



Employer STARS Pre-flight Checklist

Training/Resource	Live/Watched Video	Reviewed Guidebook	Completed Date
1. Exploring STARS	<input type="checkbox"/>	<input type="checkbox"/>	
2. Account Administration System	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bonus: Updating Staff User Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	
4. Entering Member Data Manual Entries	<input type="checkbox"/>	<input type="checkbox"/>	
5. Entering Member Data (importing file)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Submitting Contributions (manually)	<input type="checkbox"/>	<input type="checkbox"/>	
7. Bonus: Submitting Contributions – Adjustments (manually)	<input type="checkbox"/>	<input type="checkbox"/>	
8. Submitting Contributions (importing file)	<input type="checkbox"/>	Guide 1 <input type="checkbox"/> Guide 2 <input type="checkbox"/> Guide 3 <input type="checkbox"/>	
9. Bonus: Submitting Contributions – Adjustments (importing file)	<input type="checkbox"/>	<input type="checkbox"/>	
10. STARS Work Reports	<input type="checkbox"/>	<input type="checkbox"/>	
11. Payments – Adding a Bank Account and Make Payments	<input type="checkbox"/>	<input type="checkbox"/>	
12. Prepaying Credit	<input type="checkbox"/>	<input type="checkbox"/>	
13. Applying a Credit to an Open Invoice	<input type="checkbox"/>	<input type="checkbox"/>	
14. Insurance Processing (manual entries, importing files and reporting)	<input type="checkbox"/>	Guide 1 <input type="checkbox"/> Guide 2 <input type="checkbox"/> Guide 3 <input type="checkbox"/>	
15. Local Boards	<input type="checkbox"/>	<input type="checkbox"/>	
16. Members	<input type="checkbox"/>	<input type="checkbox"/>	



Employer STARS Pre-flight checklist (page 2)

Prepare reports/files for submission <i>Does not pertain to employers planning to manually enter - one at a time - records into STARS. See STARS webpage for file specifications.</i>	Submitted test file date	Confirmed test file formatting date	Worked with <i>(circle one)</i>
Demographics File			Joann/Harold
Contribution File			Joann/Harold
Health Insurance File			Joann/Harold

Were you engaged in our monthly employer check-ins? <i>Call details and replays available on the STARS webpage and historical resources page</i>	Attended Live	Watch replay <i>(optional)</i>	Hosted by
August 2025 <i>Charted Course to Launch</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann
September 2025 <i>ER and LB Self-Service Logins</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann
October 2025 <i>Submitting Contributions</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann
November 2025 <i>Errors and Warnings</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann
December 2025 <i>Member Demographics</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann
January 2026 <i>Health Insurance</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann
February 2026 <i>Member Self – Service Review for Employers</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann
March 2026 <i>Prepare for launch: Cutover and Post-implementation support plan</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann
April 2026 <i>Live Launch support</i>	<input type="checkbox"/>	<input type="checkbox"/>	Joann

Visit the STARS Pension Administration System webpage on our website to learn more at <https://www.psprs.com>.