Arr: 040111-043011 File: 0 [redacted] File: [redacted]

PAY615

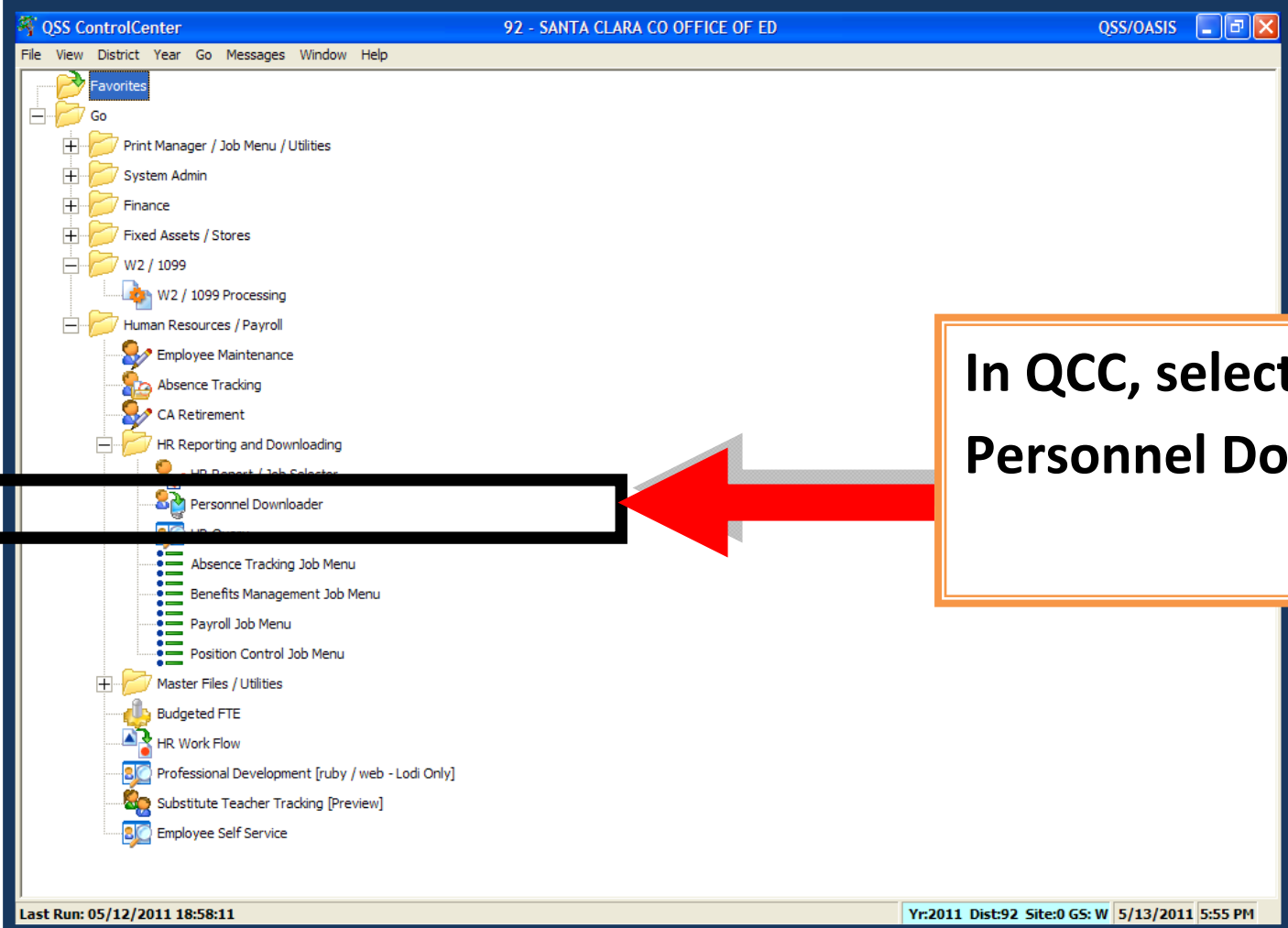
Vol-Ded Numbers From: 0000 to 0000 (0 - 9999 = All)

Save Snapshot

Snapshot: [redacted] Desc: [redacted] Overwrite: [redacted]

Your file will appear in the Personnel Downloader. QCC is strongly recommended for the next step

Creating a prelist file in QSS to test retirement data on the STRS website.



The screenshot shows the QSS ControlCenter application window. The title bar reads "QSS ControlCenter" and "92 - SANTA CLARA CO OFFICE OF ED". The menu bar includes "File", "View", "District", "Year", "Go", "Messages", "Window", and "Help". The main area displays a tree view of folders and tools. The "Personnel Downloader" tool is highlighted with a black rectangular box. A red arrow points from a text box on the right towards this highlighted tool. The text box contains the instruction: "In QCC, select the Personnel Downloader." The status bar at the bottom shows "Last Run: 05/12/2011 18:58:11" and "Yr:2011 Dist:92 Site:0 GS: W 5/13/2011 5:55 PM".

In QCC, select the Personnel Downloader.

Creating a prelist file in QSS to test retirement data on the STRS website.

Select the Data tab in the Personnel Downloader. Your file will appear in the data list.

The file will not appear in the print manager.

EMPBAS	Employee Base List	LYNNL	RTCPROD	Global	1/19/2010
FMLIST	FRANKLIN-MCKINLEY EMPLOYEE LIST	LYNNL		Global	2/23/2010
LVLC2	EMPLOYEE LEAVE INFORMATION	MIKLICAP	RTC@	Global	1/20/2010
PARI	job title pay location control group	LYNNL	RTC@	Global	2/4/2010
PHIL	PHIL	BUCKC		Global	3/1/2010
TBLIST	TB EXPIRATION LIST	HARRISB	RTCTEST	Global	12/14/2009
TBTEST	TB EXPIRATION LIST	HARRISB	RTCTEST	Global	12/14/2009
GINA	EMPLOYEE LIST FOR GINA	LYNNL	EMP@	District	1/21/2010

PDL010 { 02}: View - Any file. Update - Any file. Yr:2011 Dist:92 Site:0 5/13/2011 5:58 PM

Creating a prelist file in QSS to test retirement data on the STRS website.

The image shows two overlapping windows. The left window is 'Personnel Downloader' for '92 - SANTA CLARA CO OFFICE'. It has a 'Data file information' section with a 'Data' tab selected. A red arrow points to the 'Data SubSet' section where 'Include all files' is selected, 'Owner' is 'BUCKC', and 'Category' is empty. Below this is a table with columns 'File Name', 'Name', 'Description', and 'Records'. The first row is 'SF496C', 'RSF496', 'STRS PRE-PAYROLL F-496', and '12,073'. The right window is 'Request Payroll Pre-list Reports' for 'District: 92' and 'OSS/OASIS'. It shows 'Optional Selection Criteria' with fields for 'Last Name', 'Pay Code', 'Pay Loc', 'Ret Sys', 'BOC', and 'Group'. Below are sections for 'PAY510/512/250', 'PAY510 Sort Option', 'PAY512 Sort Option', 'PAY250 Sort Option', 'RCA500', 'Sort Opt', 'Error Codes', 'RCA310 (STRS/F496 File)', 'RCA320 (PERS/Data File)', 'Svc', 'PAY615', 'Vol-Ded Numbers From', 'Save Snapshot', and 'Snapshot'.

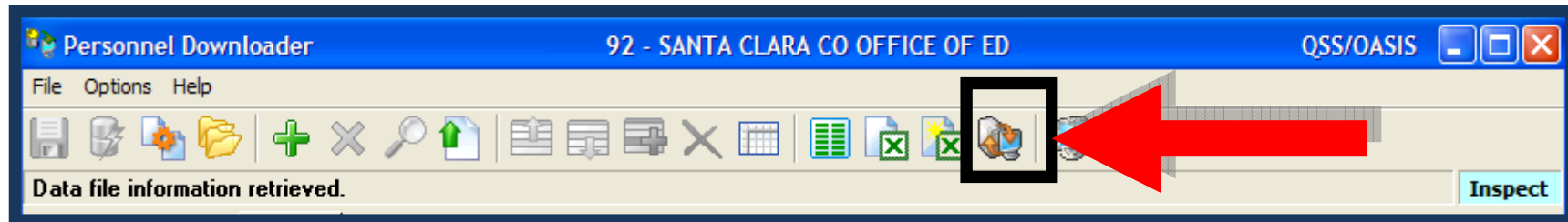
Select the Data tab in the Personnel Downloader.

The file will always be identified with “SF496*” where “*” is the letter or number you used in the request prelist launch screen.

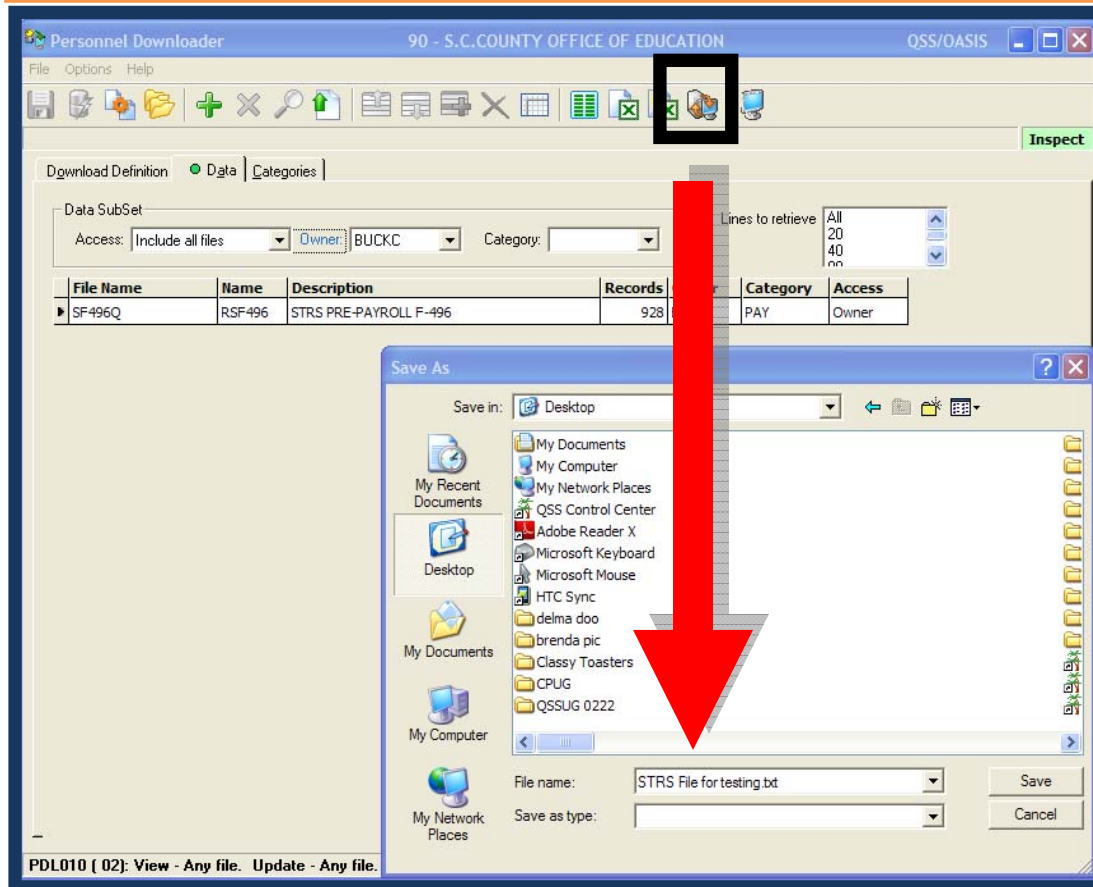
Notice that there is no date indicator in the file list. Consider deleting the file after you download to avoid errors.

The file will not appear in the print manager.

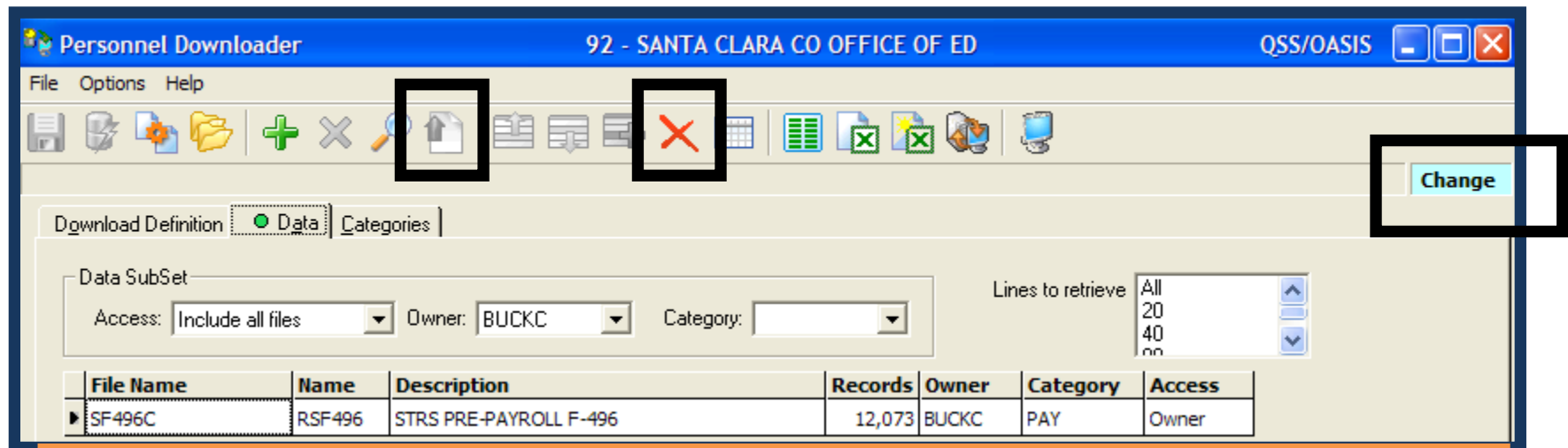
Creating a prelist file in QSS to test retirement data on the STRS website.



Use the download tools to move the file to a location on your local computer. Save your file as a *.txt



Creating a prelist file in QSS to test retirement data on the STRS website.



Consider moving to change mode by selecting the green arrow icon and the deleting the file with the red X icon

After you have created a local file on your PC follow the instructions provided by DBAS to use the STRS website to test your retirement data. If you have any questions or concerns please contact the Technology Services Help Desk at **408-453-6748**.

Attachment B

Log into CalSTRS Secure Employer Website using the link below:

<https://sew.calstrs.com/CalSTRSSewWebUI/Root/Pages/Home.aspx>

Click on **Manage Files** from the Home Menu

Click on the **Upload File** Tab

File Type: *Partial Monthly Report (F496)* (**only**)

Report Period: *10 – Apr 2011* (report period is fiscal month)

File: Select the SF496 file that you saved to your desktop from QSS

Click on **Upload file to CalSTRS** tab to transmit file

The file takes a few minutes to run thru the Business & Integrity Edit Rules, once completed:

Click on the **Active Files** Tab

Report Unit: *Your district*

File Type: *Partial Monthly Report (F496)* (**only**)

Status: *All* (**only**)

Search for files by: *Date Uploaded* then *Current Month*, click on search

Under File Name click on the file that you just uploaded (typically on the first Upload the Status is **CORRECTION REQUIRED**), from the file summary page click on Associated Reports: **2** then download PDF from the F496 File Detail Report, click on download and print report, proceed to clear all errors on QSS Pay Lines before re-uploading this file to CalSTRS/SEW again. Your file Status should be **READY TO TRANSMIT** before closing payroll.



My Account: DLopez (43)

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Welcome, Doris Lopez

Congratulations! You have successfully logged onto the CalSTRS Secure Employer Web Site. This Web site is provided for employers and CalSTRS to communicate member account information securely. Many features are provided to assist in protecting and ensuring the confidential data of our members.

For information on the latest updates and features be sure to check the Announcements below and for more information, the Release Notes under Web site Information.

Announcements

Penalties and Interest Update

Regulations– The 45-day comment period for stakeholders to issue written comments regarding the draft Version 3 penalties and interest regulations ended on May 2, 2011.

CalSTRS will host a public hearing on June 3, 2011, to receive additional verbal comments. All comments (written and verbal) will be compiled following the public hearing and CalSTRS will respond to the comments. Changes to the regulations will be considered based on the comments received. Any revisions, along with the comments received, will then be presented to the Board for approval and submission to the Office of Administrative Law for adoption.

Legislation is pending through two senate bills to revise the regulations to eliminate the \$500 late report penalty and to add language to treat Cash Balance the same as Defined Benefit.

Business Readiness and Communications– Activities with the Employers are ramping up with Awareness Infosessions held in April with over 500 report source and report unit representatives attending. Penalty & Interest Readiness Assessment calls with report sources have begun and will continue through July. These calls will continue the process of the identification of potential issues employers may have with implementing the regulations and will enable the Business Readiness team to develop process enhancements and other mitigation strategies to minimize penalty and interest charges.

Please note that new project documentation has been loaded to the Reference Items section of the Secure Employer Web site. This information includes the initial Frequently Asked Questions (FAQ) document.

Automation-- Configuration and unit testing of the system is underway along with development of the technical components including forms and reports. Integrated testing will begin June 13 and continue through two iterations until August 1, plus a User Acceptance testing cycle in August. The project continues to work toward an August 15, 2011, system Go Live date, with a July 2012 regulation effective date.

Penalties and Interest Materials

You may view the following Penalties and Interest materials in Reference Items under Teachers' Retirement Law Category:

Web Site Information

- [Employer Administrator List](#)
- [File Enforcement](#)
- [Release Notes](#)

Quick Reference Items

- [User Manuals and Training](#)
- [Frequently Asked Questions](#)
- [File Specifications](#)
- [File Submission and Remittance Schedules](#)

Application Downloads

- [Employer Application Suite \(Version 2.06\)](#)



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Manage Files

Active Files

Transmitted Files

Upload File

Specify your File Upload Criteria, and then select Upload Files to begin file Upload.

File Type: MONTHLY REPORT (F496)

[Data submission info](#)

Report Period: 10 - Apr 2011

Begin Date End Date

4/1/2011 4/30/2011

Fiscal Year: 2010-2011



File: no file selected

Comments:



File Uploads may take several minutes to complete.

Note: Once uploaded - your file can be viewed on the Active Files tab for status.



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Manage Files

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Search Criteria

Report Source: 43 Santa Clara Co Office of Ed
 Report Unit: All
 File Type: PARTIAL MONTHLY REPORT (F496)
 Status: CORRECTION REQUIRED

Search for files by:

All Dates



Date Uploaded

Current Month

Prior Month

Custom Date Range

From



to



From date should not exceed two years from today's date.

Report Periods

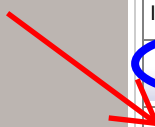
Annotations: Display Annotated Files Only

Search Results

Click on the file name to view or download a file.

Items 1-8 of 8 Items/Page: 10 Page 1 of 1 1

File Name	File Type	Report Source	Report Unit	Report Period / PSD / SU Seq #	Status	Date Uploaded	
04 43171STRS.dat	MO-P	43	43171	10 - Apr 2010-2011	CORRECTION REQUIRED	05/17/2011 02:19:34 PM	Delete
prcatmag0109.txt	MO-P	43	43182	10 - Apr 2010-2011	CORRECTION REQUIRED	05/16/2011 02:53:33 PM	Delete
prcatmag0107.txt	MO-P	43	43182	10 - Apr 2010-2011	CORRECTION REQUIRED	05/16/2011 08:22:03 AM	Delete
STRS0411_20110513.tpe	MO-P	43	43104	10 - Apr 2010-2011	CORRECTION REQUIRED	05/13/2011 12:51:40 PM	Delete
STRS0411_20110513.tpe	MO-P	43	43104	10 - Apr 2010-2011	CORRECTION REQUIRED	05/13/2011 11:48:15 AM	Delete
43STRS1110PRELIST3	MO-P	43		10 - Apr 2010-2011	CORRECTION REQUIRED	05/13/2011 09:38:24 AM	Delete
f496 test 5.txt	MO-P	43		10 - Apr 2010-2011	CORRECTION REQUIRED	05/13/2011 09:05:08 AM	Delete
STRD1110.TXT	MO-P	43	43152	10 - Apr 2010-2011	CORRECTION	05/12/2011 02:56:12 PM	Delete





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File Summary

File: 43STRS1110PRELIST3

[View File Details](#) | Download Summary Report:

Summary Information

File Type: PARTIAL MONTHLY REPORT (F496)
 Report Source: 43 Santa Clara Co Office of Ed
 Report Unit:
 Date Uploaded: 05/13/2011 9:38:24 AM
 Uploaded By: Laurie Sholl
 Download Format: [Download Original File](#)
[Download Current File](#)

Date Transmitted:
 Transmitted By:
 Expiration Date:
 Report Period / PSD / SU Seq #: 10 - Apr 2010-2011
 Fiscal Year: 2010-2011
 Status: CORRECTION REQUIRED

Total Lines: 19980

Associated Reports: 2

Statistical Information

Error/warning guide

Total Integrity Check Errors: 23 [Hide Integrity Check Errors](#)

ID	Description	Count	Correction Required
MO-I004	Service Period Begin greater than Service Period End	1	✓
MO-I008	Unit Code is blank or invalid for Source Code on Contribution Line	22	✓

Total Business Rule Errors: 99 [Hide Business Rule Errors](#)

Total Business Rule Errors Approved: 0

Total Business Rule Errors Remaining: 99

ID	Description	Count	Approved	Remaining	Correction Required
MO-B002	No match on Last Name	2		2	✓
MO-B007	Member service reported for a non-member	7		7	✓
MO-B008	Non-member service reported for a member	5		5	✓



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43 - Santa Clara Co Office of Ed

Associated Reports

File: 43STRS1110PRELIST3

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Download Format	Report Title	Category	Report Source	Report Unit	Fiscal Year	Report Period / PSD / SU Seq # / Create Date	Post From	Post To
	F496 File Detail Report	F496 Contribution	43		2010-2011	Report Period: 10 - Apr	05-13-2011	05-12-2013
	F496 File Summary Report	F496 Contribution	43		2010-2011	Report Period: 10 - Apr	05-13-2011	05-12-2013

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Download Report

Report: F496 File Detail Report

The report you are requesting may take a few moments to prepare. Select Download to begin your report download.

Please Note: Large reports will be automatically compressed prior to downloading. Downloading the report will save the compressed file to your computer or network drive. Opening the compressed file may require additional software such as [WinZip](#)

