

Charter School Independent Reporting
<https://www.sdcoe.net/administrative-services/business-services/district-financial-services/retirement-reporting#fs-panel-18484>
CalSTRS Reporting Requirements
Revised August 2025

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/tdn4jvvzd7smnpc8zwm2/STRS2024-2025DueDatesCharterSchools07172024.pdf>

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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:

See 2025-2026 fiscal year due date schedule for exact dates:

<https://resources.finalsite.net/images/v1752793793/sdcoenet/tdn4jvvzd7smspc8zwm2/STRS2024-2025DueDatesCharterSchools07172024.pdf>

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>

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See [SDCOE Retirement Reporting Services agreement](#) for additional requirements.

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

- 1) Upload txt file to the new SEW starting 9/23/2025.
 - For assistance with uploading a txt file, please see the [Uploading a Contribution File](#) Job Aid
- 2) Clear all error messages from the txt file upload
 - Important note: While you will be able to edit the live file in the new SEW platform, you will not be able to download a corrected txt file from the platform. Therefore, all edits/corrections made on the live file will also need to be made on your payroll system's txt file (in parallel).
- 3) Re-upload a corrected txt file free from error messages
- 4) Clear all warning messages from the txt file upload
 - Once all errors are cleared, you will need to suppress all warning messages and add an approval annotation to the comment field. Please follow the [Contribution File Business Rule Validation – Warnings and Annotations](#) Job Aid on the CalSTRS Employer Support Portal.
- 5) Submit warning approval annotations Excel file to SDCOE via BSSFTP
 - Please follow the SDCOE Guide: [Formatting a Processed File](#)
 - This submission also provides proof that the file is error and warning free.
- 6) Submit F496 txt file to SDCOE via BSSFTP

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TXT file and EXCEL 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.

Entering Enrollment information:

Entering Updates on Secure Employer Website (SEW):
Person Maintenance for Employers:

<https://employersupport.calstrs.com/GetFile/e55939d6-eb0f-405e-9708-2e7459e30b1f>

See link for “old” MR87 File Specifications:

<https://employersupport.calstrs.com/GetFile/11685482-ea99-45b9-8c47-c9cb418417ec>

See link for “new” Employment File Specifications

<https://employersupport.calstrs.com/GetFile/2d9cc64c-ec38-4d16-868c-3add1b31bbca>

Employment File Template Instructions

<https://employersupport.calstrs.com/GetFile/e58322de-32a4-4c12-9474-4668e2f51656>

Employment File Business Rule Validation

<https://employersupport.calstrs.com/GetFile/a35961b2-1607-4774-9165-37e0edf93451>

Employment File Maintenance Terminology

<https://employersupport.calstrs.com/GetFile/2f9ce523-db24-4822-b8d0-79023fcafe65>

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Applicable [SDCOE Fee Schedule for Reporting](#) during the 2025-2026 fiscal year.