Submitting a Monthly STRS F496 txt File to SDCOE

Step 1: Upload txt file to the new SEW starting 9/23/2025.

- For assistance with uploading a txt file, please see the Uploading a F496 File Job Aid

Step 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).
- Use Control+F within the F496 File Specification (with LEGACY error codes and NEW error codes) to search for the Error Code type.

Step 3: Re-upload a corrected txt file free from error messages

Step 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.

Step 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.

Step 6: Submit F496 txt file to SDCOE via BSSFTP

Available Resources:

CalSTRS Employer Support Portal: Tools & Resources

Employer Toolkit Resources

- F496 File Specification (with LEGACY error codes and NEW error codes):

  Use Control+F to search for the Error Code type.

- SEW Responsibilities for Report Units
- Employer-Related Form Crosswalk
- Multiple Other Tools & Resources

New Secure Employer Website Job Aids

- Uploading a Contribution File
- Contribution Reporting Terminology
- Contribution File Business Rule Validation – Warnings and Annotations
- Formatting the Error Details Report
- Person Maintenance for Employers

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Employer Learning Center:

Self-paced computer-based trainings are available on the Employer Learning Center (ELC) at https://training.calstrs.com .

If you are new to ELC, registration instructions can be found at https://www.calstrs.com/employer-job-aids.