

# STARS Employer Training

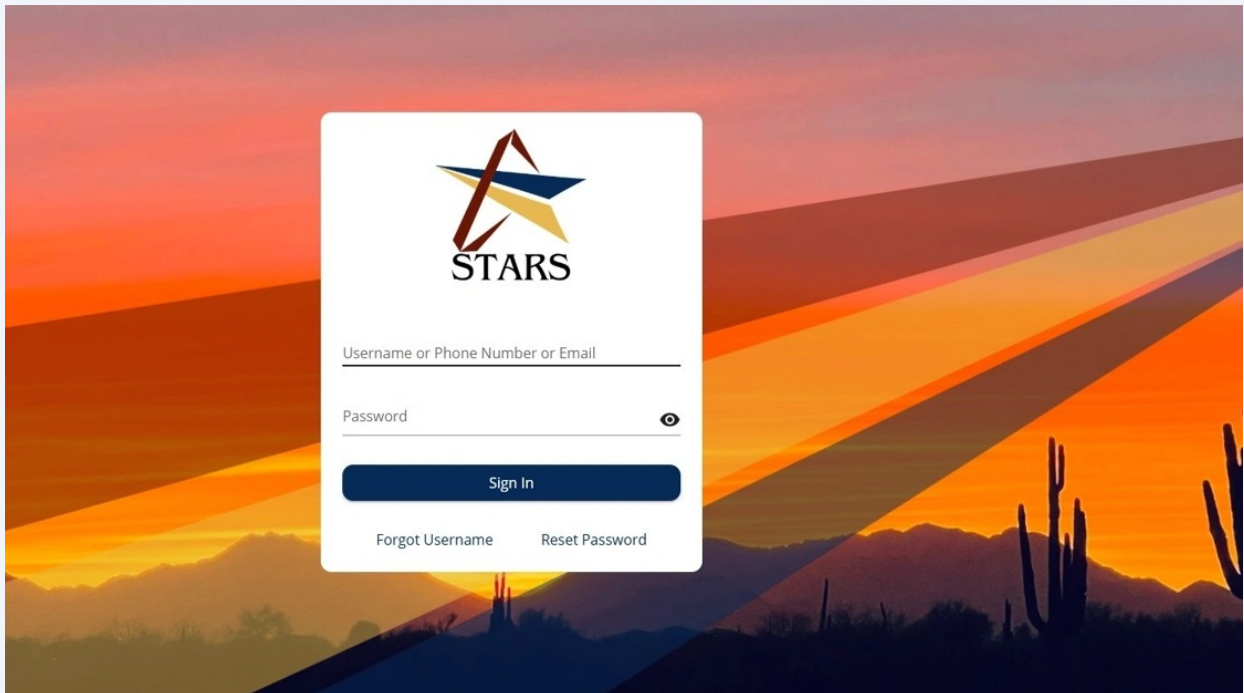
## Work Reports



# STARS Work Reports

This document provides employers an overview of work reports which support the contribution process for employers. The work reports are the third and final step in the process, after entering contributions, and processing them. Work reports include filters and are split for accounting purposes. The below guide explains what to expect as you work through this process.

**1** Enter **Username** and **Password** to login to STARS.



2

From the **Home** page, employers can select **Work Reports** in the left navigation pane.

The screenshot shows the user interface for the Wickenburg Fire Department. At the top left is the STARS logo and the text '0217 - WICKENBURG FIRE DEPARTMENT'. At the top right, it says 'Welcome RIPEBIPA' and 'Last Login: 7:29 am today' along with notification and user icons. The left navigation pane lists various options, with 'Work Reports' highlighted in a red box. The main content area is divided into several sections: 'How can we help you today?' with links for 'Process a New Hire', 'Make a Payment', 'Employees', and 'User Profile'; 'News' which is currently empty; 'Important Links' with links to a nationwide plan sponsor homepage, member forms, and employer forms; and 'Faqs' with expandable categories: All, Life Events, Password Help, and Processing.

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Once clicked, the **Work Reports** tab opens and the page appears as follows. Most work reports will have at least two separate reporting lines -- this is due to account tracking which reports Tiers 1, 2 and 3 separately.

0217 - WICKENBURG FIRE DEPARTMENT

Welcome RIPEBIPA  
Last Login: 7:29 am today

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All Work Reports

Generate Report Generate Adj Report

Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Orig
FIRE DEPARTMENT									
860709	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	10/31/2025		02/11/2026	\$8
860705	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2026	09/05/2025		09/24/2025	\$3
860704	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$11,68
860703	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$7,23
860697	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026	02/19/2026	02/13/2026	\$11,75
860696	WH Report	Initial	Open	2026-01 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026		02/13/2026	\$7,23
2025-08 0217 WICKENBURG FIRE									
Total in current view									\$50,35
Total of all records									\$3,788,19

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**Tip!** Single contribution files produce multiple work reports. STARS create separate work reports for member plans and tiers. Examples may include defined benefit, defined contribution, and hybrid plan contributions, as well as disability and health insurance subsidy.

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Employers reporting Tier 3 DC contributions will have at least three reporting lines. Users can see the **Transaction (Trans) #** listed in the **Identifier** column, followed by a DC or DB notation, which ensures data is routed to the correct reporting line.

0126 - WICKENBURG POLICE DEPARTMENT

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Last Login: 7:29 am today

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All Work Reports

Generate Report Generate Adj Report

<input type="checkbox"/>	Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Orig
<input type="checkbox"/>	860702	WH Report	Released	Open	860702 DC 02/06/26 0126 WICKENBURG POLICE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$9,14
<input type="checkbox"/>	860701	WH Report	Released	Open	860701 DB 02/06/26 0126 WICKENBURG POLICE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$9,14
<input type="checkbox"/>	860700	WH Report	Released	Open	860700 DB 02/06/26 0126 WICKENBURG POLICE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$7,19
<input type="checkbox"/>	860681	Billing Adj.	Pending	Open	2025-06 0126 WICKENBURG POLICE DEPARTMENT	02/18/2026	08/08/2025		01/14/2026	\$10
<input type="checkbox"/>	860678	WH Report	Released	Open	860678 DC 01/23/26 0126 WICKENBURG POLICE DEPARTMENT	01/10/2026	01/23/2026	02/18/2026	02/13/2026	\$9,14
<input type="checkbox"/>	860677	WH Report	Released	Open	860677 DB 01/23/26 0126 WICKENBURG POLICE DEPARTMENT	01/10/2026	01/23/2026	02/18/2026	02/13/2026	\$9,14
<input type="checkbox"/>	860676	WH Report	Released	Open	860676 DB 01/23/26 0126 WICKENBURG POLICE DEPARTMENT	01/10/2026	01/23/2026	02/18/2026	02/13/2026	\$7,19
<b>Total in current view</b>										
<b>Total of all records</b>										

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Users can also view their historical payment information.

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All Work Reports

Generate Report Generate Adj Report

<input type="checkbox"/>	Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Original
<input type="checkbox"/>	<a href="#">137791</a>	WH Report	Released	Closed	[2005-06-10] [0217] [WICKENBURG FIRE DEPARTMENT]	05/28/2005	06/10/2005	06/21/2005	07/04/2005	\$250
<input type="checkbox"/>	<a href="#">137505</a>	WH Report	Released	Closed	[2005-04-29] [0217] [WICKENBURG FIRE DEPARTMENT]	04/16/2005	04/29/2005	05/09/2005	05/23/2005	\$250
<input type="checkbox"/>	<a href="#">137069</a>	WH Report	Released	Closed	[2005-02-18] [0217] [WICKENBURG FIRE DEPARTMENT]	02/05/2005	02/18/2005	03/02/2005	03/14/2005	\$250
<input type="checkbox"/>	<a href="#">136425</a>	WH Report	Released	Closed	[2004-11-12] [0217] [WICKENBURG FIRE DEPARTMENT]	10/30/2004	11/12/2004	11/22/2004	12/06/2004	\$251
<b>Total in current view</b>										<b>\$1,004</b>
<b>Total of all records</b>										<b>\$3,788,196</b>

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Users also have the option to **generate** a new **work report** for a regular pay period ending or to **generate** an **adjustment (Adj) report** for prior pay period endings by clicking on the appropriate link at the top of the work reports panel. Training on submitting contributions manual entries detail these processes.

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All Work Reports

Generate Report Generate Adj Report

Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Orig
860763	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/20/2026	10/03/2025		03/22/2026	\$7
860715	Billing Adj.	Pending	Open	2025-06 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	08/08/2025		03/21/2026	\$15
860709	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	10/31/2025		02/11/2026	\$8
860705	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2026	09/05/2025		09/24/2025	\$3
860704	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$11,68
860703	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$7,23
860697	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026	02/19/2026	02/13/2026	\$11,75
<b>Total in current view</b>									<b>\$50,35</b>
<b>Total of all records</b>									<b>\$3,788,19</b>

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Users can view totals for each contribution type by moving the scroll bar at the bottom of the screen to the right. Users may also use **filters** to search through their **work reports** by clicking on the **funnel** icon.

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All Work Reports

Generate Report Generate Adj Report **Filters**

Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Orig
<a href="#">860763</a>	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/20/2026	10/03/2025		03/22/2026	\$7
<a href="#">860715</a>	Billing Adj.	Pending	Open	2025-06 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	08/08/2025		03/21/2026	\$15
<a href="#">860709</a>	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	10/31/2025		02/11/2026	\$8
<a href="#">860705</a>	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2026	09/05/2025		09/24/2025	\$3
<a href="#">860704</a>	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$11,68
<a href="#">860703</a>	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$7,23
<a href="#">860697</a>	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026	02/19/2026	02/13/2026	\$11,75
<b>Total in current view</b>									<b>\$50,35</b>
<b>Total of all records</b>									<b>\$3,788.19</b>

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The **filters search panel** will open to the right side of the screen. Users can search by any data within the report, then click **Apply** to view search results. Users may export their dataset by clicking on the **three-dot menu (snowman)** to the right of the filter and selecting **Export** from the dropdown menu. Users can view each work report in detail by clicking the work report **Trans #**.

The screenshot displays the '0217 - WICKENBURG FIRE DEPARTMENT' report interface. On the left is a dark blue navigation sidebar with options: Home, Roster, Policies, Work Reports (selected), Payments, Transactions, Administration, Employer Info, Imports, Reports, Documents, Requests, Sessions, Secure Message, and Contact Us. The main content area is titled 'All Work Reports' and includes buttons for 'Generate Report' and 'Generate Adj Report'. A table lists work reports with columns for Trans #, Trans Type, Report Status, Trans Status, Identifier, and Activity Date. A red box highlights a three-dot menu icon to the right of the 'Generate Adj Report' button. Below the table, it shows 'Total in current view' and 'Total of all records' with a pagination bar for 'Page 1 of 79'. On the right, a 'Filters' panel is open, featuring a search bar for 'Trans #' and filter sections for 'Trans Status' (with options: Closed, Disputed, Hold, Open, Cancelled) and 'Report Status' (with options: Pending, Released, Initial). The top right of the interface shows the user 'Welcome RIPEBIPA' and 'Last Login: 7:29 am today'.

Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date
860763	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/20/2
860715	Billing Adj.	Pending	Open	2025-06 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2
860709	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2
860705	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2
860704	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2
860703	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2
860697	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2

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Users may add **comments** to leave notes for themselves when working on a report. This is especially helpful for users managing multiple employers. Comments also have a filter to enable quick location of notes.

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Work Reports / Work Report Details

Comments

Please enter the pay date in the Work Report Summary to validate all records in the Work Report Editor.

### Work Report Summary

Trans #	Report Status	Report Type	Identifier	
860704	Released	Regular	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	
Pay Period Start	Pay Period End	Date Received	Date Released	Date Submitted
01/24/2026	02/06/2026	02/19/2026	02/19/2026	02/19/2026
Pay Date	Created By	User Released	Report Source	Due Date
02/11/2026	RGEDPEMO	RGEDPEMO		03/02/2026
Trans Status	Billing Type	EPSL Combine	<input type="checkbox"/> Report Status Override	User Submitted
Open	Contribution			RGEDPEMO
Agreement RISK POOL WICKENBURG FIRE DEPARTMENT				

### Financial Summary

Fund Name	Due Calculated	Amount Paid	Amount Owed
DBCN - EE	\$5,033.89	\$0.00	\$5,033.89
DBCN - ER	\$4,900.66	\$0.00	\$4,900.66
DBCT - EE	\$0.00	\$0.00	\$0.00
DBCT - ER	\$0.00	\$0.00	\$0.00
DCCN - EE	\$0.00	\$0.00	\$0.00
DCCN - ER	\$0.00	\$0.00	\$0.00

### Recon Summary

Level	Validation	Type	Count
There are no validations present on this work report.			

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Submitting a change begins by selecting the **work report** to update and by clicking on the **Trans #**.

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Welcome RIPEBIPA  
Last Login: 7:29 am today

Generate Report Generate Adj Report

Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date	Total Orig
860705	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2026	09/05/2025		09/24/2025	\$3
860704	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$11,68
860703	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026	\$7,23
860697	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026	02/19/2026	02/13/2026	\$11,75
860696	WH Report	Initial	Open	2026-01 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026		02/13/2026	\$7,23
860691	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/18/2026	09/05/2025		09/24/2025	\$8
860690	WH Report	Released	Open	860690 DB 01/09/26 0217 WICKENBURG FIRE DEPARTMENT	12/27/2025	01/09/2026	02/18/2026	01/30/2026	\$12,01
<b>Total in current view</b>									<b>\$50,35</b>
<b>Total of all records</b>									<b>\$3,788,19</b>

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This action, opens the **Work Report Summary**. Users can click on the **Work Report Editor** to update the data in the work report. When changes are complete, select **Submit** to release the work report for payment.

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Welcome RIPEBIPA  
Last Login: 7:29 am today

Work Reports / Work Report Details

Please enter the pay date in the Work Report Summary to validate all records in the Work Report Editor.

**Work Report Summary** Edit ?

Trans # <b>860696</b>	Report Status <b>Initial</b>	Report Type <b>Regular</b>	Identifier <b>2026-01 0217 WICKENBURG FIRE DEPARTMENT</b>	
Pay Period Start 01/10/2026	Pay Period End 01/23/2026	Date Received 02/19/2026	Date Released	Date Submitted
Pay Date 01/28/2026	Created By RGEDPEMO	User Released	Report Source Employer	Due Date 02/13/2026
Trans Status Open	Billing Type Contribution	EPSL Combine <input type="checkbox"/>	Report Status Override	User Submitted

Agreement  
WICKENBURG FIRE DEPARTMENT

Fund Name	Due Calculated	Amount Paid	Amount Owed
DBCN - EE	\$2,302.80	\$0.00	\$2,302.80
DBCN - ER	\$4,006.57	\$0.00	\$4,006.57
DBCT - EE	\$0.00	\$0.00	\$0.00
DBCT - ER	\$0.00	\$0.00	\$0.00
DCCN - EE	\$0.00	\$0.00	\$0.00

Level	Validation	Type	Count
There are no validations present on this work report.			

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Users will be returned to the **Work Reports** tab, and the finalized work reports are now designated as **Released** under the **Report Status** column, indicating that the work report has been submitted.

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Last Login: 7:29 am today

All Work Reports

Generate Report Generate Adj Report

Trans #	Trans Type	Report Status	Trans Status	Identifier	Activity Date	Pay Period End Date	Released Date	Due Date
860763	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/20/2026	10/03/2025		03/22/2026
860715	Billing Adj.	Pending	Open	2025-06 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	08/08/2025		03/21/2026
860709	Billing Adj.	Pending	Open	2025-09 0217 RISK POOL WICKENBURG FIRE DEPARTMENT	02/19/2026	10/31/2025		02/11/2026
860705	Billing Adj.	Pending	Open	2025-08 0217 WICKENBURG FIRE DEPARTMENT	02/19/2026	09/05/2025		09/24/2026
860704	WH Report	Released	Open	860704 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026
860703	WH Report	Released	Open	860703 DB 02/06/26 0217 WICKENBURG FIRE DEPARTMENT	01/24/2026	02/06/2026	02/19/2026	03/02/2026
860697	WH Report	Released	Open	860697 DB 01/23/26 0217 WICKENBURG FIRE DEPARTMENT	01/10/2026	01/23/2026	02/19/2026	02/13/2026

Total in current view

Total of all records

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