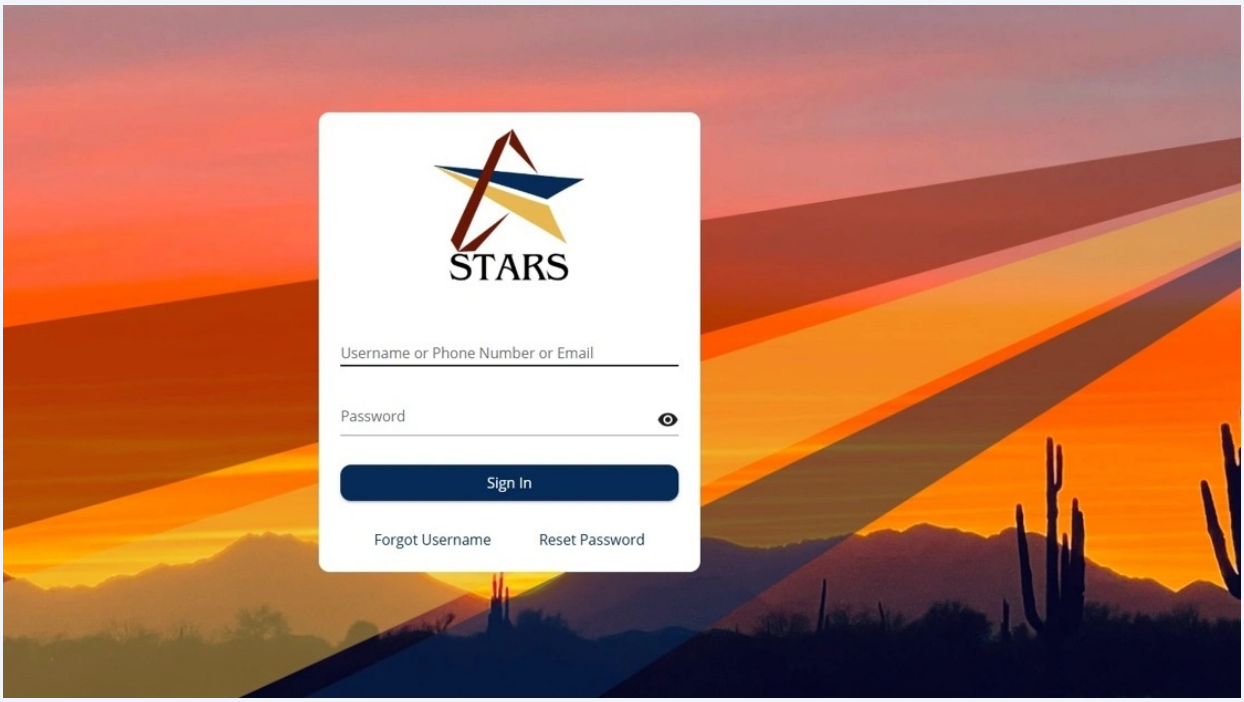
STARS Employer Training

Submitting Contributions Importing Files – Step 3 Work History Details and Submit Report

Submitting Contributions - Import Files Step 3 - Work History Details and Submit Report

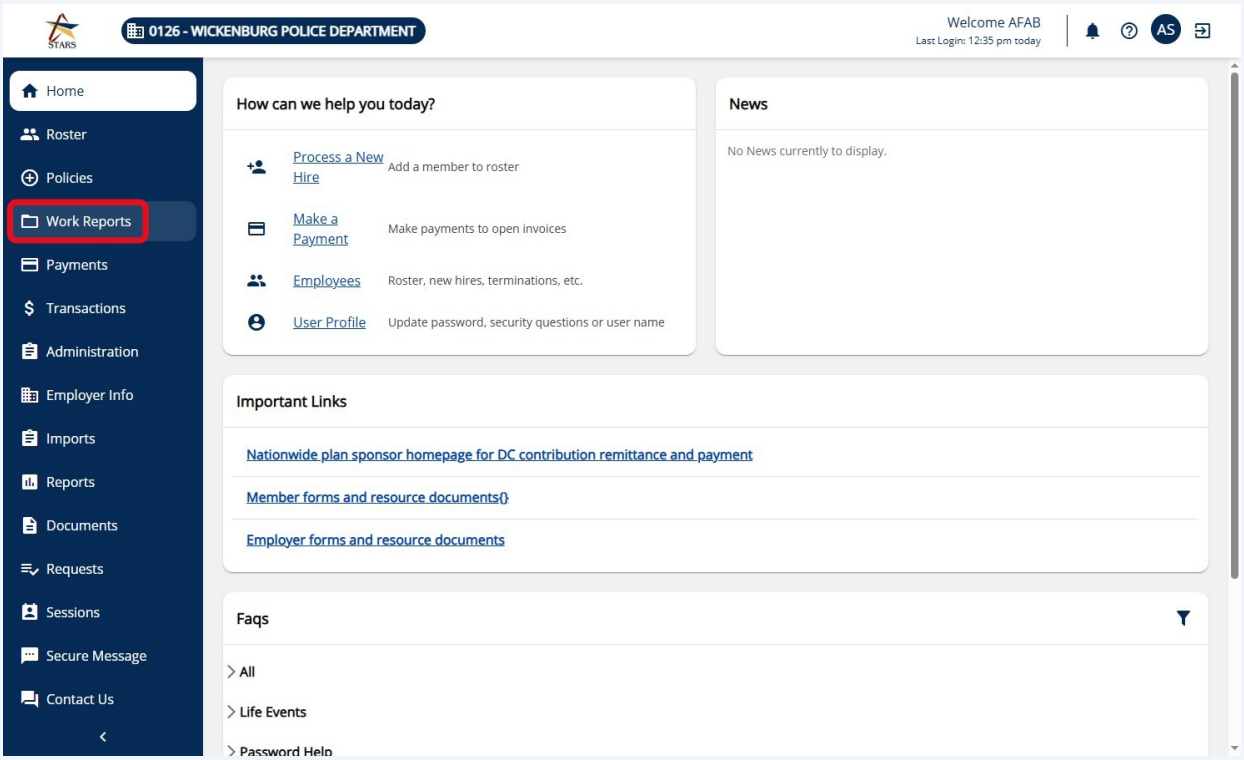
This document provides an overview of the process STARS Employer Contribution Import process. This is the third of the three-step process for importing contributions to STARS. Through screenshots and step-by-step prompts, users will learn to use the Work Reports tab to review their previously uploaded, validated and processed files – and make any changes – prior to final submission for invoicing and payment.

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



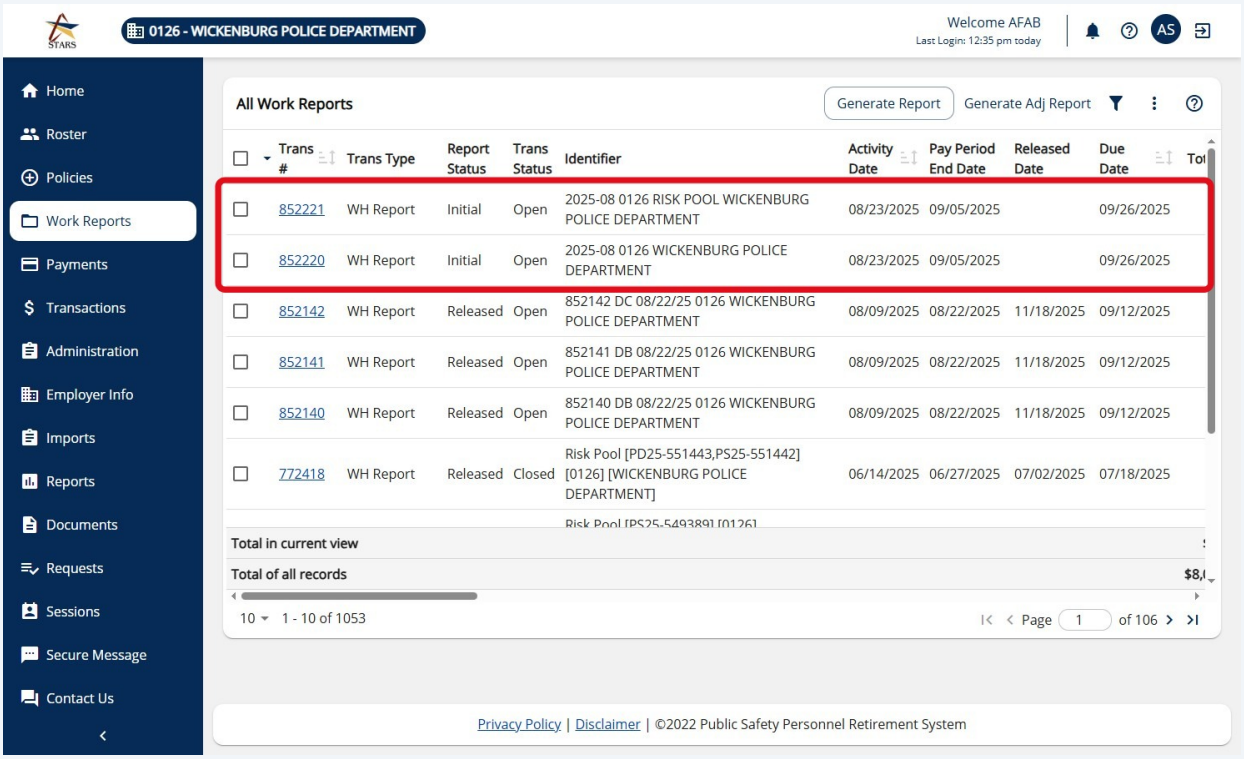
2

From the **Home** page, users must click **Work Reports** tab on the left navigation pane.



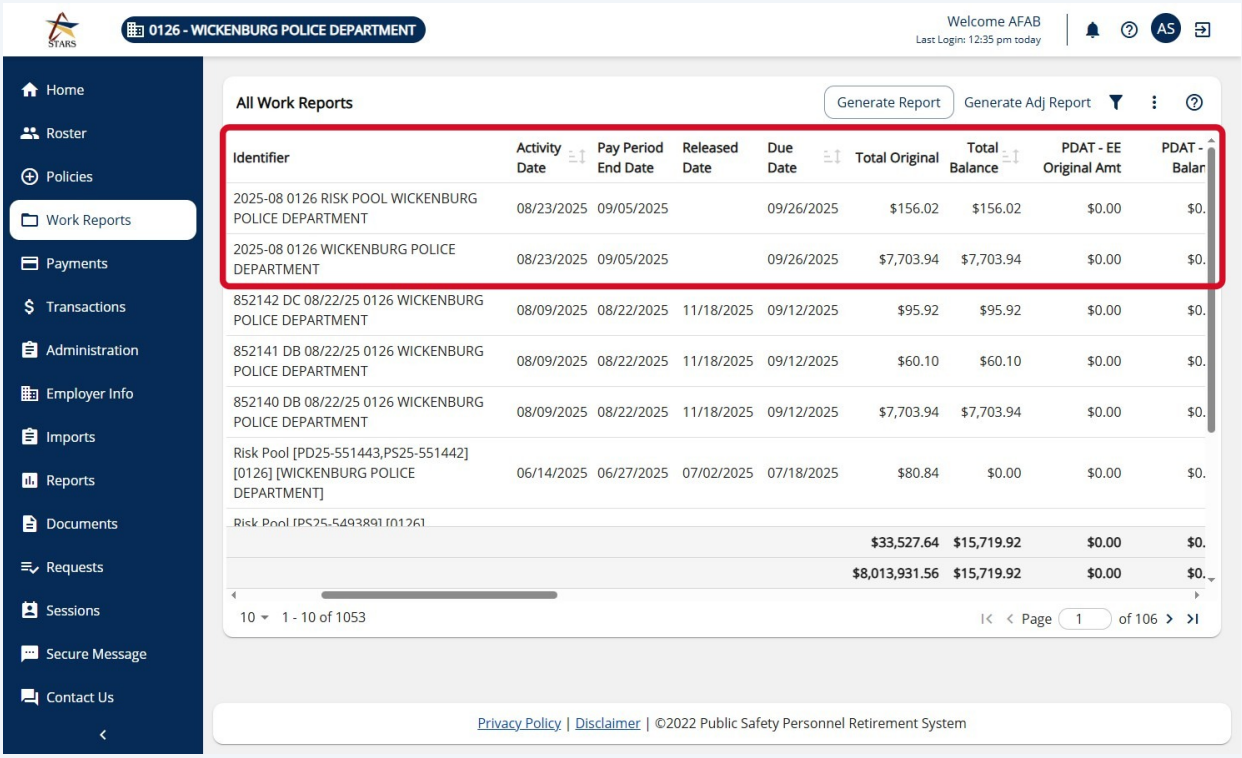
3

From the **Work Reports** page, users must select work reports for review and submission through the **Transaction** # column.

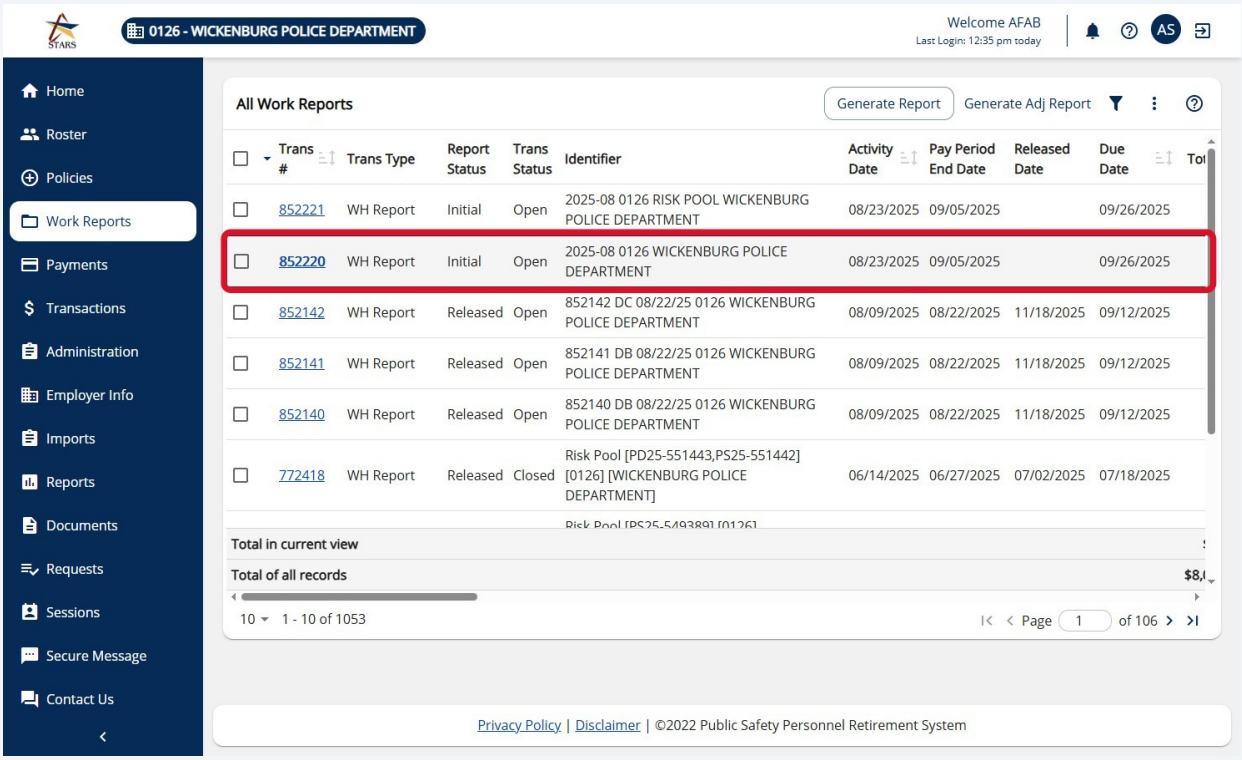


Tip! Single contribution files produce multiple work reports. STARS create separate work reports for member plans and tiers. Examples may include defined benefit, defined contribution, and hybrid plan contributions, as well as disability and health insurance subsidy contributions for DC-only public safety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

4 Scrolling right from the **Work Reports** page allows users to view reported contribution totals for each plan type and tier separated from the employer's contribution file by STARS.

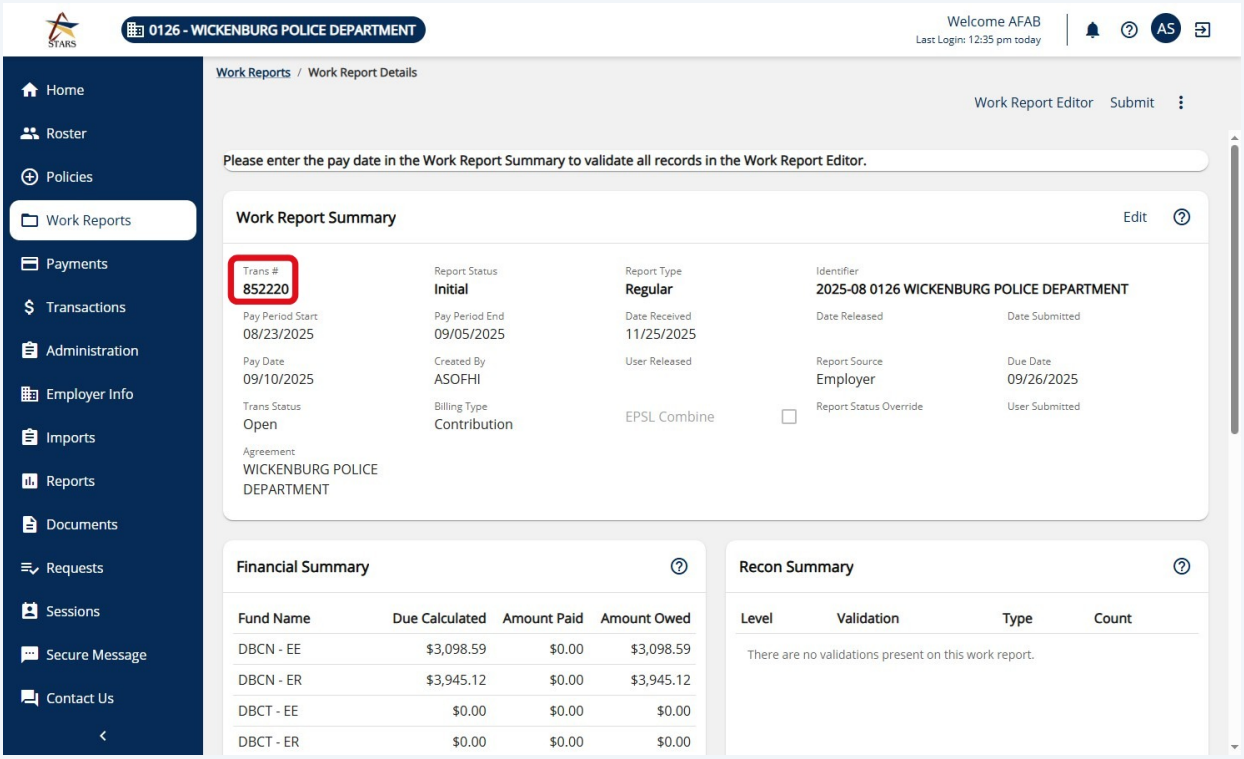


5 Select on the appropriate **Transaction #** to view a work report.

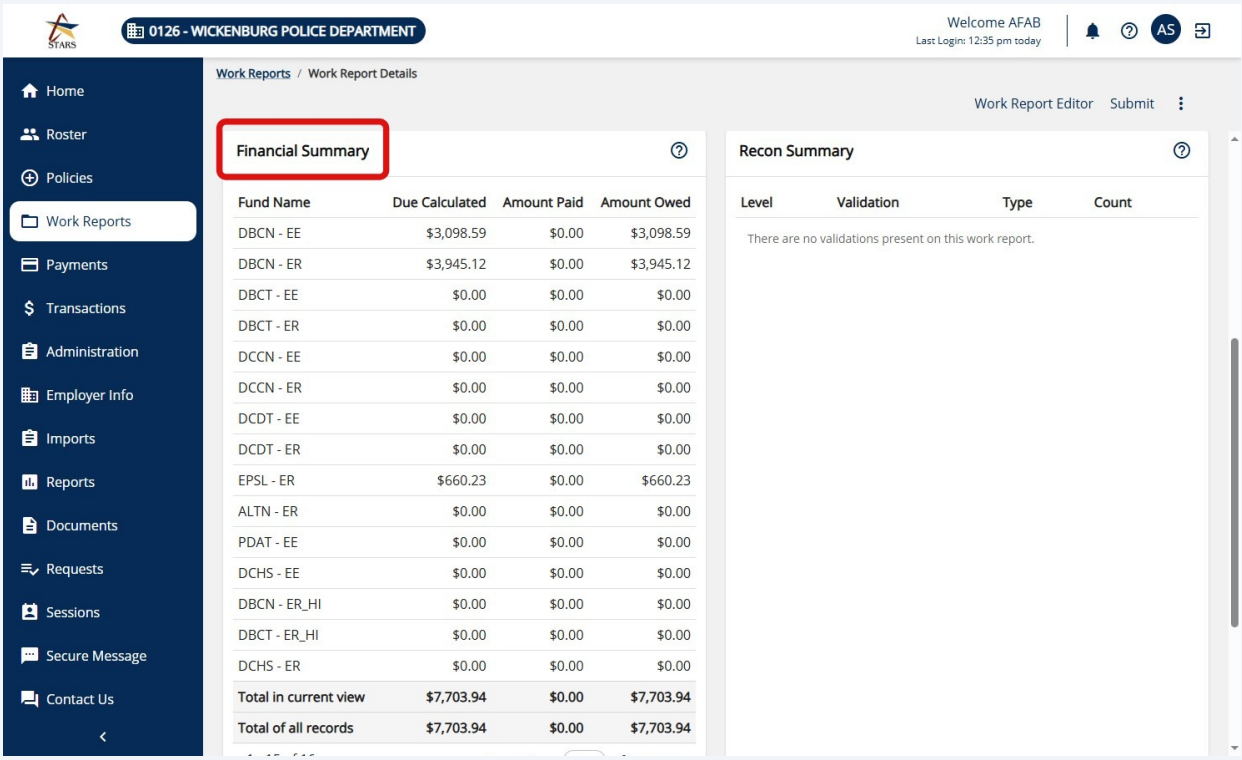


Tip! Many employers will have at least two work reports to review, potentially edit and submit. Each work report per pay period must be reviewed and submitted before invoicing and payment.

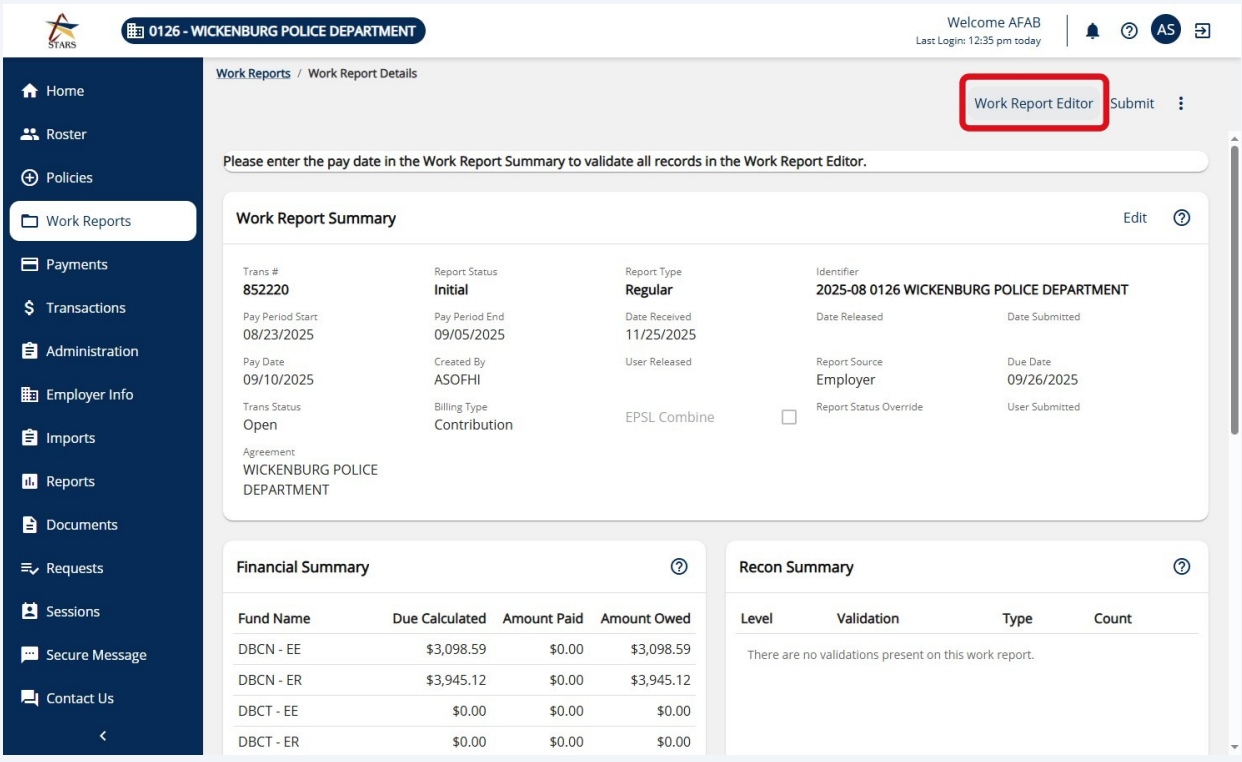
6 Selecting and clicking on a work report (designated by **Transaction** #) displays the **Work Report Summary**, which includes member (EE) and employer (ER) contribution amounts by pay code type. File warnings, which in many cases are employer notifications, will appear in the **Reconciliation (Recon) Summary.**



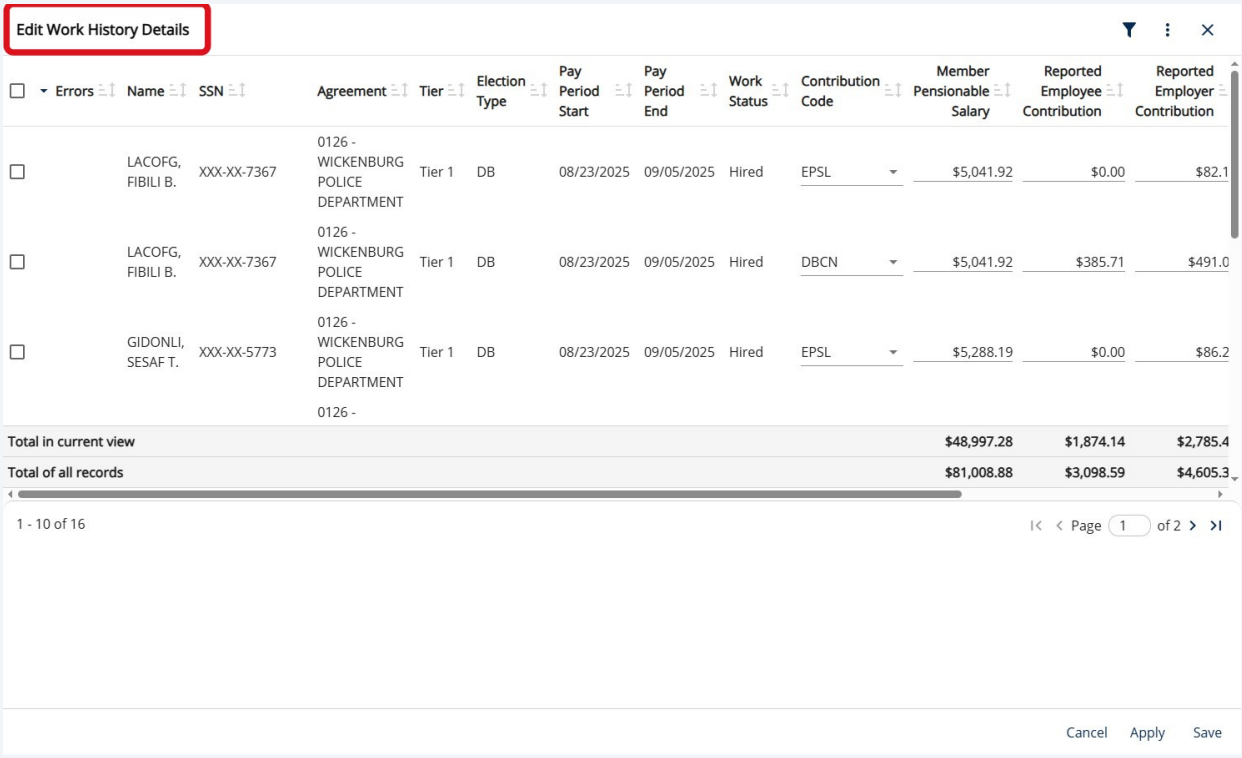
7 Users can scroll down to view the entire **Financial** and **Recon Summaries**.



8 The **Work Report Editor** feature can be clicked to view work report details for individual members.

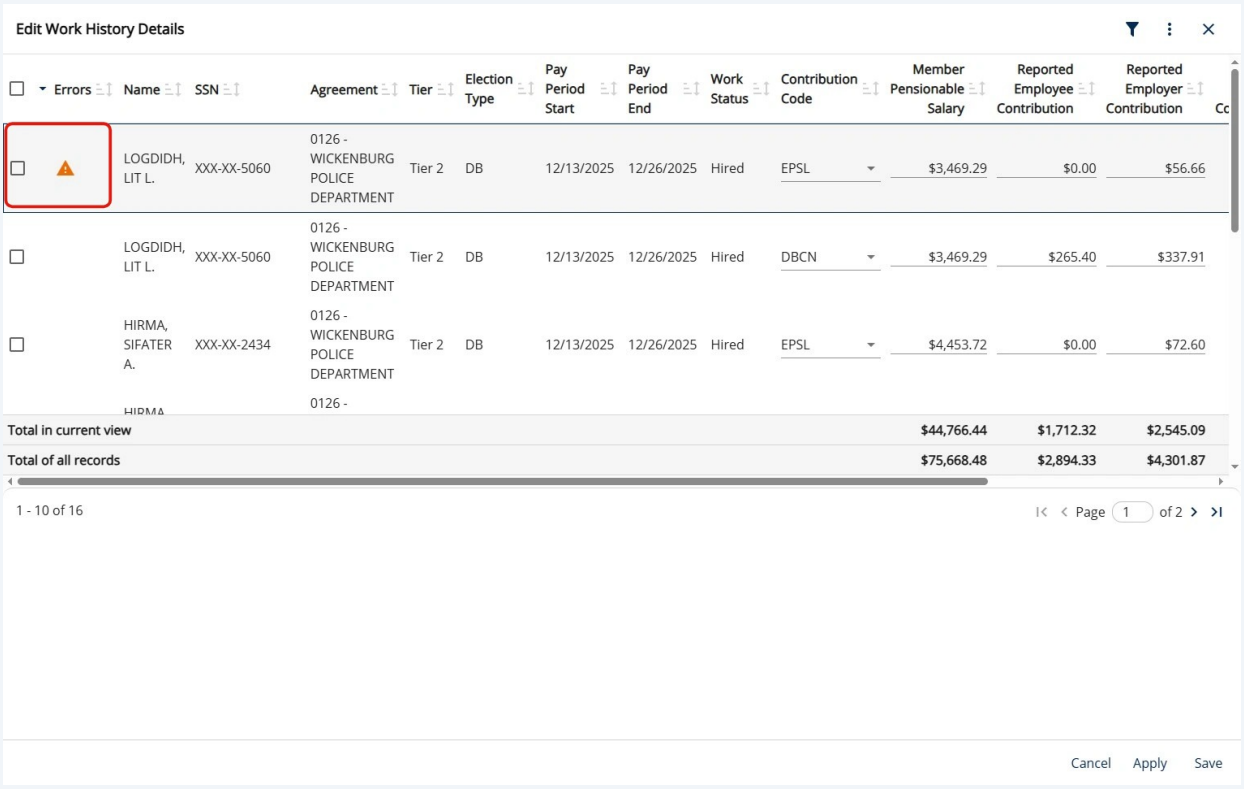


9 Users can review member details and apply updates to member data. This includes contribution codes, pensionable salary, reported employee (member) and employer contributions, as well as pay period start and end dates.

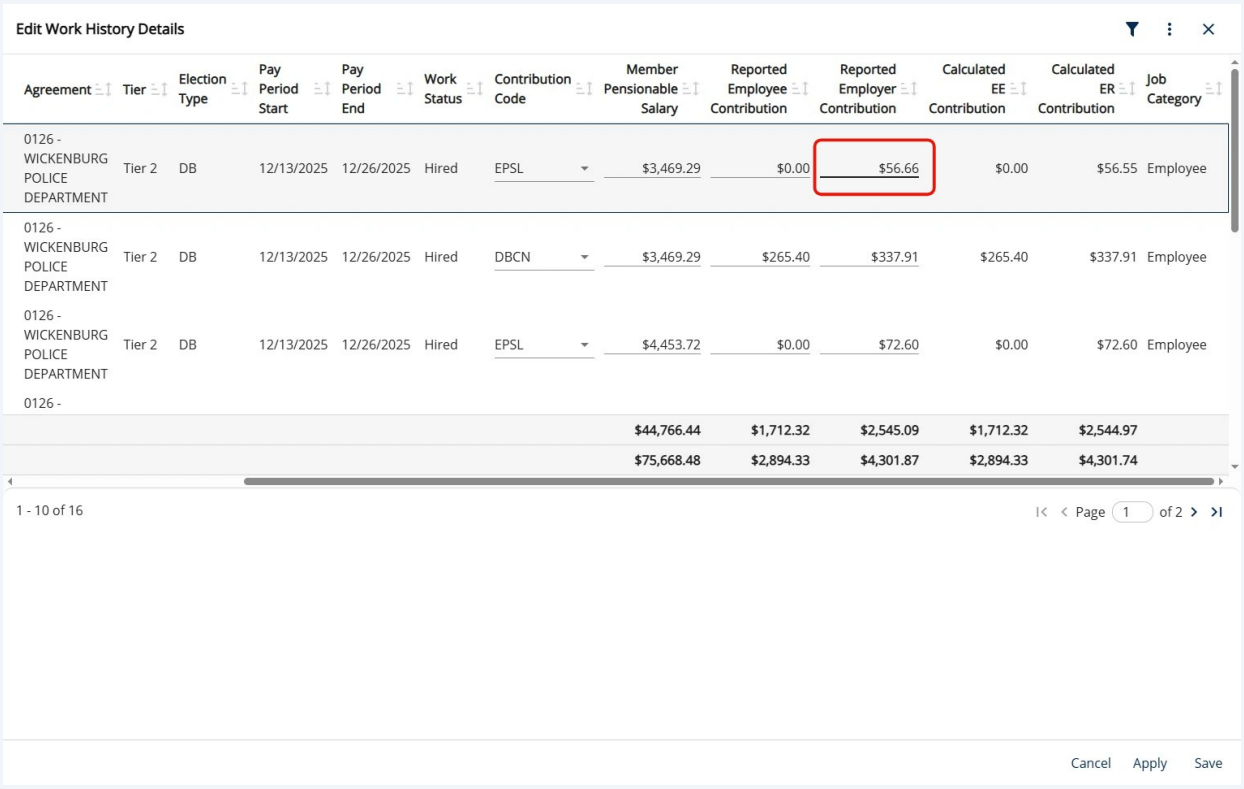


Tip! STARS will calculate employer and employee contribution amounts and invoice based upon the rates found in the employer's most recent actuarial valuation.

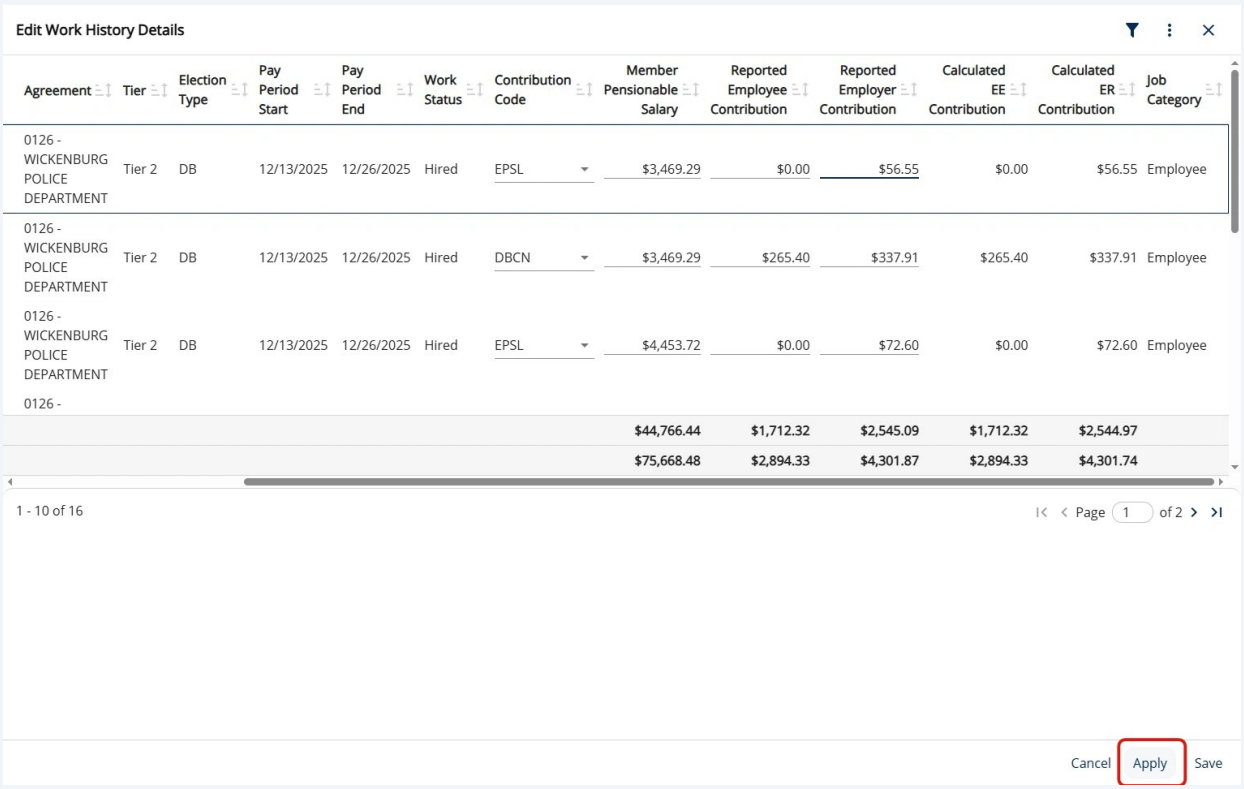
10 Users can filter for warnings by clicking the **Errors** column. Please note that warnings are indicated by the **orange triangle icon**.



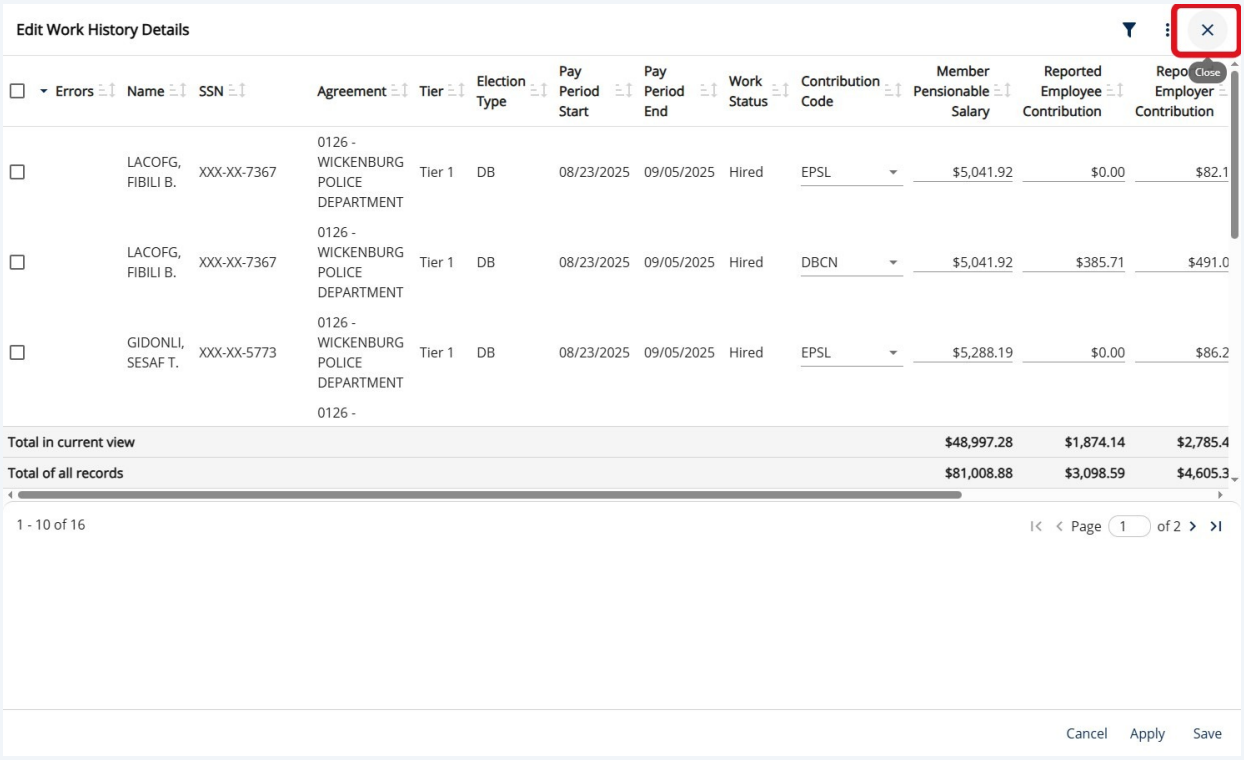
11 For this example, a discrepancy between the **Reported Employer Contribution** and the STARS **Calculated ER (Employer) Contribution** triggered the warning.



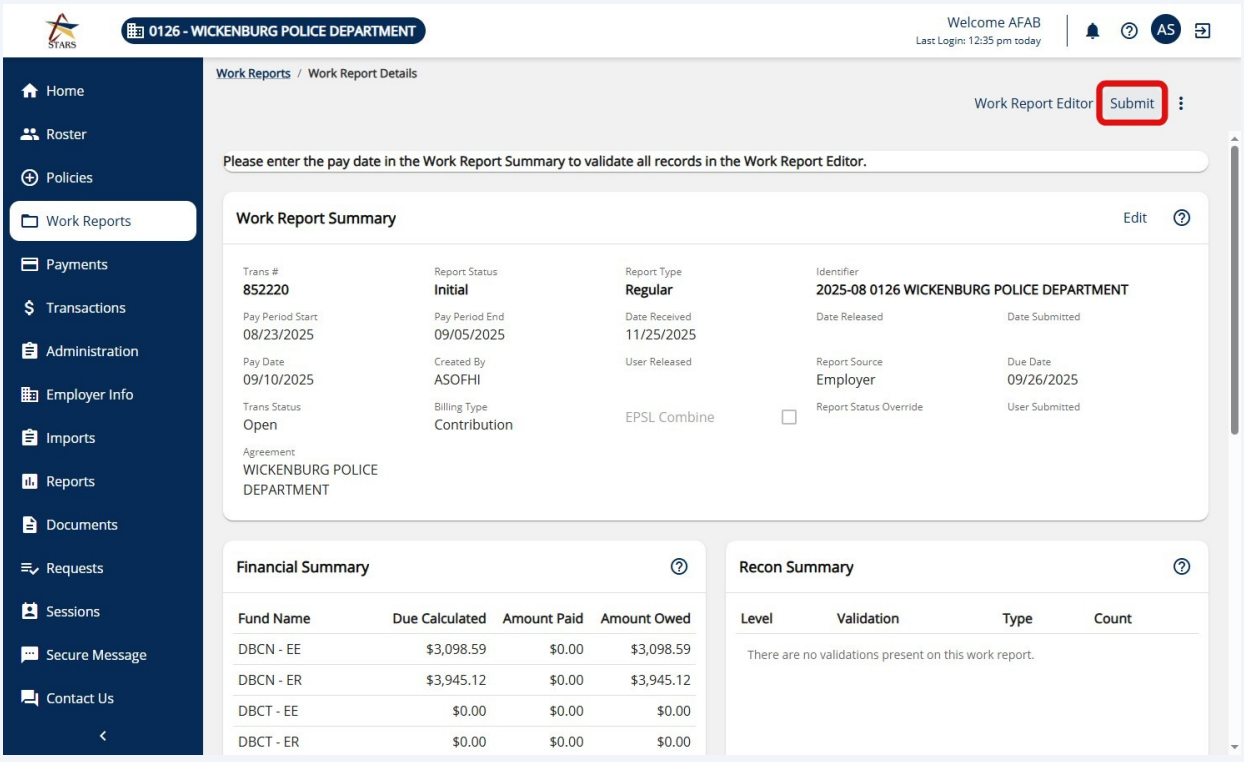
12 Here, the **Reported Employer Contribution** amount is adjusted to match the STARS **Calculated ER Contribution.** The **Apply** button is clicked to apply the update.



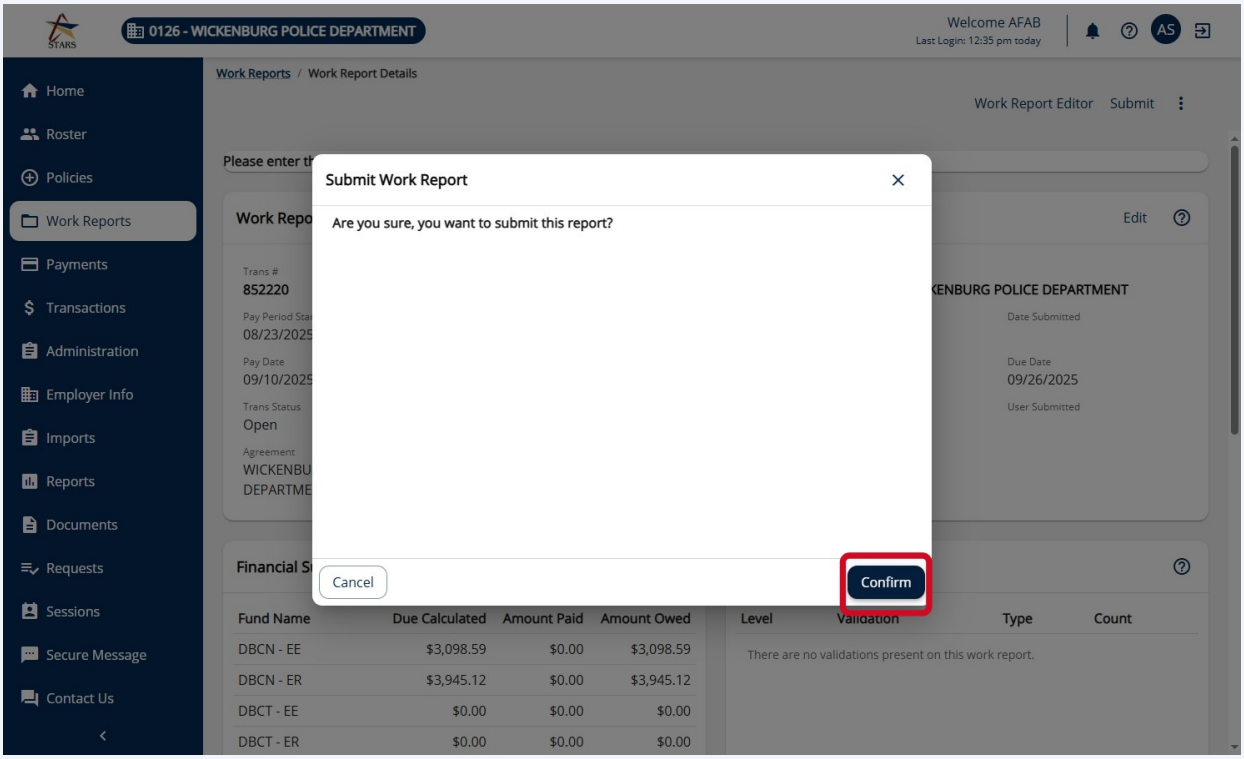
13 Next, the **Edit Work History** window is closed by clicking the **X** icon



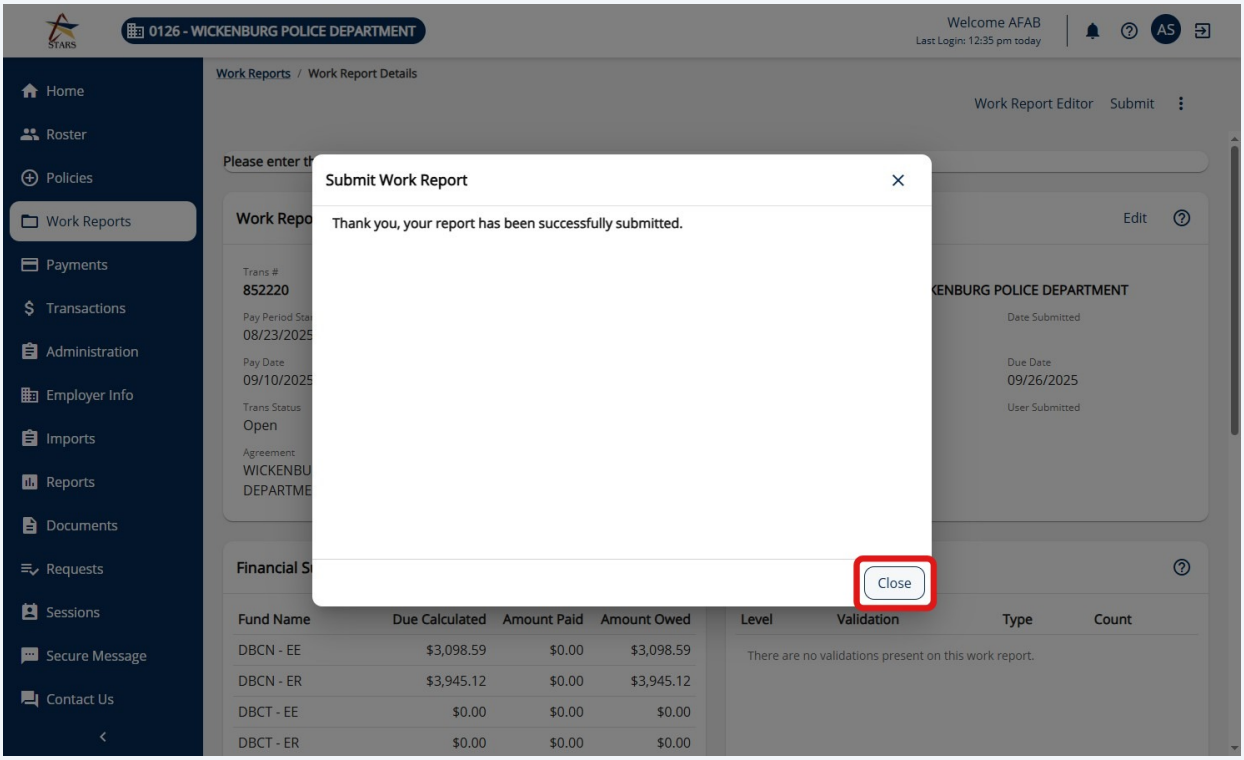
14 The action returns the user to the **Work Report Summary** page, allowing the user to click **Submit** to record the revision.



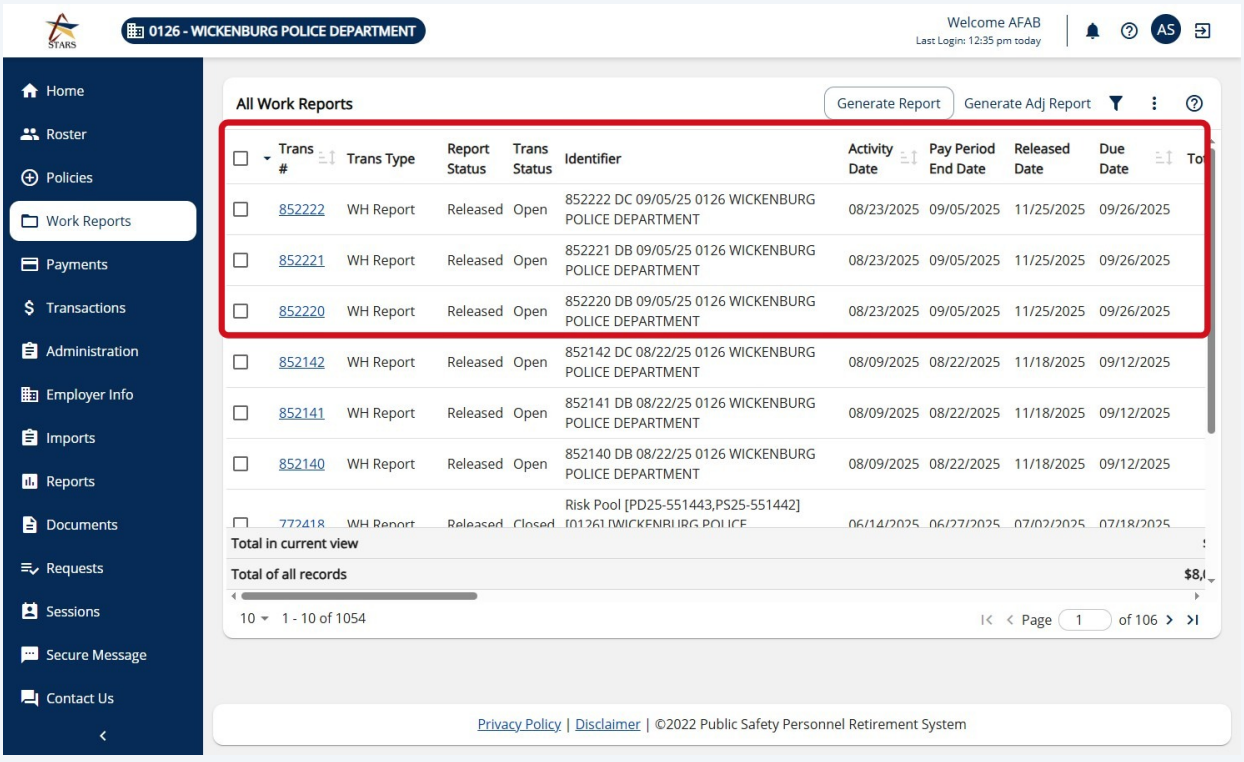
15 The change is applied to the work report by clicking **Confirm**.



16 Click **Close** to return to the **Work Reports** page.

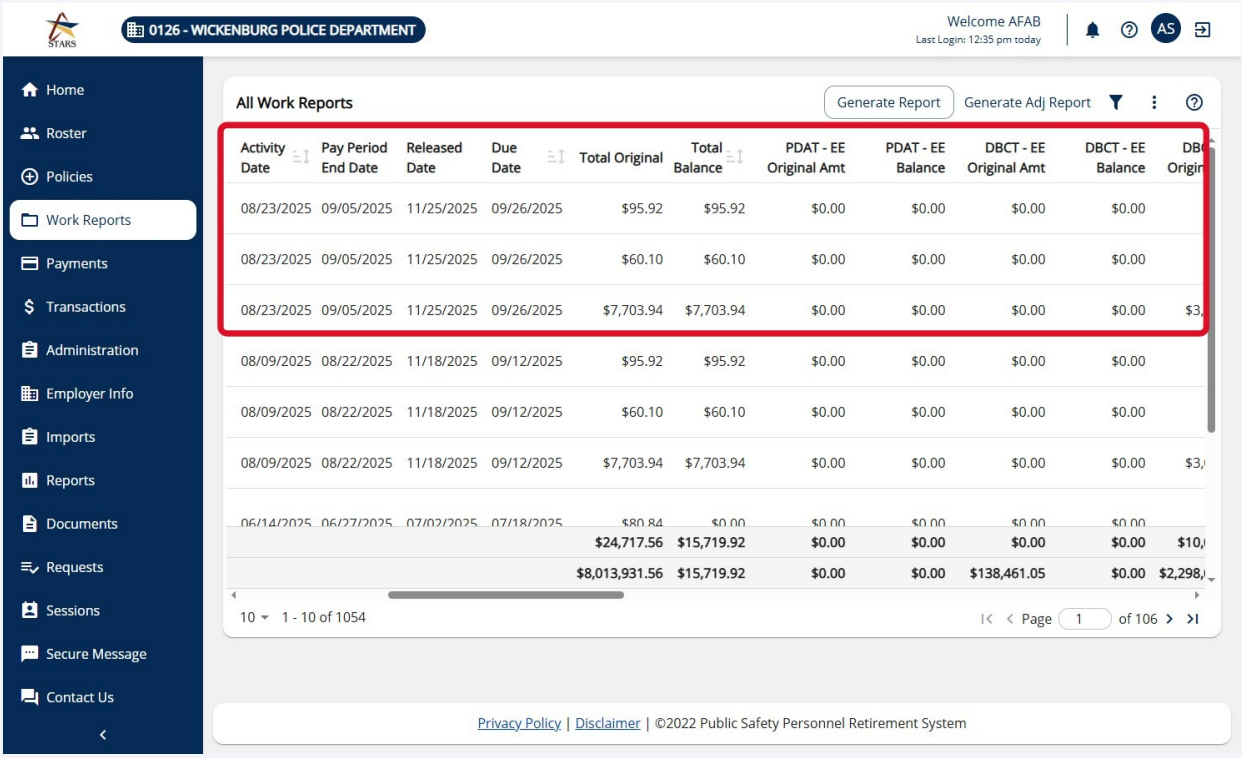
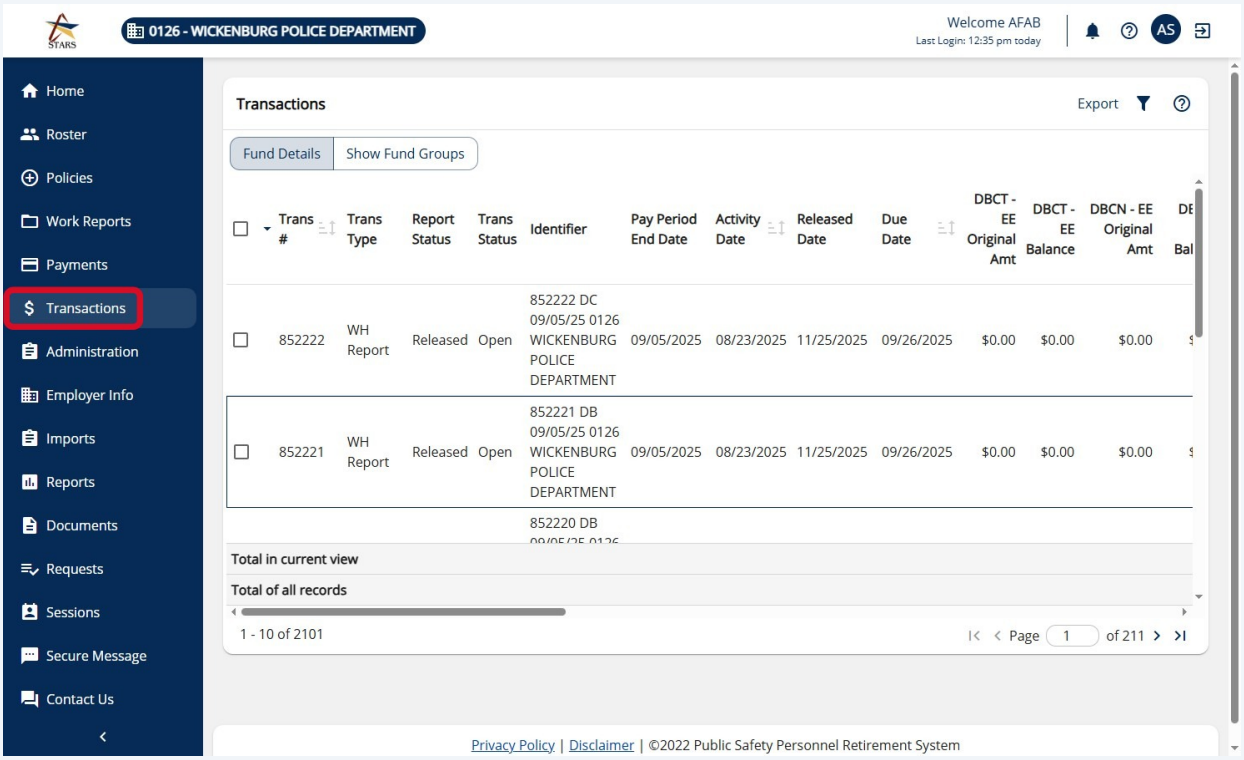


17 The finalized work reports are now designated as **released** under the **Report Status** column, indicating that the work report has been submitted.



Tip! Tier 3 Risk Pool work reports are split by STARS into two work reports at this stage - one for Defined Contribution disability contributions and the other for health insurance subsidy contributions.

18 The totals for each **contribution code** can be viewed by scrolling to the right of the page.



19 Users can confirm that work reports are released and ready for payment by clicking the **Transactions** tab.