PERMISSIONS FOR CALSTRS SECURE EMPLOYER WEBSITE (SEW)

COMPLETED FORMS MUST BE EMAILED TO mwadley@rcoe.us

☐ Add ☐ Remove ☐ Update Access

District Number: _____ District Name: _____ Department: _____

Employee Number: _____ Employee Name: _____

Employee's Email Address: _____ Employee's Phone#: _____

Access will be granted to the user upon receipt of the form. Users will receive their username and temporary password via email. The temporary password will only be valid for 24 hours. Passwords must be kept confidential. Access to the Secure Employer Website (SEW) is for official business use only, as relevant and necessary in the ordinary course of performing job duties.

If the password expires, contact Melisa Wadley (mwadley@rcoe.us) or Yadira Rike (yrike@rcoe.us) to have it reset.

The district is responsible for notifying the county office when users leave the district or their duties no longer include CalSTRS retirement. Users no longer working with CalSTRS retirement must have their SEW access removed.

By completing this form, you acknowledge that all information accessible to users at the district will be used for official business with CalSTRS. Please select the appropriate permissions for the employee:

FOR GALAXY AND INDEPENDENT CHARTERS/DISTRICT USERS:

☐ **Read-Only:** To inquire about a member's status with CalSTRS

☐ **Sick Leave:** To submit sick leave transactions

☐ **Termination:** To submit employment termination transactions

☐ **Benefits:** Processing Retirement Incentive Program (RWP) Requests

☐ **Accounts Receivable**: Approves Service Credit Purchase Requests

FOR INDEPENDENT CHARTERS/DISTRICT USERS:

☐ **Payroll:** For contribution file reporting, but no employee enrollment tasks

☐ **Payroll and Employment:** For contribution and employee enrollment tasks

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Email: _____ Phone#: _____