

PERMISSIONS FOR CALSTRS SECURE EMPLOYER WEBSITE (SEW)

COMPLETED FORMS MUST BE EMAILED TO mwadley@rcoe.us and jstone@rcoe.us

Add	Remove	Update Access
District Number: _____	District Name: _____	Department: _____
Employee Number: _____	Employee Name: _____	
Employee's Email Address: _____	Employee's Phone No. _____	

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 Joshua Stone (jstone@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 district users will be used for official business with CalSTRS. Permissions will be granted as follows:

FOR GALAXY 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 NON-GALAXY USERS:

- ☐ **Payroll:** For contribution file reporting, but no employee enrollment tasks
- ☐ **Payroll and Employment:** For contribution and employee enrollment tasks
- ☐ **View Penalty and Dispute Detail**
- ☐ **View Invoices and Notices**
- ☐ **Display Account Detail**
- ☐ **Create or Update Disputes**
- ☐ **Receive CAP Email Notifications**

Authorized Signature: _____

Date: _____

Name: _____

Title: _____

Email: _____

Phone#: _____