

STARS Employer Training

Schedule Member Election Notifications

Report

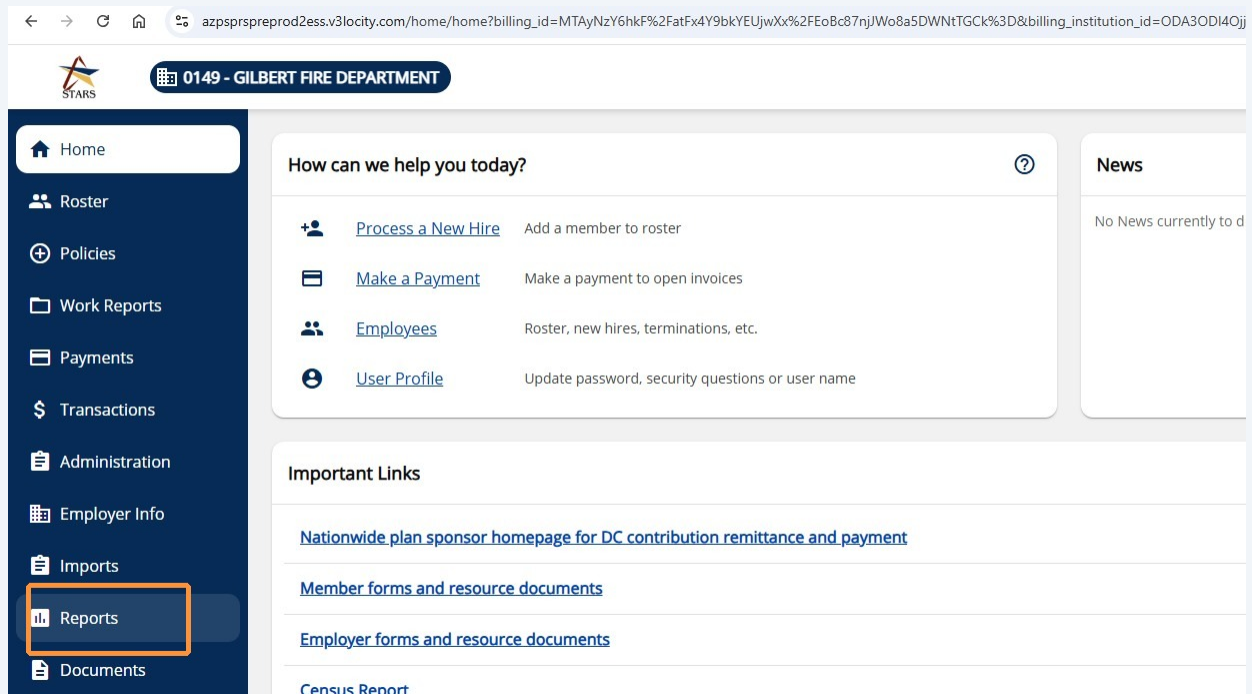


Schedule Member Election Notification Reports

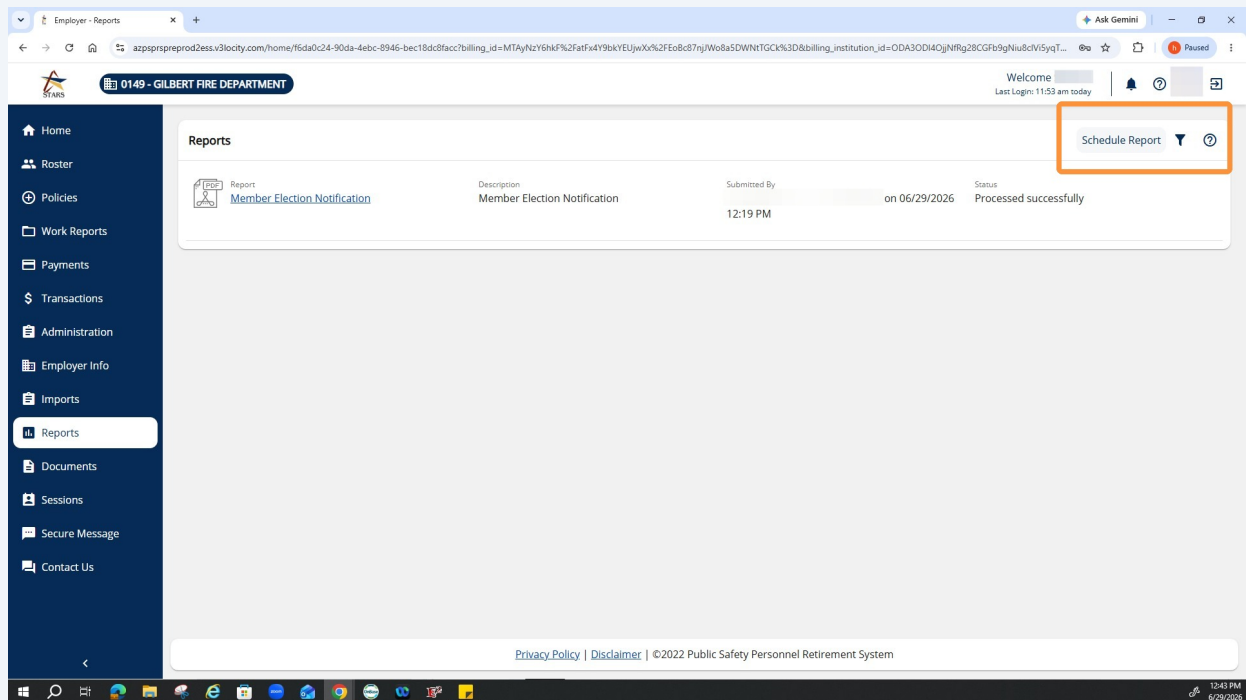
This guide will show employer users how to configure and automate "Member Election Notification" reports within STARS. This report shares new hire/transfer elections. This guide provides the steps for scheduling once off and automating recurring reports.

Running Ad Hoc Reports

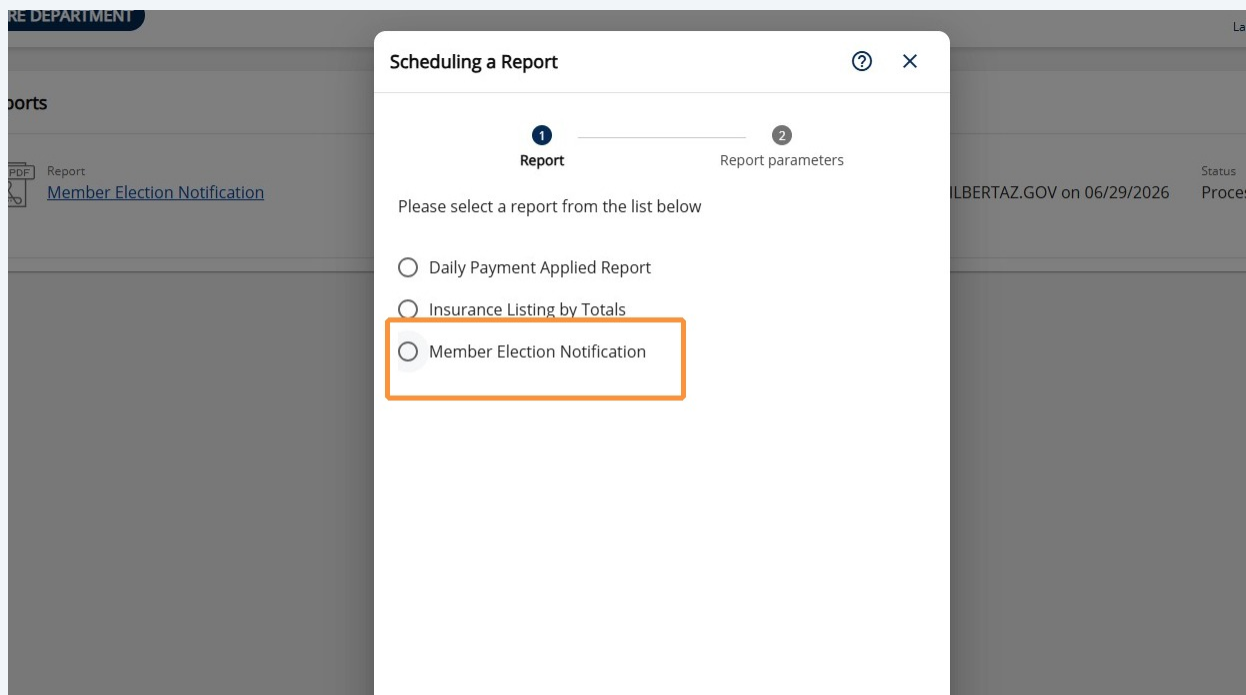
- 1 Once you are logged into your employer account the STARS system, click **Reports**.



2 Click **Schedule Report** in the top right.



3 Select **Member Election Notification** from the radio button options.



4 Click **Next**.

The screenshot shows a modal window titled 'Reports' with two steps: 'Report' (active) and 'Report parameters'. Under 'Report', there are three radio button options: 'Daily Payment Applied Report', 'Insurance Listing by Totals', and 'Member Election Notification' (which is selected). At the bottom right, the 'Next' button is highlighted with an orange circle. The background shows a 'Reports' sidebar with a 'Member Election Notification' link and a status bar at the bottom with links for 'Privacy Policy' and 'Disclaimer'.

5 Check the **Notify me when report is processed** box -- STARS will send you an email once the report is processed. Select the **Export Type** and the **Schedule Type**. The **Run Date** will auto populate. Select the **Run Time** of the report by clicking on the circle that looks like a clock.

The screenshot shows a modal window titled 'Scheduling a Report' with two steps: 'Report' (completed) and 'Report parameters' (active). The 'Report parameters' section contains several fields: a checked checkbox for 'Notify me when Report is processed', a dropdown for 'Send a status notification to', a dropdown for 'Export Type' (set to PDF), a dropdown for 'Schedule Type' (set to One Time), a 'Run Date*' field (06/29/2026) with a calendar icon, a 'Run Time' field (11:00 AM) with a clock icon, and two 'Election End' date fields (From and To) with calendar icons. At the bottom, there are 'Cancel', 'Previous', and 'Schedule' buttons. The background shows the same 'Reports' sidebar as in the previous step.

6

Select the **Election End - From** -- this is the date you want to start your report with.

The screenshot shows the 'Scheduling a Report' dialog box with the 'Report parameters' tab selected. The 'Election End - From' field is highlighted with an orange box. The dialog includes fields for 'Run Date*', 'Run Time', 'Election End - To', and 'Employer SYS ID'. The 'Schedule Type' is set to 'One Time' and 'Export Type' is set to 'PDF'. The 'Notify me when Report is processed' checkbox is checked.

Reports

Report

Member Election Notification

Scheduling a Report

Report

Report parameters

Please enter the following details for this report request

☒ Notify me when Report is processed

Send a status notification to

Export Type

☒ PDF ☐ CSV

Schedule Type

☒ One Time ☐ Recurring

Run Date*

06/29/2026

Run Time

12:43 PM

Election End - From

MM/DD/YYYY

Election End - To

MM/DD/YYYY

Employer SYS ID

Cancel Previous Schedule

7

Select your start date from the drop down calendar.

The screenshot shows the 'Scheduling a Report' dialog box with the 'Report parameters' tab selected. A calendar for May 2026 is open, showing the date 1 circled. The dialog includes fields for 'Run Date*', 'Run Time', 'Election End - To', and 'Employer SYS ID'. The 'Schedule Type' is set to 'One Time' and 'Export Type' is set to 'PDF'. The 'Notify me when Report is processed' checkbox is checked.

Reports

Report

Member Election Notification

Scheduling a Report

Report

Report parameters

Please enter the following details for this report request

☒ Notify me when Report is processed

Send a status notification to

May 2026

S M T W T F S

1

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

MM/DD/YYYY

Election End - To

MM/DD/YYYY

Employer SYS ID

Cancel Previous Schedule

8

Set the **Election End - To** date to the last date to include in the report. Use the drop down calendar to select the date. Once complete, click **Schedule**.

Scheduling a Report

Step 2 of 2: Report parameters

Please enter the following details for this report request

☒ Notify me when Report is processed

Send a status notification to:

Export Type

☒ PDF ☐ CSV

Schedule Type

☒ One Time ☐ Recurring

Run Date* 06/29/2026

Run Time 12:43 PM

Election End - From 05/08/2026

Election End - To 06/30/2026

Employer SYS ID 0149

Cancel Previous **Schedule**

9

The screen will provide you a status of the report and confirmation in a green box that the report has been scheduled. The status may initially show as **Not processed** or **Processing**.

149 - GILBERT FIRE DEPARTMENT

Welcome [User Name]
Last Login: 11:53 am today

Reports

Report	Description	Submitted By	Submitted On	Status
Member Election Notification	Member Election Notification	[User Name]	on 06/29/2026 12:44 PM	Not Processed
Member Election Notification	Member Election Notification	[User Name]	on 06/29/2026 12:19 PM	Processed successfully

10

The report status will update to **Processed Successfully** when it's complete. Click on the **Member Election Notification** link in blue lettering to the left.

9 - GILBERT FIRE DEPARTMENT

Welcome
Last Login: 11:53 am today

Reports

Schedule Report

Report	Description	Submitted By	Status
Member Election Notification	Member Election Notification	on 06/29/2026 12:44 PM	Processed successfully
Member Election Notification	Member Election Notification	on 06/29/2026 12:19 PM	Processed successfully

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Sample of the **Tier 3 Election Notification Report**.

Tier 3 Election Notification Report												
Employer												
Report Date: 06/29/2026												
Date Range: 05/01/2026 - 06/29/2026												
Generated By:												
SSN(4)	PSPRS ID	FIRST NAME	LAST NAME	HIRE DATE	SERVICE START DATE	ENROLLMENT TYPE	ENROLLMENT END DATE	PLAN ENROLLMENT	DB %DBCN	DC %DCGN	DC Subsidy % DCHS	DCDT%
Employer Name:				02/02/2026	05/03/2026	New Hire	05/03/2026	DB/Hybrid	8.69	3.00		
				02/02/2026	05/03/2026	New Hire	05/03/2026	DB/Hybrid	8.69	3.00		
				02/02/2026	05/03/2026	New Hire	05/03/2026	DB/Hybrid	8.69	3.00		
				02/02/2026	05/03/2026	New Hire	05/03/2026	DB/Hybrid	8.69	3.00		
				02/02/2026	05/03/2026	New Hire	05/03/2026	DB/Hybrid	8.69	3.00		

Set up a recurring report

12 Click **Reports**.

The screenshot shows the STARS 0149 - GILBERT FIRE DEPARTMENT interface. On the left is a dark blue sidebar with a list of menu items: Home, Roster, Policies, Work Reports, Payments, Transactions, Administration, Employer Info, Imports, Reports, Documents, Sessions, and Secure Message. The 'Reports' item is highlighted with an orange rectangle. The main content area is titled 'Reports' and displays a table with two rows of report data.

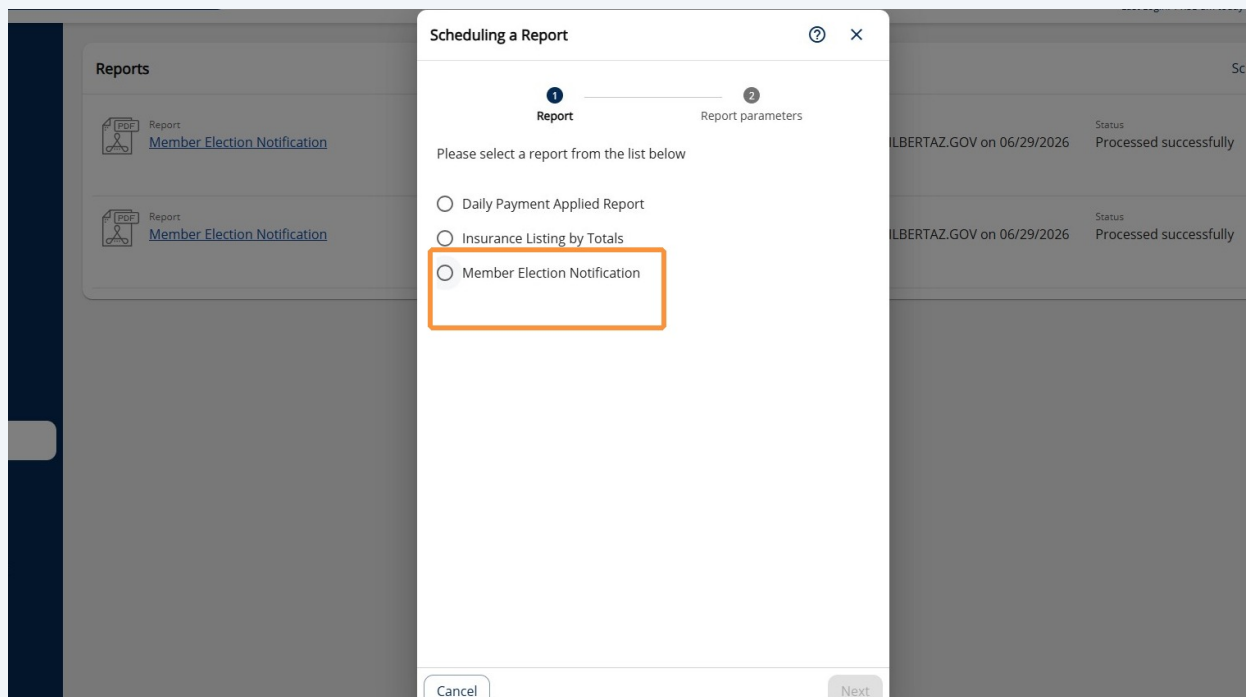
Report	Description	Submitted By	Submitted On
Member Election Notification	Member Election Notification	[Redacted]	12:44 PM
Member Election Notification	Member Election Notification	[Redacted]	12:19 PM

13 Click **Schedule Report**.

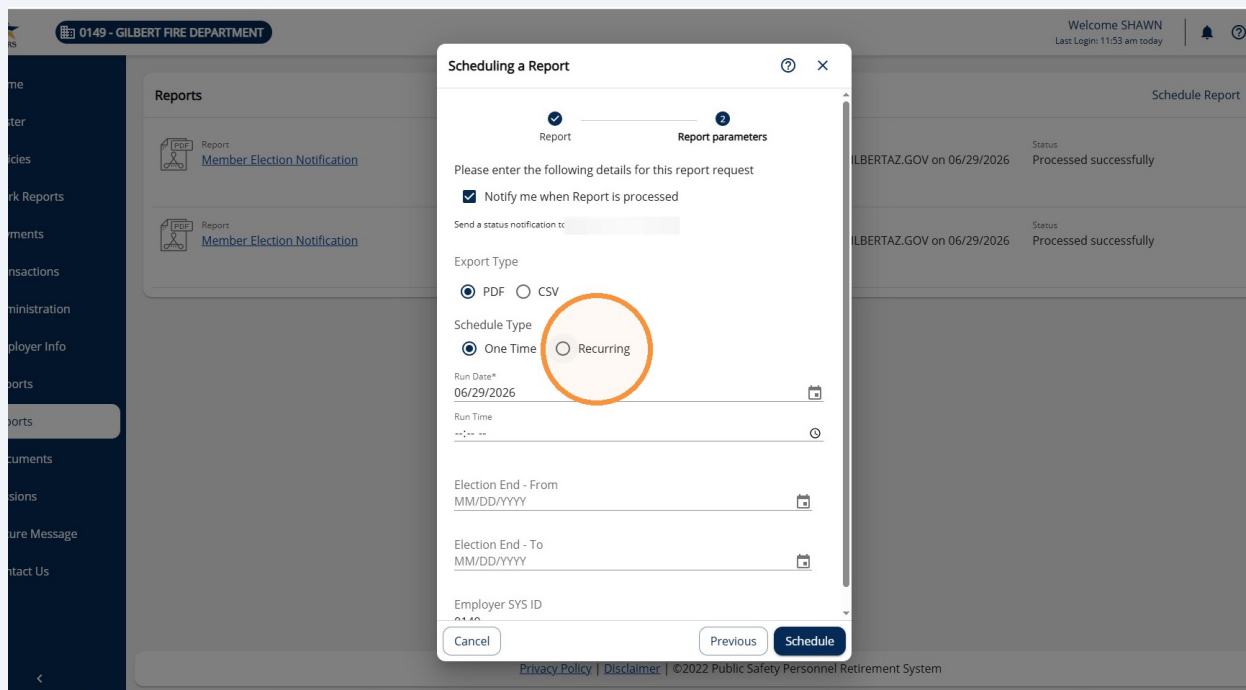
The screenshot shows the STARS 0149 - GILBERT FIRE DEPARTMENT interface. The 'Reports' item in the sidebar is highlighted with an orange rectangle. The main content area is titled 'Reports' and displays a table with two rows of report data. A 'Schedule Report' button with a dropdown arrow is highlighted with an orange rectangle in the top right corner of the table area.

Report	Description	Submitted By	Submitted On	Status
Member Election Notification	Member Election Notification	[Redacted]	on 06/29/2026 12:44 PM	Processed successfully
Member Election Notification	Member Election Notification	[Redacted]	on 06/29/2026 12:19 PM	Processed successfully

14 Click **Member Election Notification** and click **Next**.

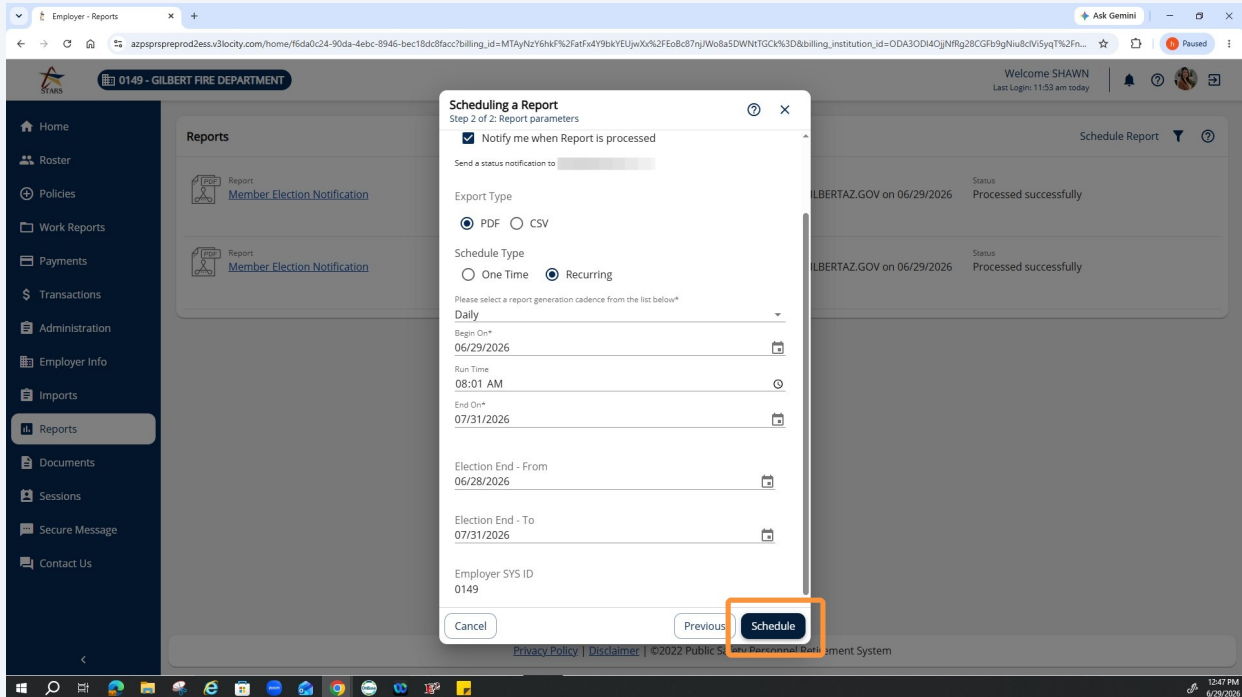


15 Click **Recurring**.



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Employers have the option to have the report run daily, weekly, bi-weekly, monthly etc.). Select a **Run Time** from the drop down, this will be the time that the report will run each time. Select the **End On** date. Select to **Election End - From** date to include the **Election End - To** date. Click on **Schedule**.



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The screen will provide the **Status** of the report and a confirmation in a green box that the recurring report has been scheduled. The **Status** will also state when the report will recur and the end date. You will receive an email once the report is generated.

