

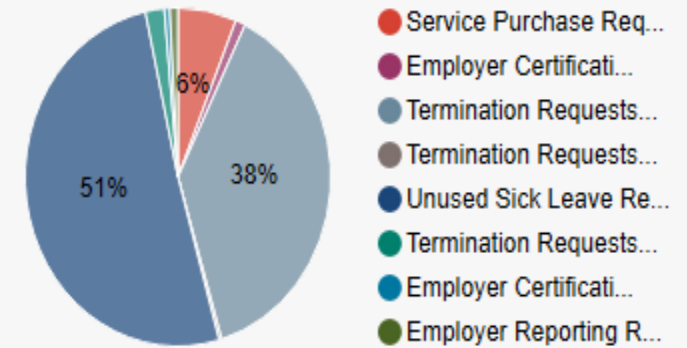
Pending work items and secure messaging

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Pending work items

Pending Work Items

Request Type	New Request	In Progress Request	Total Outstanding Request
Service Purchase Requests	<u>53</u>	<u>12</u>	65
Employer Certification for Disability	<u>7</u>	<u>4</u>	11
Termination Requests for DB SR	<u>401</u>		401
Termination Requests for CB	<u>3</u>		3
Unused Sick Leave Requests for SR	<u>535</u>		535
Termination Requests for Refund	<u>21</u>		21
Employer Certification for Death Before Retirement	<u>3</u>	<u>3</u>	6
Employer Reporting Request	<u>9</u>		9



Types of pending work items (1/6)

Employer Reporting Requests

- Requests for information, requests to validate employer-suppressed warnings, and requests to make an adjustment to reporting
- Complete the requested action and enter the response, then submit to CalSTRS
- CalSTRS staff review and mark Completed items
 - Completed items are not visible on the Pending Work Item panel
- We'll begin reviewing employer-suppressed warnings from this year in October
- Action required varies by request type; adjustments are due within 60 days

Types of pending work items(2/6)

Service Credit Purchase Requests

- Requests for employer approval related to a service credit purchase for:
 - FMLA or CFRA Family Medical Leave, Fulbright Leave, Maternity or Paternity Leave, Sabbatical Leave
- Currently must be completed 10 days or the application is cancelled, working to enhance this to 30 days
- If the member did not take leave in the request period, reject the request
- Updated Service Credit Purchase Requests job aid and Q&A training document at employersupport.calstrs.com

Types of Pending Work Items (3/6)

Employer Certification of Death before Retirement

- Requests to certify termination and sick leave data for a member who has passed before retirement
- Complete the Employee Change Request within 30 days of the member's date of death or the date that CalSTRS is notified of the member's death, whichever is later
- Applicable only to Defined Benefit members, requests for Cash Balance participants are a defect and can be voided if received
- Updated Employer Certification of Death before Retirement job aid at employersupport.calstrs.com

Types of pending work items (4/6)

Employer Certification for Disability

- Requests for information related to a member who submitted a disability application
- Complete the Employee Change Request within 30 days or the application may be cancelled

Types of Pending Work Items (5/6)

Unused Sick Leave Requests

- Requests for sick leave data when a member service retires
- Complete within 30 days of the effective date of the member's service retirement or the date the Service Retirement Application is received, whichever is later
- If the member's retirement converted from legacy SEW, a pending work item was not created, manually submit the transaction

Types of pending work items(6/6)

Termination Requests

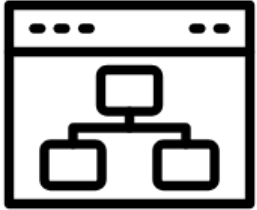
Request type	Due date
Termination Requests for Refunds	Currently within 15 days or the application is cancelled, we are actively working to update this to 30 days
Termination Requests for SR	Within 30 days of the effective date of the member's service retirement or the date the Service Retirement Application is received, whichever is later
Termination Requests for CB SR	Within 30 days

- Must be completed before Sick Leave transaction

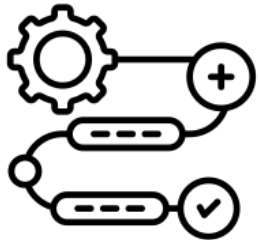
Sick Leave and Termination Correction transactions

- Employers may now submit sick leave and termination correction information when the original data was converted or submitted on an Employer Certification for Death or Disability
- Sick Leave and Termination Correction transactions are not pending work items, but are used to correct previously reported data

Secure Message Categories



We are currently working on an enhancement to Secure Message Categories to improve the user experience



Using Secure Messaging and the appropriate category streamlines the triage of the message to the appropriate area



Secure Messaging Manual is available with the enhancements, and more information will be shared via SEW Announcements

Reporting health benefits for retirees

- Is it paid for the performance of retired member activities?
 - If the health benefits are paid as part of the compensation package for the position, it must be reported to CalSTRS as retired member earnings and is subject to the annual earnings limit
- Is it paid based on a written agreement for creditable service performed prior to retirement?
 - The compensation should not be reported and will not count towards the earnings limit.