

Purpose

This report provides a reconciliation from contributions due to CalSTRS (as calculated by CalSTRS' pension administration system) to employer contributions shown in the Schedule of Proportionate Share of Contributions for Employers and Non-Employer Contributing Entity (Schedule of Proportionate Share). The Schedule of Proportionate Share is an additional schedule, which is Schedule IX within the CalSTRS financial statements.

Trigger

Run this report to see the details for employer contributions reported in the Schedule of Proportionate Share for Employers and Non-Employer Contributing Entity or to validate contributions received and reported by CalSTRS for your entity through the year.

Prerequisites

- N/A

Menu Path

Contribution Account Portal → Financial Reporting → Reconciliation of Employer Contributions

Helpful Hints

- This report includes all employer contributions calculated by CalSTRS pension administration system based on creditable compensation reported through the Secure Employer Website (SEW). These include monthly recurring and supplemental Defined Benefit, Defined Benefit Supplement, and Cash Balance Benefit contributions. This report does not include the following contributions:
 - Employer contributions to the Defined Benefit Program and Supplemental Benefit Maintenance Accounts (SBMA) for retirement incentives (golden handshake).
 - Employer contributions for the purchase of one-year final compensation
 - Employer contributions for service credit awarded for excess, unused sick leave
 - Employer contributions for additional service credit, including military service
- CalSTRS calculates estimated accruals for employer contributions due for a report month using historical data. This report includes accruals and accrual reversals recorded in CalSTRS accounting system. The fluctuation of contributions based on historical data and current business events are analyzed for estimating current period accruals.

Report Heading Key

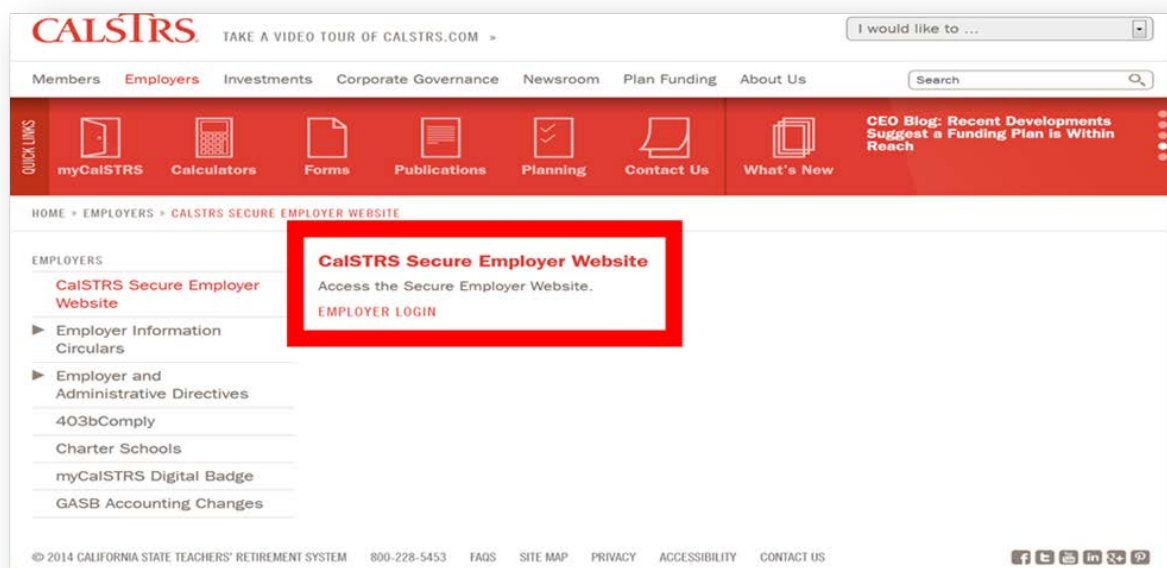
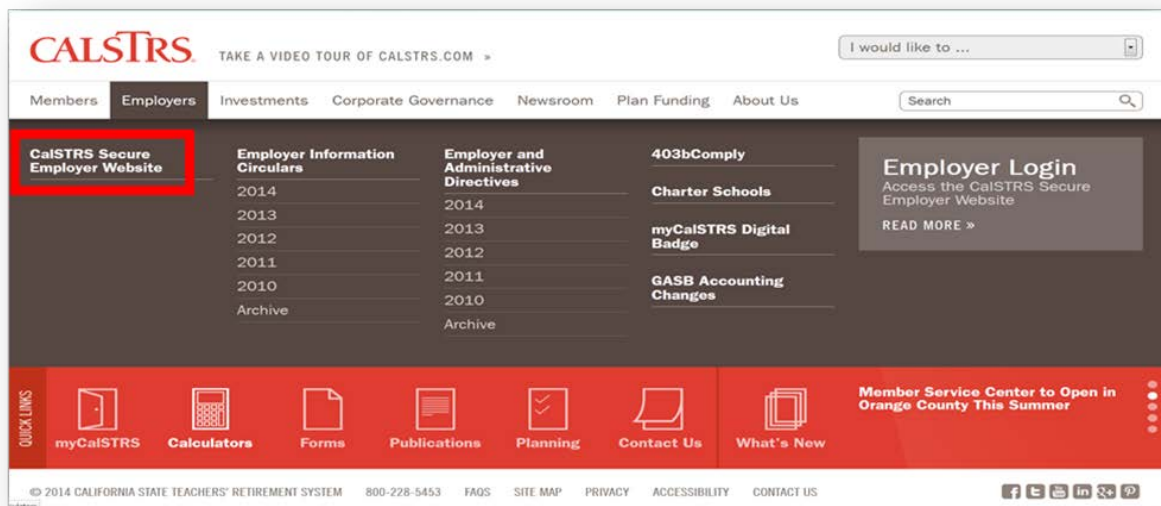
Heading	Meaning
Report Source	County/Direct Report Number
Report Unit	District Number
Program ID	The two-digit sequential number incremented for each supplemental report.
Report Period	The two-digit number that represents the period in which the Line was reported (i.e. "01" for July, "02" for August).
MBR SSN	The last 4 digits of a member's social security number for identification purposes. This is to be able to assist the employers when returning the excess contributions to the members.
Last Name	Reported member's last name.
First name	Reported member's first name.
MBR Code	A unique identifier of a membership status (i.e. 1 - Member, 2 - Non-Member).
Pay Code	A unique identifier of the frequency of payment for the reported contribution line (i.e. "0" = Annual Leave or Lump-Sum, 1-3 for 10-12 Monthly Payments, "4" for Hourly Rate, "8" for Daily).
Assign-Code	The two-digit code for Employment Status (i.e. Full Time or Part-Time, Part-Time, Reduced Workload Program, Elected Official, etc.).
Service Period Beg Date	This is the beginning of the service period range selected for display (e.g. if the selected service period is June, beginning service period is June 1).
Service Period End Date	This is the end of the service period range selected for display (e.g. if the selected service period is June, end of service period is June 30).
Reported Earnings	Earnings as reported by employers.
CalSTRS Creditable Earnings	Earnings as calculated by BusinessDirect, CalSTRS' accounting system.
Reported Pay-Rate	Rate of pay (i.e. hourly, daily, monthly, or annual rate).
Employer Contributions Rate	Applicable employer contribution rate for service period.
CalSTRS Calculated Employer Contributions	CalSTRS calculated employer contributions due.

Procedure

1. Access the Secure Employer Web Site (SEW) by using the following URL:

<https://sew.calstrs.com/CalSTRSSewWebUI/Root/Pages/Login.aspx?&IsNewSession=true>

SEW can also be accessed from CalSTRS.com. Select the Employers tab and then select “CalSTRS Secure Employer Website.”

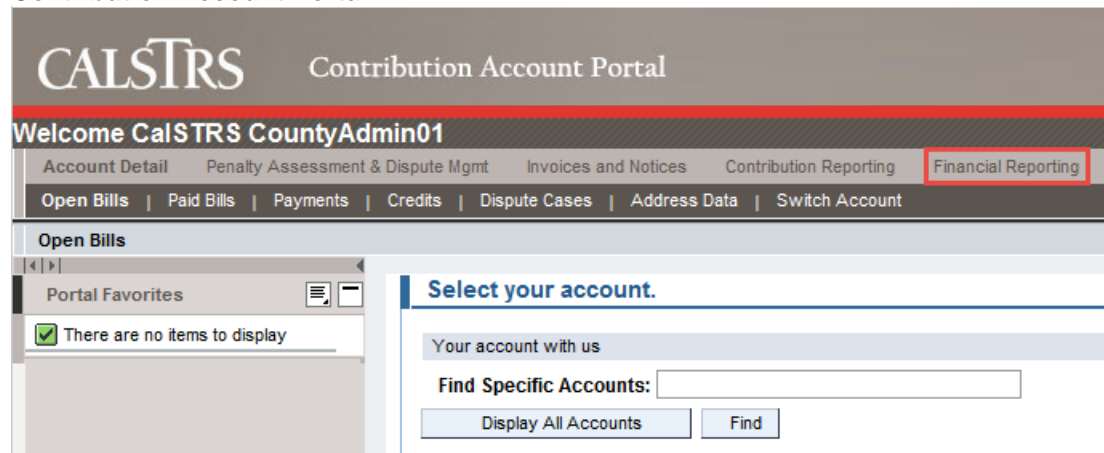


Click the **Contribution Account Portal** link in the Quick Links section located on the left.



The screenshot shows the CALSTRS Secure Employer Web Site. The user is logged in as 'CCountyAdmin01 (01)'. The main content area displays a welcome message and a section for 'Contribution Account Portal Changes'. In the left sidebar, the 'Contribution Account Portal' link is highlighted with a red box. The right sidebar contains 'Web Site Information' and 'Quick Reference Items' links.

Contribution Account Portal



The screenshot shows the CALSTRS Contribution Account Portal. The user is logged in as 'CalSTRS CountyAdmin01'. The 'Financial Reporting' tab is highlighted with a red box. The main content area displays a 'Select your account.' section with a search box and buttons for 'Display All Accounts' and 'Find'.

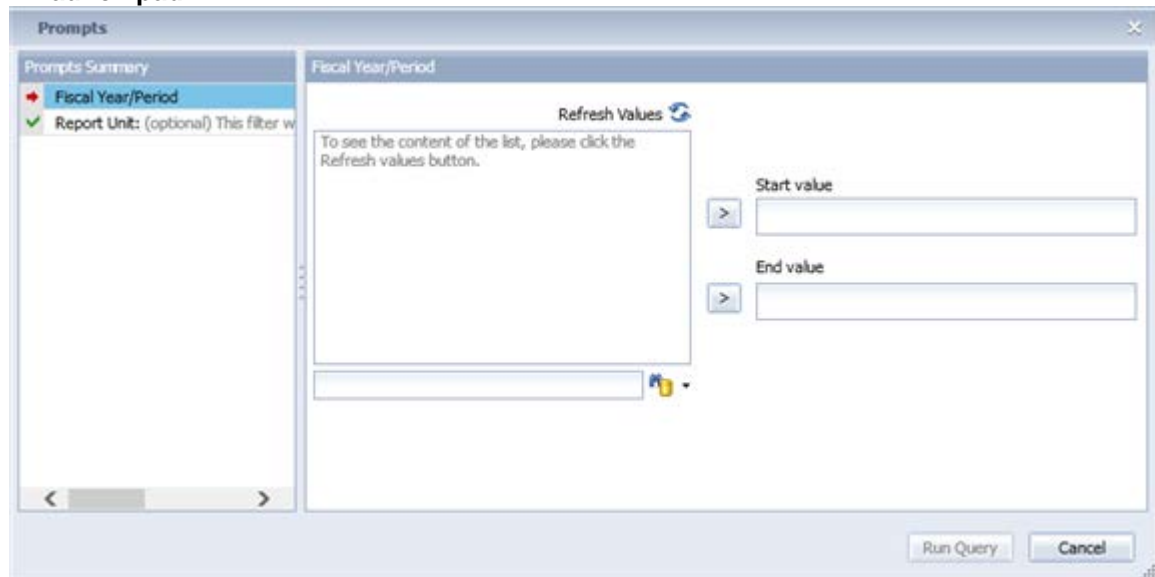
2. Click **Financial Reporting** tab located on the upper far right-hand side of your screen.

Contribution Account Portal



3. Click on the **Reconciliation of Employer Contributions** tab, located on the upper-left hand side of your screen.

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4. Click Fiscal Year/Period label **Fiscal Year/Period**.



The Fiscal Year/Period is a required field that populates the data according to the dates selected. The CalSTRS Fiscal Period starts in July and ends in June.

BI launch pad

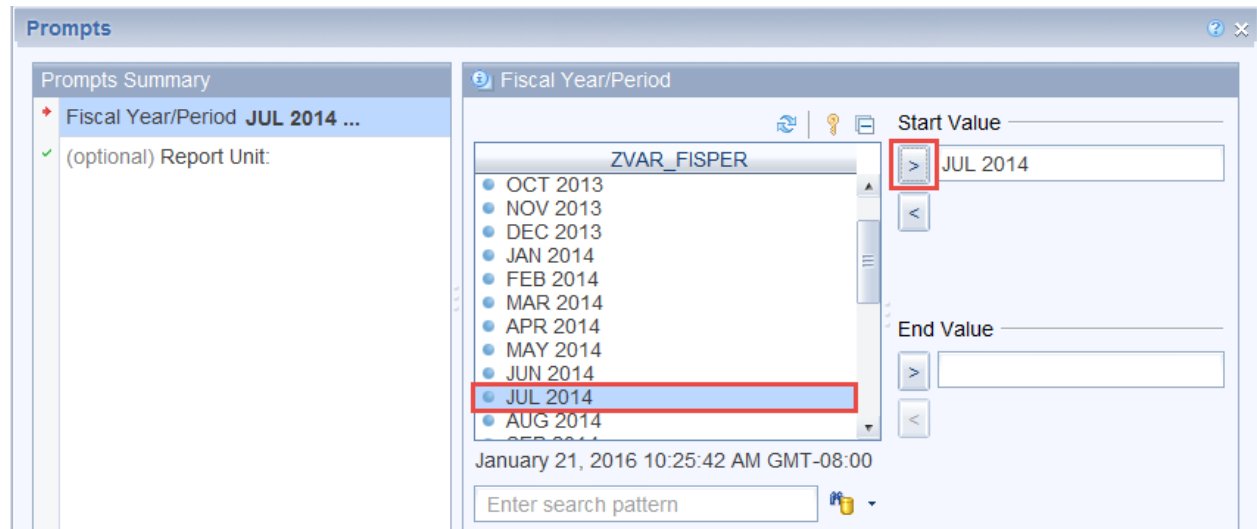
The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' pane on the left and a main 'Fiscal Year/Period' pane. The 'Prompts Summary' pane lists 'Fiscal Year/Period' with a red asterisk and 'Report Unit: (optional) This filter w' with a green checkmark. The main pane contains a 'Refresh Values' button with a circular arrow icon, a text box with the instruction 'To see the content of the list, please click the Refresh values button.', and two input fields labeled 'Start value' and 'End value', each with a right-pointing arrow button. At the bottom right are 'Run Query' and 'Cancel' buttons.

5. Click Refresh Values  icon to show periods which are available for reporting.




Data will be available when CalSTRS has closed its books for monthly reporting. For June, data will be available when CalSTRS has issued its audited financial statements, which is sometime in October.

On the right-hand side of the screen, you will see fields for *Start Value* and *End Value*, which are required values. Once you click on Refresh Values, available dates will populate and you will use these dates for these required fields.

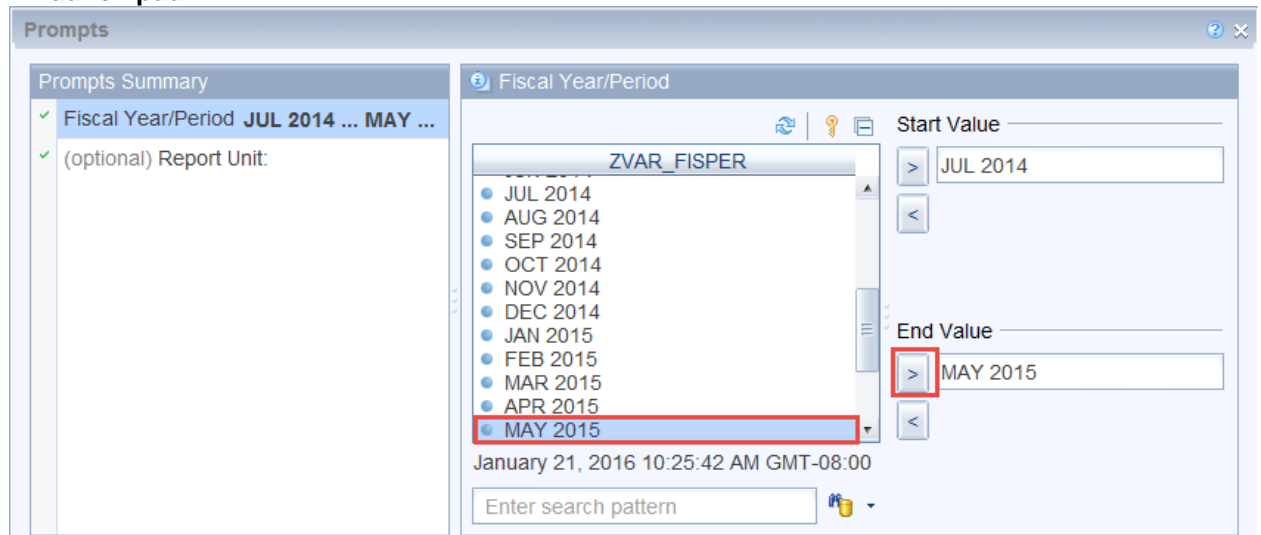


- Click **JUL 2014** Fiscal Year Period and then click the insert button.

For example, to run a report from July 2014 to May 2015, once you click on Refresh Values, highlight July 2014 from the selection and then click  located below the Start Value. Clicking this will select July 2014 as your start Value.

- Drag the scroll bar down to view additional periods.

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- Highlight **MAY 2015** Fiscal Year Period from the selection then click the insert button to select the End Value.

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9. Click "OK" at the bottom right of your screen to run the report.



If you are a report source, you have a choice of running this report either for one report unit or multiple report units. On step 4 above, after selecting the periods, you will notice on the left hand side of your screen, an additional field called *Report Unit*. If you leave this field blank, the report will return data for all report units which report to your County.

If you want to see a specific Report Unit, highlight *Report Unit* on the left hand side of your screen and click on Refresh Values to show all available Report Units within your County.

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Employer Contributions	Reported Earnings	CALSTRS Creditable Earnings	CALSTRS Calculated Employer Contributions
# of DB File (Report Period 7)	00.00	00.00	0000.00
July 2014 DB File (Statement 4)	0.00	0.00	1,178,218.00
October 2014 DB File (Report Period 04)	14,054.49	14,054.49	1,818,858.94
December 2014 DB File (Report Period 04)	0.00	0.00	426,379.97
March 2015 DB File (Report Period 03)	0.00	0.00	1,791,748.89
May 2015 DB File (Report Period 12)	961,563.81	961,563.81	1,289,111.89
Total	957,618.30	957,618.30	84,714,212.79
Return of Excess Contributions			00.00
Accruals and Reversals			
Reversal of prior year contributions accrual			0.00
Current year contributions accrual			0.00

10. Drag the scroll bar down to view additional data.
11. This report summarizes all contribution files received from July 2014 to May 2015 arranged by Report Period.

If you want to see additional details behind an amount within this report, for example, the October 2014 DB file amounting to **1,818,858.94**, click on the highlighted amount on the right hand side corresponding to this file.

BI launch pad



Reconciliation of Employer Contributions

Report Source: 90100 - XYZ COUNTY OFFICE OF EDUCATION

Report Unit: 90100 - CHARTER SCHOOL / Sacramento CA 98725 ; 90105 - XYZ COUNTY OFFICE OF EDUCATION

Fiscal Period: From Jul 2014 To May 2015

Report Source: 90100 - XYZ COUNTY OFFICE OF EDUCATION

Report Unit: 90100 - XYZ COUNTY OFFICE OF EDUCATION

Employer Contributions	Reported Earnings	CaSTRS Creditable Earnings	CaSTRS Calculated Employer Contributions
# # CB File (Report Period #)	\$0.00	\$0.00	\$383.52
July 2014 DB File (Supplemental)	0.00	0.00	1,378,518.05
October 2014 DB File (Report Period 04)	16,054.49	16,054.49	1,818,858.94
December 2014 DB File (Report Period 06)	0.00	0.00	438,379.47
March 2015 DB File (Report Period 09)	0.00	0.00	1,791,748.89
June 2015 DB File (Report Period 12)	961,563.81	961,563.81	1,286,323.86
Total	\$977,618.30	\$977,618.30	\$6,714,212.73

Return of Excess Contributions	\$0.00
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Accruals and Reversals	
Reversal of prior year contributions accrual	0.00
Current year contributions accrual	0.02

12. Drag the scroll bar down to view additional data.

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				\$16,054.49	\$8,993,539.78
2062					
8.250	04/01/2014 - 04/30/2014	0.00	0.00		14.33
8.250	05/01/2014 - 05/31/2014	0.00	0.00		66.00
8.250	06/01/2014 - 06/30/2014	0.00	0.00		115.15
8.880	07/01/2014 - 07/31/2014	0.00	0.00		137.86
8.880	08/01/2014 - 08/31/2014	0.00	0.00		(396.30)
8.880	08/01/2014 - 08/31/2014	0.00	0.00		411.50
8.880	08/01/2014 - 08/31/2014	0.00	0.00		(25.52)
8.880	08/01/2014 - 08/31/2014	0.00	0.00		27.67
8.880	08/01/2014 - 08/31/2014	0.00	0.00		76.28
8.880	09/01/2014 - 09/30/2014	0.00	0.00		11,737.08
8.880	09/01/2014 - 09/30/2014	0.00	0.00		3,289.07
8.880	09/01/2014 - 09/30/2014	0.00	0.00		750.31
8.880	09/01/2014 - 09/30/2014	0.00	0.00		784.78
8.880	09/01/2014 - 09/30/2014	0.00	0.00		1,808.49
8.880	09/01/2014 - 09/30/2014	0.00	0.00		932.02
8.880	10/01/2014 - 10/31/2014	0.00	0.00		173,344.80
8.880	10/01/2014 - 10/31/2014	0.00	0.00		100,006.85
8.880	10/01/2014 - 10/31/2014	0.00	0.00		98,931.80
8.880	10/01/2014 - 10/31/2014	0.00	0.00		55,812.12
8.880	10/01/2014 - 10/31/2014	0.00	0.00		83,079.07

13. Click on any hyperlinks to display additional data about the value.



This report provides a more detailed breakdown of the amount selected such as the contribution rate and the service period of the amount selected.

If you want to see more details behind an amount within this report, for example, the amount for service period 09/01/2014 - 09/30/2014 amounting to \$11,737.08, click on the amount on the right hand side corresponding to the service period.

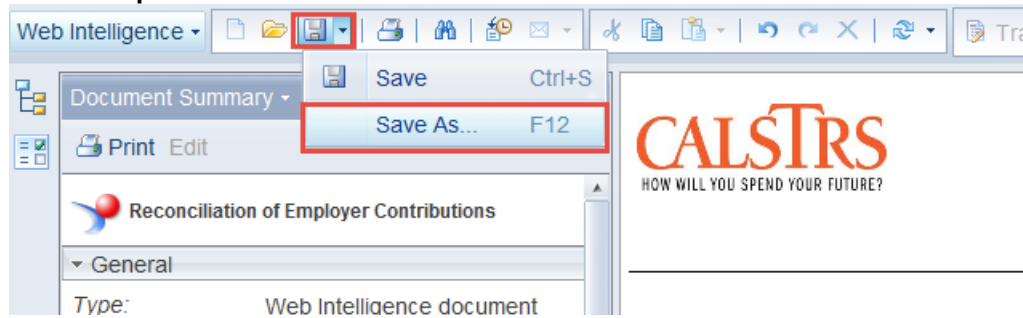
- Drag the scroll bar to the right to display additional data. This report provides a more detailed breakdown of the amount selected at the member level.

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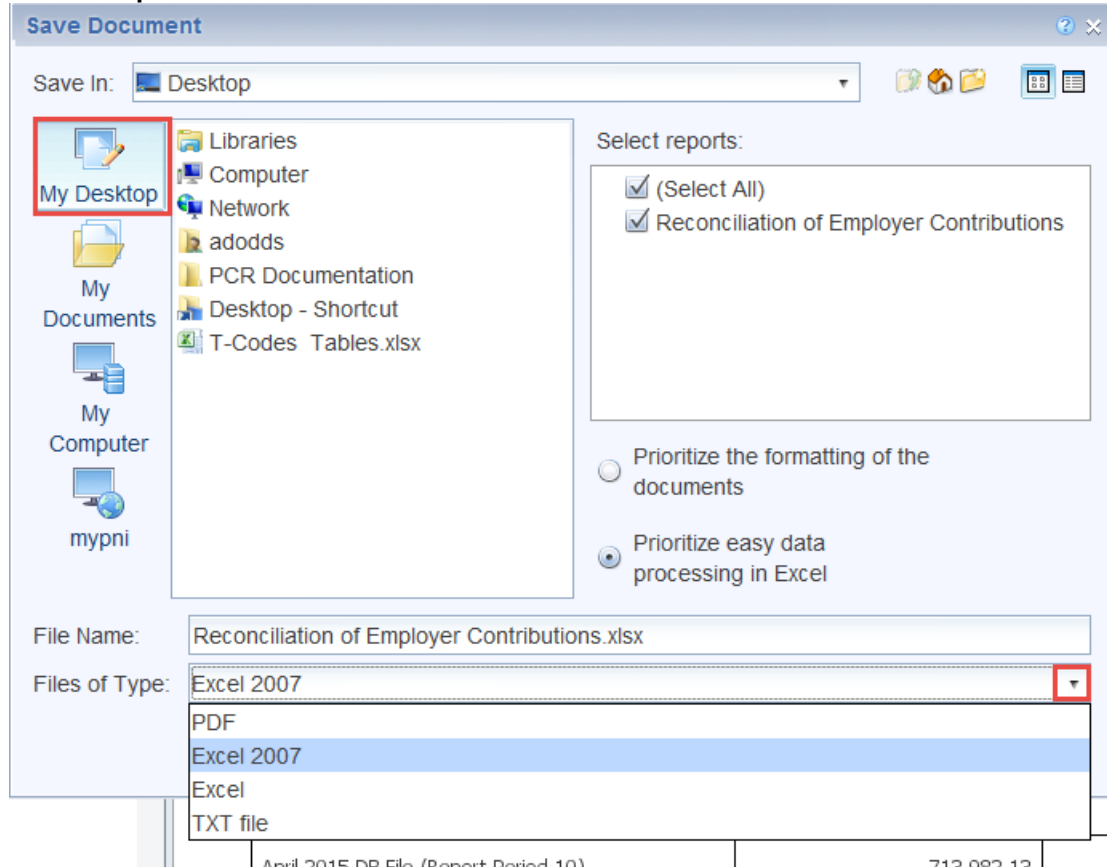
Report Source	Report Source Name	Report Unit	Report Unit Name	Report Period	Last 4 SSN	Member Last Name	Member First Name	Member Middle Initial	Member Code	
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000000	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000040	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000020	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000760	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000770	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000770	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000730	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000730	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000811	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000840	California	Teacher	Aa	0	4
90000	912 COUNTY OFFICE OF EDUCATION	90000	912 COUNTY OFFICE OF EDUCATION	04	90000311	California	Teacher	Aa	0	4

- You can choose to print the report or save it as an excel file.

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16. Select the location you would like to save the document. Then, select PDF or Excel from the “Files of Type” drop down menu.

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17. Click **Reconciliation of Employ...** tab to return to the main report.

End of simulation.**Result**

This procedure has been completed.