

## Access to CalSTRS Secure Employer Website (SEW)

Attached is a word document detailing procedures and the link to register. Entire process may take anywhere from 5-7 business days.  
<CalSTRS Secure Employer Web Site Registration Notification.docx>

Attached is the CalSTRS security form which are faxed to CalSTRS.

<Secure\_Employer\_Web\_Site\_Access\_Request.pdf>

Reasons for registering for access to CalSTRS Secure Employer Website (SEW):

- Employers are strongly encouraged to register for access to the CalSTRS Secure Employer Website (SEW). SEW has the CalSTRS new web-based database (AKA REAP).
- With access, certificated human resources staff can inquire on a new hire's membership status to ensure accurate payroll withholding on the employee's first pay warrant.
- With access, certificated payroll staff can inquire on payroll information as it has been reported to CalSTRS, to research service credit discrepancies.
- With access, certificated human resources and payroll staff can assist the SDCOE Retirement Reporting unit in ensuring accurate payroll withholding and CalSTRS retirement reporting.
- With access, accounts payable staff can access Accounts Receivable invoices and statements for Retirement Incentive, Excess Sick Leave and Non-Statutory One Year Final Compensation.
- With access, certificated payroll, human resources, and business contacts will be able to view and dispute information pertaining to CalSTRS Penalties and Interest.
- Online training is available.

Questions may be directed to [retiremt@sdcoe.net](mailto:retiremt@sdcoe.net).

Thank you for helping us in our efforts towards accurate CalSTRS Retirement Reporting!