Charter School Independent Reporting
https://www.sdcoe.net/administrative-services/business-services/district-financial-services/retirement-reporting#fs-panel-18484
CalSTRS Reporting Requirements
Revised July 2024

New CalSTRS retirement reporting users need access to:

SDCOE BSS FTP, STRS Folder
      Need Name, Phone #, Email address
      Email retiremt@sdcoe.net to request access

CalSTRS Secure Employer Website:
      See these links for procedure:

- **Access to CalSTRS Secure Employer Website (SEW) (PDF)**
  - **CalSTRS Secure Employer WebSite Registration Notification (DOCX)**
  - **Secure Employer WebSite Access Request (PDF)**

Making Monthly Estimate Payment:

Submit on C118 Excel spreadsheet (with dollar amount) estimate EE & ER contributions of 95%.

Due no later than 2nd working day of month @ 12:00 noon.

Submit via SDCOE BSS FTP, STRS Folder. https://bssftp.sdcoe.net/ (user id / password required)

See Fiscal Year Due Date Schedule for exact date of estimate payment:
https://resources.finalsite.net/images/v1721401782/sdcoenet/tdn4jvvzd7smspc8zwm2/STRS2024-2025DueDatesCharterSchools07172024.pdf

Making Monthly Final Payment:

Submit on C118 Excel spreadsheet (with dollar amount) final EE & ER contributions of remaining 5%.

Due no later than 12th working day @ 12:00 noon.
Submit via SDCOE BSS FTP, STRS Folder. https://bssftp.sdcoe.net/ (user id / password required)

See Fiscal Year Due Date Schedule for exact date of final payment:
https://resources.finalsite.net/images/v1721401782/sdcoenet/tdn4jvvzd7smspc8zwm2/STRS2024-2025DueDatesCharterSchools07172024.pdf

Submitting the Monthly File as F496 TXT File:

Submit F496 txt file via SDCOE BSS FTP, STRS Folder.
https://bssftp.sdcoe.net/ (user id/password required)

> See F496 file layout specifications:
> https://www.sdcoe.net/fs/resource-manager/view/8cd22c1d-3c76-466e-adf0-4331ab24e1c4
>
> Note: Signed fields require HEX characters. Excel may cause rounding errors. Ensure Page totals are correct.
>
> HEX Characters
> https://www.sdcoe.net/fs/resource-manager/view/ca74796e-c1af-4e16-a21f-b07b89af97c8

Submit a readable format of the payroll information (Excel spreadsheet should be printed to PDF format)via SDCOE BSS FTP, STRS Folder.
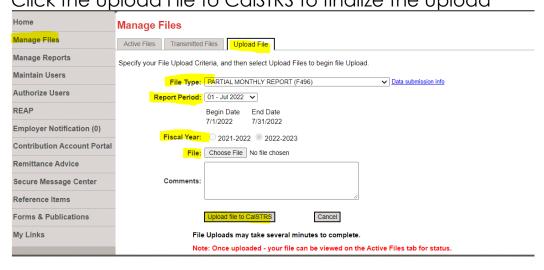
See SDCOE Retirement Reporting Services agreement for additional requirements.

Use CalSTRS SEW to check F496 TXT file for exceptions (edits):

Upload TXT file:

      Use Manage Files menu,

      Upload File tab,

      Select "Partial Monthly Report (F496)" on File Type

      Select appropriate Report Period, Fiscal Year

      Then, Choose File to select txt file

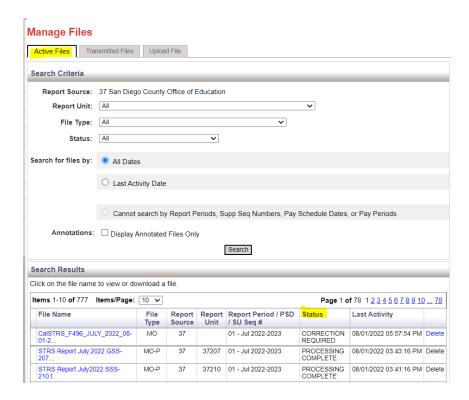   Click the Upload File to CalSTRS to finalize the Upload

Review TXT file Status:

      Use Manage Files menu,

      Active Files tab,

(a)   If Status is "Corrections Required"
Correct file errors and re-upload to CalSTRS, SEW for review until only approvable edits remain.

(b) If Status is "Processing Complete"
Click on File Name hyperlink,
Click on Associated Report hyperlink,
from Download Format column, select "Download PDF."
Submit PDF along with TXT file via SDCOE BSS FTP, STRS Folder.

OR,

(c)If Status is "Corrections Required", but only "approvable edits" remain, then the file is "ready" but documentation must be submitted to SDCOE along with your TXT file

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Fiscal Year:	2022-2023
Status:	CORRECTION REQUIRED
STRS Media ID:	
Total Lines:	665
Associated Reports:	2
Associated Deposits:	0

Statistical Information	Error/warning guide	
Total Integrity Check Errors:	0	Hide Integrity Check Errors
Total Business Rule Errors:	4	Hide Business Rule Errors
Total Business Rule Errors Approved:	0	
Total Business Rule Errors Remaining:	4	

ID	Description	Count	Approved	Remaining	Correction Required
MO-B065	Year to date service credit excessive	4	0	4	✓

1. From File Summary, Select "View File Details" hyperlink.
2. On Error Type menu, select "All (Approvable edits not yet Approved)"
3. Click on Apply Filter button,
4. On Download Filtered Report, select "Download PDF."
5. Add notation to the PDF download:

*The PDF must include notation with a reason why each exception (edit) line is approvable. Notations can be handwritten or typed.

6. **Submit notated PDF along with TXT file via SDCOE BSS FTP, STRS Folder.** https://bssftp.sdcoe.net/ (user id/password required)

TXT file and PDF reports are due no later than 13th working day @ 12 noon (except for November and December which is noted on the due date calendar). Please plan accordingly.

See fiscal year due date schedule for exact dates:
https://resources.finalsite.net/images/v1721401782/sdcoenet/tdn4jvvzd7smspc8zwm2/STRS2024-2025DueDatesCharterSchools07172024.pdf

MR87s (as needed):

See link for instructions.
https://www.sdcoe.net/fs/resource-manager/view/321503ef-1327-46ac-acc1-4560f9bf7f39

Enter on CalSTRS, Secure Employer Website (SEW), REAP:
https://sew.calstrs.com/CalSTRSSewWebUI/Root/Pages/Login.aspx
(user id / password required)

Applicable SDCOE Fee Schedule for Reporting during the 2024-2025 fiscal year.