

SDCOE Procedures

Gaining CalSTRS Secure Employer Website

San Diego County Online District Staff (Users of SDCOE PeopleSoft Payroll)

Employee Supervisor send email to SDCOE Retirement (retiremt@sdcoe.net) authorizing district level access:

- Staff member First, Last Name
- Staff member Email Address
- Staff member Phone Number

The majority of San Diego County Online (PeopleSoft) staff members will be set up with Read Only access.

Only one district employee (or two at most) will need additional access to complete certification and entry for special scenarios. Please advise if this staff member will need access to complete any of the following:

- Termination/Unused Sick Leave Data at the time of Retirement
- Termination Data at the time of an employee request for a STRS Refund
- Create and Approve Service Credit Purchase Requests
- Validation of Leave of Absence Details (Benefit)
- Certification of Disability or Death prior to Retirement (Benefit)

San Diego County Independent, Community College & Charter Districts Staff

Finance / HR Director to send email to SDCOE Retirement (retiremt@sdcoe.net) authorizing district level access:

- Staff member First, Last Name
- Staff member Email Address
- Staff member Phone Number
- Report Unit Number and Name

Please advise if this staff member will need access to complete any of the following:

- Termination/Unused Sick Leave Data at the time of Retirement
- Termination Data at the time of an employee request for a STRS Refund
- Create and Approve Service Credit Purchase Requests
- Validation of Leave of Absence Details (Benefit)
- Certification of Disability or Death prior to Retirement (Benefit)