



District Business and Advisory Services

Bulletin: 25-030

Date: June 10, 2025

To: District Directors of Fiscal Services
District Human Resources and Payroll Managers
District Human Resources and Payroll Personnel
Charter School Administrators

From: Susan Ady, Director - District Business Services
Nghia Do, Advisor - District Business Services

Re: California State Teachers' Retirement System (CalSTRS): Pension Solution Project Updates Meeting

To provide important updates on the go live of the new Secure Employer Website (SEW) in September 2025, District Business and Advisory Services (DBAS) would like to invite all Human Resources and Payroll personnel from school districts, community colleges districts, and charter schools, whose responsibilities involve with the enrolling, terminating, and processing members' request in SEW as well as uploading the partial F496 contribution files, to attend the Zoom meeting that will be held on Tuesday, June 17, 2025, from 9:00 AM – Noon.

Since we have less than 90 days to the go live date of the new SEW, it's very important for all SEW users to complete the testing requirements before the cutover date. The CalSTRS Pension Solution Project team's representative will answer all questions you may have during the meeting.

2025			
June	July	August	September
Districts test out the CalSTRS Non-Production SEW			New SEW and CAP goes live

06/18/2025 - 07/31/2025: * For payroll staff, uploading partial contribution test file in new SEW with the status Valid (errors-free)
* For HR staff, submitting Defined Benefit (DB) member and/or Nonmember enrollment transactions

08/10/2025: The SEW user conversion list for contacts will be sent to the DBAS.

9/5/2025: The cutover begins, and current SEW becomes inquiry only

9/25/2025: New SEW goes live

9/29/2025: Contribution Account Portal (CAP) goes live

Please click on the Zoom link below to attend the meeting:

<https://sccoe.zoom.us/j/85617273499?pwd=KaUdmhD0C4etPgeEexmRbgOaN6SLm2.1>

Meeting ID: 856 1727 3499

Please distribute this memo within your District as deemed appropriate