



District Business and Advisory Services

Bulletin: 21-018

Date: November 13, 2020

To: District Chief Business Officers
District Fiscal Directors
District Human Resource and Payroll Managers
Charter School Administrators

From: Nghia Do, District Business Advisor

Re: Fiscal Year 2020-21 California State Teachers' Retirement System (CalSTRS): Teachers' Retirement Law Trainings

The purpose of this bulletin is to provide districts the schedule of upcoming online trainings of the CalSTRS Teachers' Retirement Law. The topics include:

- Creditable Compensation
- Creditable Service
- Defined Benefit Membership
- Reduced Workload Program (RWP)
- Unused Sick Leave
- Working after Retirement

To register for the online trainings, click on the link in the table on page 2. Pick the date and time that is suitable with your schedule. Upon registration, you will receive a confirmation email with a unique link and password to join the training. Since space is limited, please do not register for more than one training for each topic.

If you are unable to attend the online training, CalSTRS also offers computer-based trainings. These trainings are self-paced courses that cover the same content as the instructor-led online trainings. To access a course, you must first register for the Pension Administration Learning Management System (PALMS) and then self-enroll into the courses. You can revisit the courses as many times as you like. To register for PALMS, please follow the attached step-by-step process.

All human resource and payroll staff, both experienced and newly hired, are encouraged to attend these online trainings.

Please distribute this memo within your District as deemed appropriate.

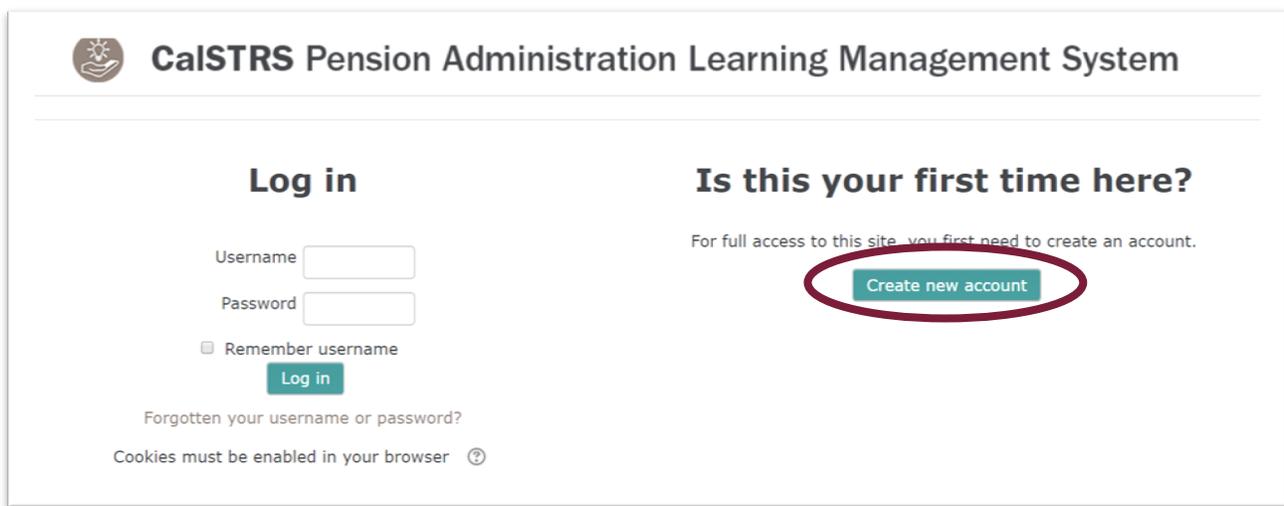
Online Training Topics	Register Links	Date / Time
Creditable Compensation	https://calstrs.zoom.us/webinar/register/WN_iWnq81ppT_GiZHjBWVEnHQ	December 3, 2020 10:30 am - 12:00 pm
	https://calstrs.zoom.us/webinar/register/WN_KDPnI8P7RvCkIAE0RVUoHQ	February 7, 2021 10:00 am - 11:30 am
	https://calstrs.zoom.us/webinar/register/WN_KvceKKV6SpSLj3BCDgI4VA	May 18, 2021 10:30 am - 12:00 pm
Creditable Service	https://calstrs.zoom.us/webinar/register/WN_d3C05qhVTsiWcGqxQS_6aA	January 7, 2021 10:00 am - 11:00 am
	https://calstrs.zoom.us/webinar/register/WN_9nYHi4MISoq2YpUEZdcU8g	April 8, 2021 10:30 am - 11:30 am
Defined Benefit Membership	https://calstrs.zoom.us/webinar/register/WN_0GqcNqyMTZuCkMeRzET0OA	November 17, 2020 10:00 am - 11:00 am
	https://calstrs.zoom.us/webinar/register/WN_PjJf9F3nQVSYzZrMNNYocQ	January 19, 2021 10:00 am - 11:00 am
	https://calstrs.zoom.us/webinar/register/WN_6HoAD6-XTZC3YPj7jUZVvw	April 21, 2021 10:00 am - 11:00 am
Reduced Workload Program	https://calstrs.zoom.us/webinar/register/WN_012DpvHISm-z2HDeDuM7ag	March 24, 2021 1:00 pm - 2:00 pm
Unused Sick Leave	https://calstrs.zoom.us/webinar/register/WN_iHmYqu2DQhWmEhA82msx1A	June 15, 2021 1:30 pm - 2:30 pm
Working after Retirement	https://calstrs.zoom.us/webinar/register/WN_j7CS6PAiRkKLEmBp_8uyw	December 15, 2020 1:30 pm - 2:30 pm

PALMS Instructions

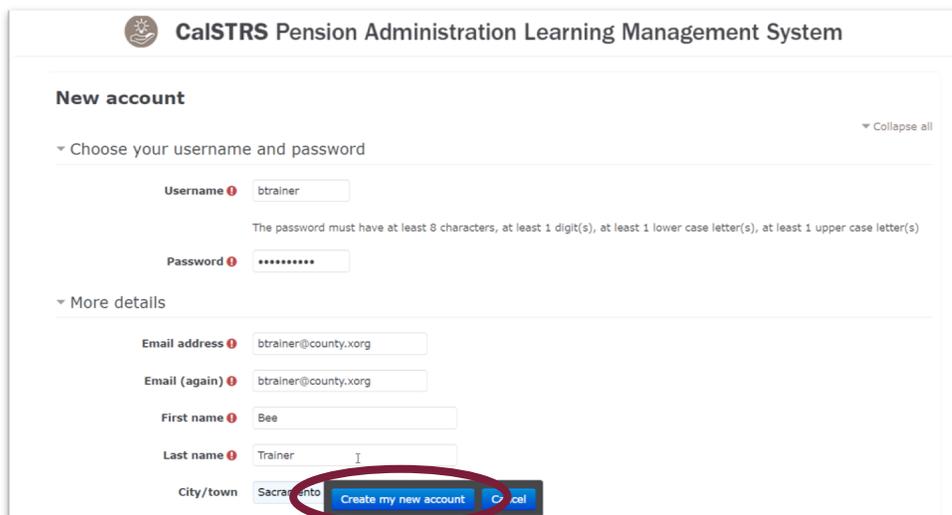
This is a step-by-step process on how to access the CalSTRS Pension Administration Learning Management System (PALMS).

1) Creating a New Account

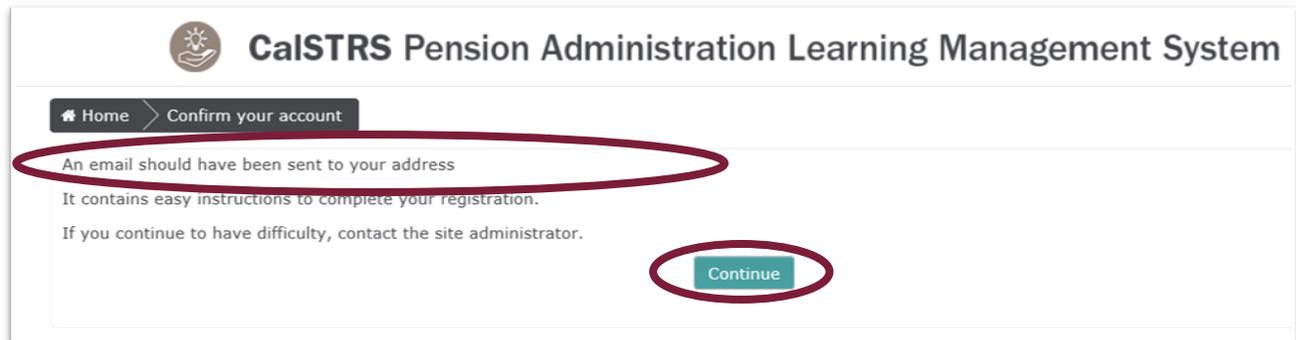
Step 1: Navigate to the weblink: "<https://palms.calstrs.com>" - the **Log in** screen will display. Click **Create new account**. Please note, you may need to update your browser settings to unblock the CalSTRS.com site.



Step 2: Complete the required fields. When you have completed the required fields, click **Create my new account**.

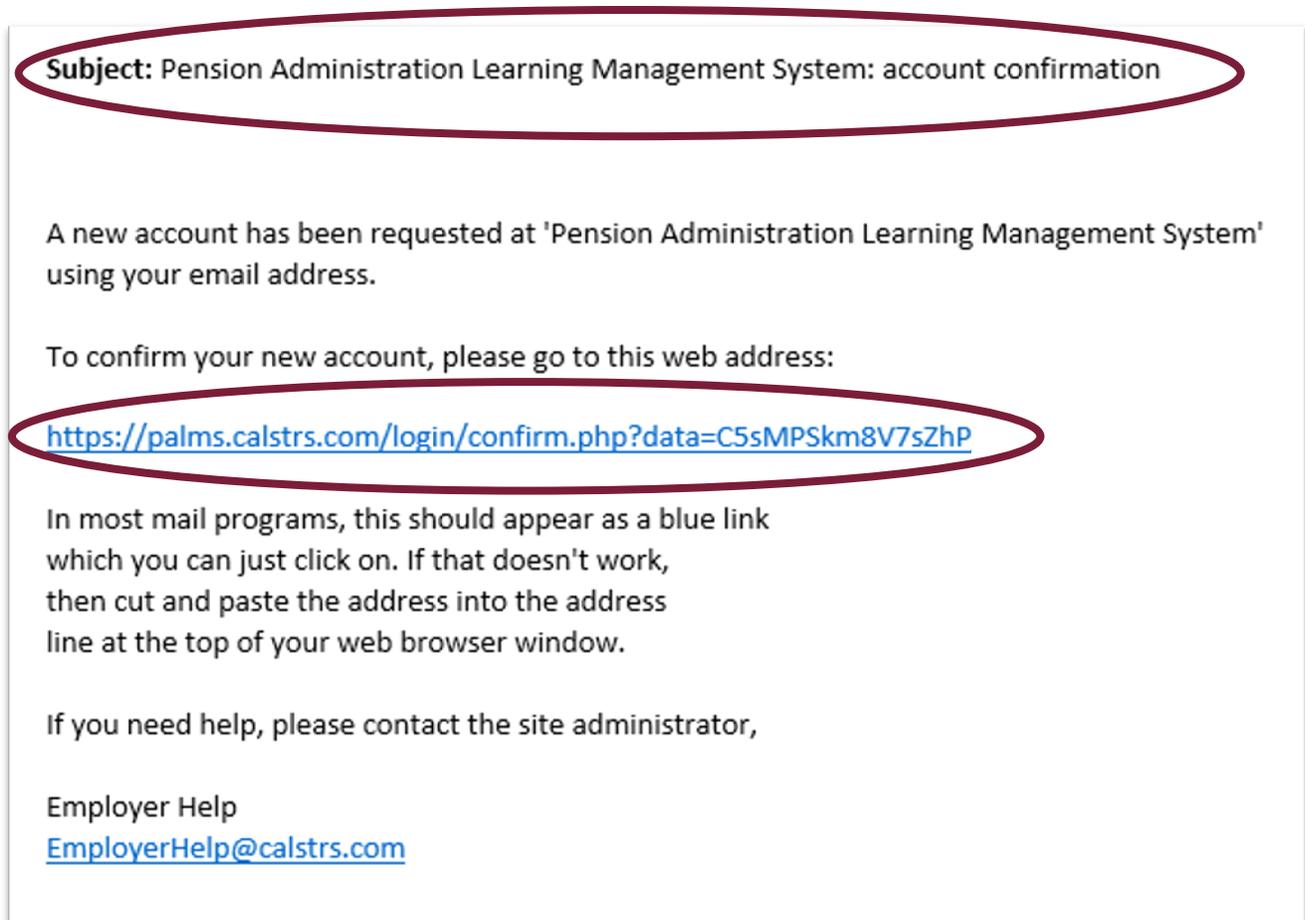


Step 3: A confirmation message displays saying “An email should have been sent to your address...”. Click **Continue**.



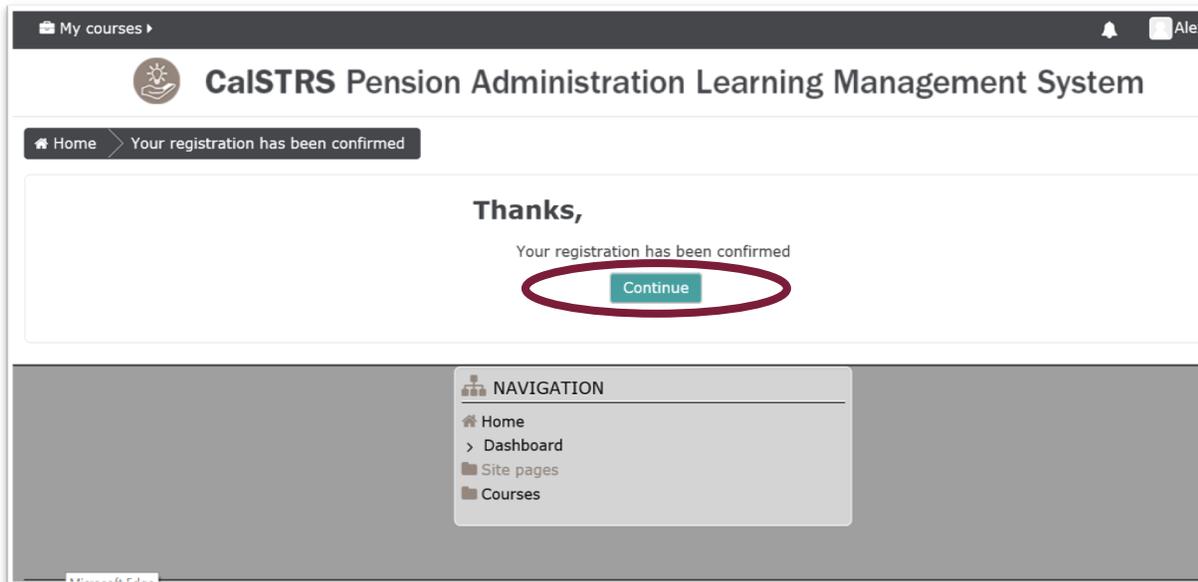
The screenshot shows the CalSTRS Pension Administration Learning Management System interface. At the top, there is a logo and the system name. Below that, a navigation bar shows 'Home' and 'Confirm your account'. The main content area displays a message: 'An email should have been sent to your address. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.' A green 'Continue' button is located at the bottom right of the message area. Red circles highlight the message text and the 'Continue' button.

Step 4: Check your inbox for the confirmation email with the subject “**Pension Administration Learning Management System: account confirmation**”. Click the blue hyperlink to confirm your new account and complete your registration. If you do not receive a confirmation email, check your junk folder and confirm that CalSTRS.com is an approved (unblocked) site.



The screenshot shows an email confirmation message. The subject line is circled in red: 'Subject: Pension Administration Learning Management System: account confirmation'. The body of the email contains the following text: 'A new account has been requested at 'Pension Administration Learning Management System' using your email address. To confirm your new account, please go to this web address: <https://palms.calstrs.com/login/confirm.php?data=C5sMPskm8V7sZhP> In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window. If you need help, please contact the site administrator, Employer Help EmployerHelp@calstrs.com

Step 5: A new web page will display with a message confirming your registration. Click **Continue**.



Step 6: The landing page for PALMS will display. You've successfully created an account.



2) Log in to PALMS

Step 1: Navigate to the weblink: "<https://palms.calstrs.com>" - the **Log in** screen will display. Enter your **Username** and **Password**, click **Log in**.

CalSTRS Pension Administration Learning Management System

Log in

Username

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

Step 2: The landing page displays. Here you can quickly access **Available Trainings**, **Training Announcements**, and the **Employer Support Portal**.

AVAILABLE TRAININGS

All available trainings display in the **My courses** section below. Clicking a linked **Course Category** navigates you to the course training activities.

My Courses page direct link.

TRAINING ANNOUNCEMENTS

New course information and other training updates will be posted in the Site news alerts. Access the link below for a full list of alerts.

Site News page direct link.

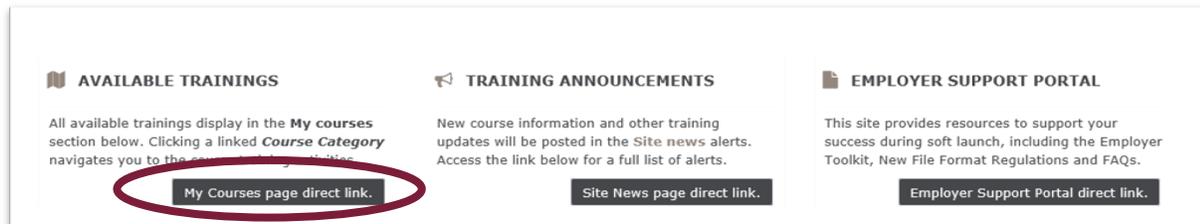
EMPLOYER SUPPORT PORTAL

This site provides resources to support your success during soft launch, including the Employer Toolkit, New File Format Regulations and FAQs.

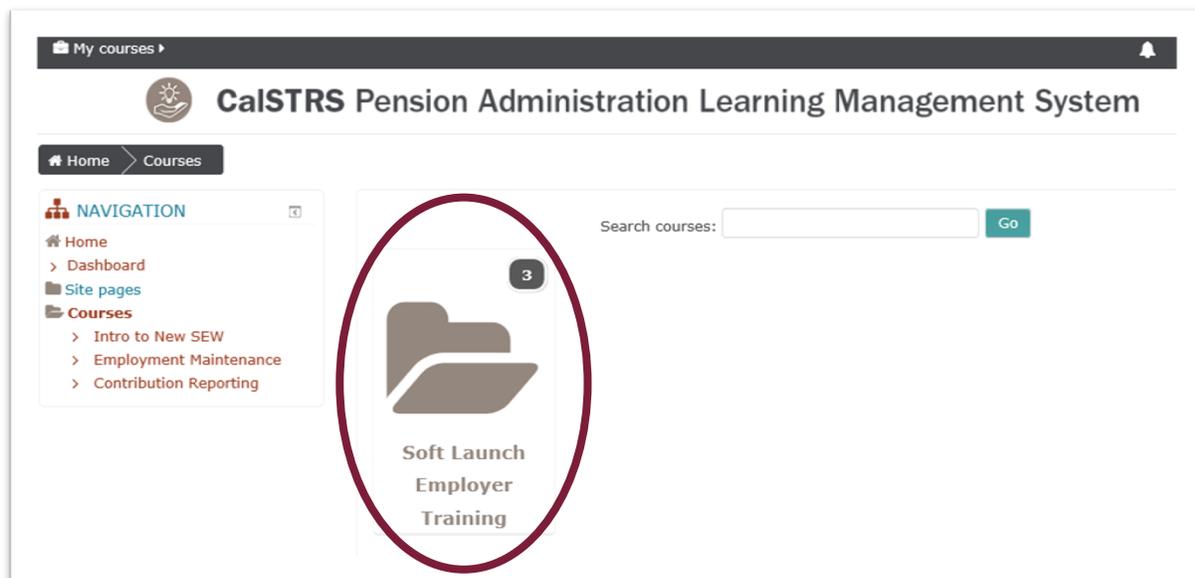
Employer Support Portal direct link.

3) Self-Enroll in a Course

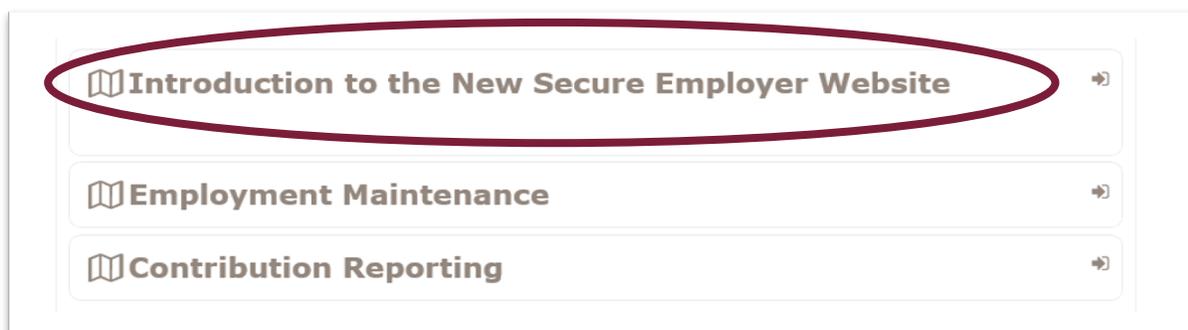
Step 1: From the landing page, scroll down to select **My Courses page direct link**.



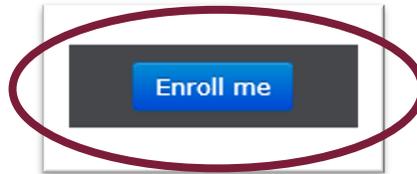
Step 2: Click the course category you are interested in taking. For this example, we select **Soft Launch Employer Training**.



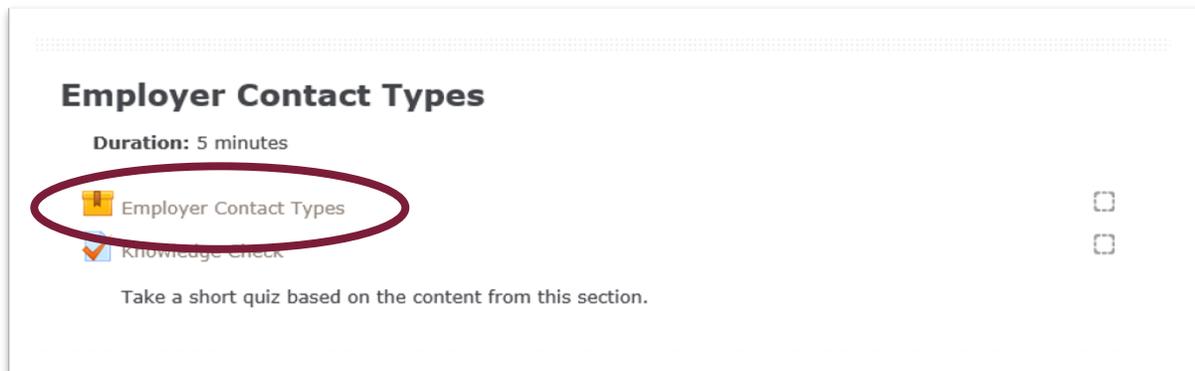
Step 3: Click the training topic **Title** you are interested in taking. For this example, we select **Introduction to the New Secure Employer Website**.



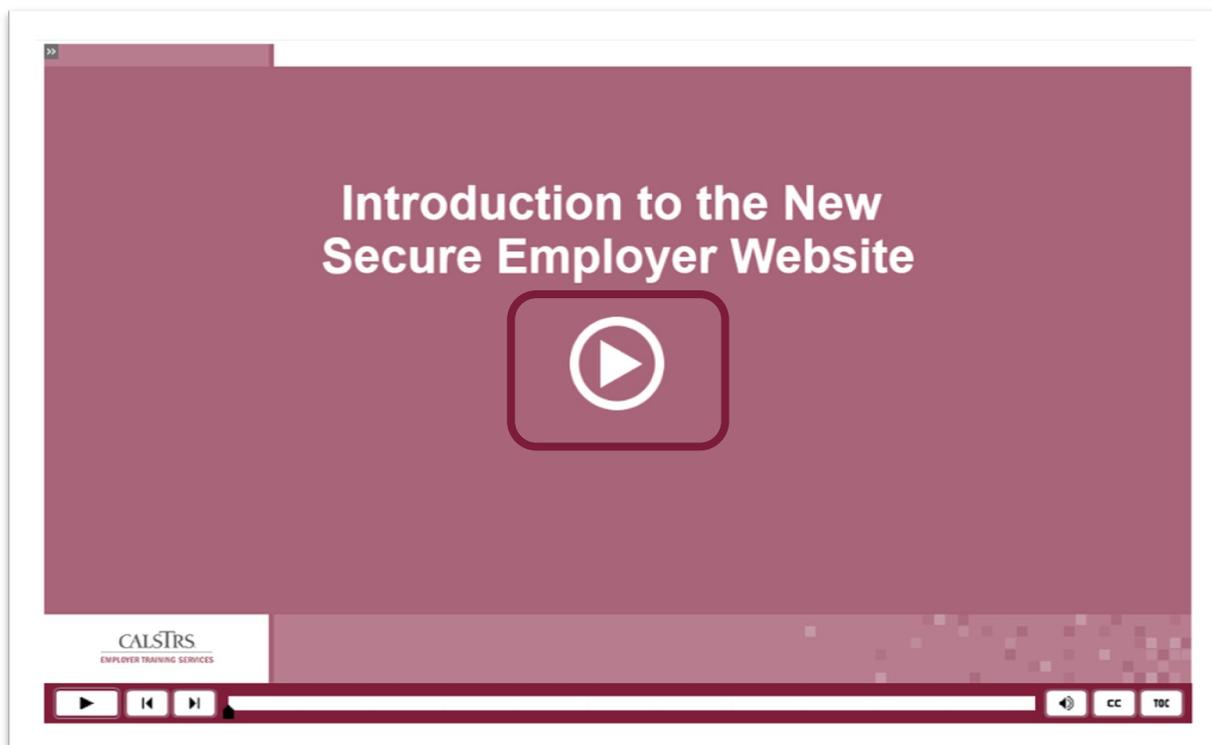
Step 4: Select **Enroll me**.



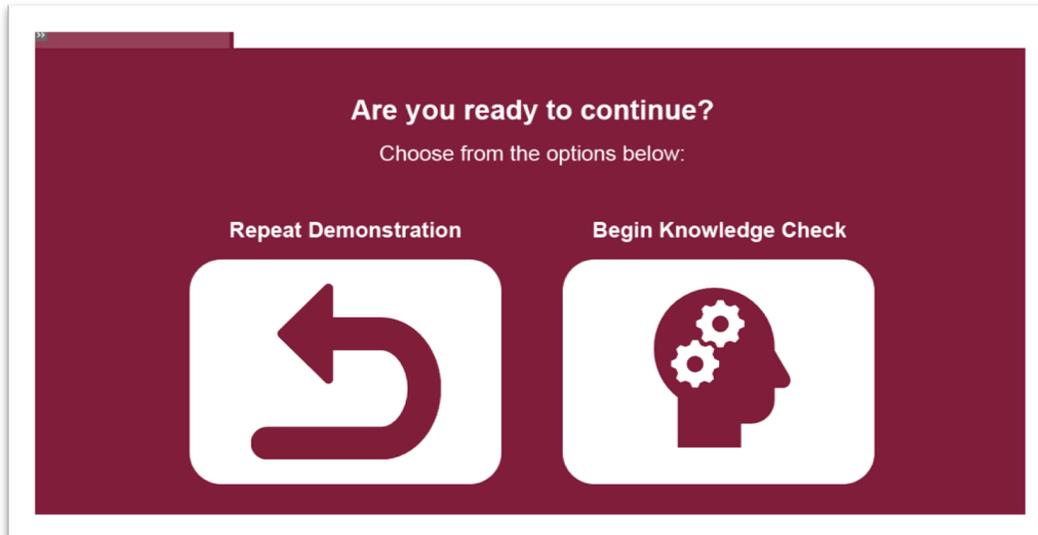
Step 5: The course contents will display. Click the **Course Activity** icon. If needed, you may need to update your browser settings to unblock the CalSTRS training pop-up window that will play the course. In this example, we are clicking **Employer Contact Types**.



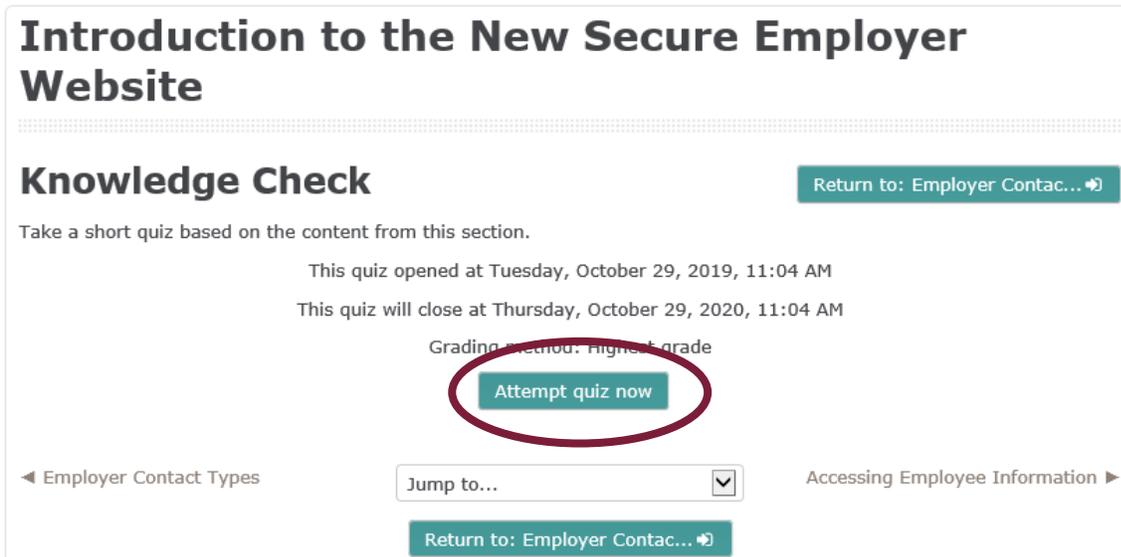
Step 6: Click the **Play Button** to begin the training.



Step 7: When the training is complete you may choose **Repeat Demonstration** or **Begin Knowledge Check**. Click **Begin Knowledge Check**.



Step 8 : Select **Attempt quiz now**.



Step 9: Click **Submit all and Finish** to complete the quiz.

Introduction to the New Secure Employer Website

Knowledge Check

[Return to: Employer Contac... ↗](#)

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved

[Return to attempt](#)

This attempt must be submitted by Thursday, October 29, 2020, 11:04 AM.

[Submit all and finish](#)

◀ Employer Contact Types ▼ Accessing Employee Information ▶

[Return to: Employer Contac... ↗](#)

Step 10 : Once you've answered all the questions in the knowledge check, click the **Submit all and finish** button.

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

[Submit all and finish](#)

[Cancel](#)

Step 11: A new window will display with the status of each quiz question. Click **Finish review** to complete the quiz.

◀ Employer Contact Types Jump to... Accessing Employee Information ▶

Return to: Employer Contac... ↗

Finish review

Step 12: If you have completed all the trainings in the course, you will have an option to complete feedback on the course. Select **Provide Feedback** to provide comments on the course.

Knowledge Check

Take a short quiz based on the content from this section.

This quiz opened at Wednesday, October 30, 2019, 3:03 PM

This quiz will close at Friday, October 30, 2020, 3:03 PM

Grading method: Highest grade

Attempt quiz now

◀ Employment and Membership Account Information Jump to... Provide Feedback ▶

Return to: Employment and ... ↗

Return to: Employment and ... ↗

Step 13: Select **Answer the questions...** to enter your feedback. After you provide feedback and select **Submit Your Answers**, you may return to other courses.

Introduction to the New Secure Employer Website

Provide Feedback

Thank you for completing at least one training in the Introduction to the New Secure Employer Website course. Please complete this course survey to assist us in making changes to improve your eLearning experience. Your responses will be anonymous.

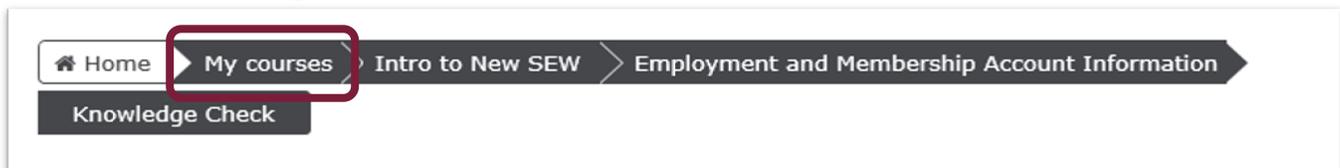
Answer the questions...

◀ Knowledge Check Jump to... Return to: Course Evaluati... ↗

Return to: Course Evaluati... ↗

Step 14: You may return to other courses at anytime by selecting **My Courses** from the **Breadcrumb Navigation** at the top of the screen, or by selecting **My Courses** from the **Navigation Window** to the left of the screen.

Breadcrumb Navigation



Navigation Window

