

myCalPERS Payroll Adjustments

Student Guide

April 27, 2024



Introduction

This student guide is a resource to assist you with reporting payroll adjustments.

Disclaimer

As a security safeguard, business partner and participant information has been masked within the figures in this procedure guide.

System Access

If you are unable to process these scenarios, contact your agency’s system access administrator to update your myCalPERS access.

Training Opportunities

Prior to taking a myCalPERS training, new users should review the [Introduction to myCalPERS for Business Partners \(PDF\)](#) student guide and take a [Business Rules class](#). Business Rules summarizes the laws defined by the California Public Employees’ Retirement Law (PERL).

Contents

Unit 1: Review Employee Posted Payroll History	2
Unit 2: Adjustment Report.....	9
Unit 3: Retroactive Salary Adjustment	10
Unit 4: Retroactive Special Compensation Adjustment	15
Unit 5: Prior Period Adjustment	21
Unit 6: Prior Period No Contribution and No Service Adjustment	29
Unit 7: Service Credit Purchase Deduction - Reverse & Resubmit.....	34
Unit 8: Simplified Payroll Adjustment Process	36
Unit 9: Process an Adjustment Report	44
CalPERS Resources	48
CalPERS Contacts	49

Unit 1: Review Employee Posted Payroll History

Before processing a payroll adjustment, verify the employee’s posted payroll. There are three ways to review an employee’s posted payroll record in myCalPERS.

Contents

Scenario 1: View Service History Link	3
Scenario 2: View Transaction History Link.....	5
Scenario 3: Reported Member-Detail Report.....	7

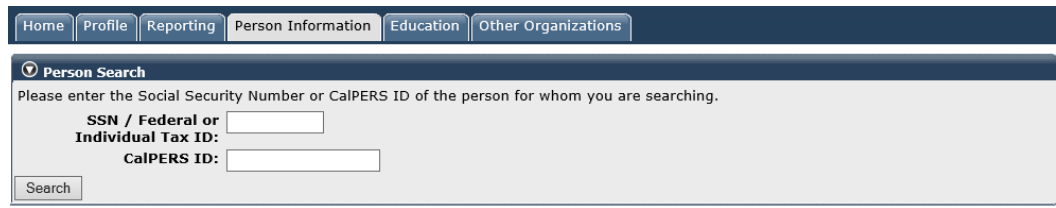
Scenario 1: View Service History Link

The **View Service History** link generates a summary page that captures all posted payroll records in earned period *start date* order, including earnings, contributions, and detailed special compensation (category, type, and amount) for each earned period.

Step Actions

Step 1 From the homepage, select the **Person Information** global navigation tab.

Step 2 Complete the Person Search section.



Home Profile Reporting Person Information Education Other Organizations

Person Search

Please enter the Social Security Number or CalPERS ID of the person for whom you are searching.

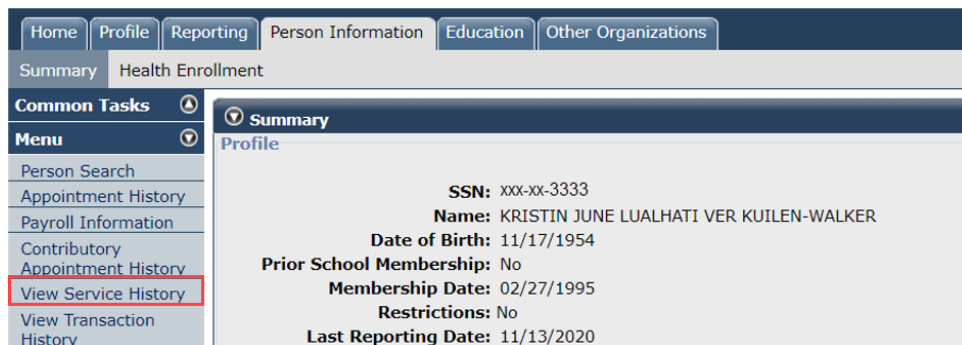
SSN / Federal or Individual Tax ID:

CalPERS ID:

Search

Step 3 Select the **Search** button.

Step 4 Within the **Menu** left-side navigation folder, select the **View Service History** link.



Home Profile Reporting Person Information Education Other Organizations

Summary Health Enrollment

Common Tasks

Menu

- Person Search
- Appointment History
- Payroll Information
- Contributory Appointment History
- View Service History**
- View Transaction History

Summary

Profile

SSN: xxx-xx-3333

Name: KRISTIN JUNE LUALHATI VER KUILEN-WALKER

Date of Birth: 11/17/1954

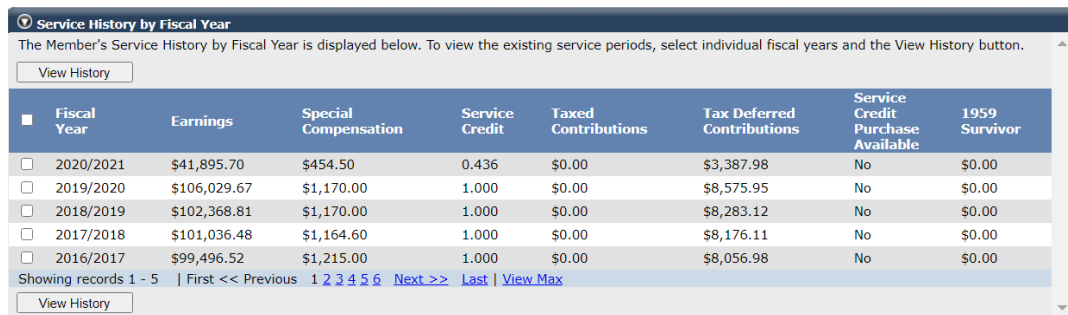
Prior School Membership: No

Membership Date: 02/27/1995

Restrictions: No

Last Reporting Date: 11/13/2020

Step 5 Select the appropriate fiscal year check box(es).



Service History by Fiscal Year

The Member's Service History by Fiscal Year is displayed below. To view the existing service periods, select individual fiscal years and the View History button.

View History

Fiscal Year	Earnings	Special Compensation	Service Credit	Taxed Contributions	Tax Deferred Contributions	Service Credit Purchase Available	1959 Survivor
<input checked="" type="checkbox"/> 2020/2021	\$41,895.70	\$454.50	0.436	\$0.00	\$3,387.98	No	\$0.00
<input type="checkbox"/> 2019/2020	\$106,029.67	\$1,170.00	1.000	\$0.00	\$8,575.95	No	\$0.00
<input type="checkbox"/> 2018/2019	\$102,368.81	\$1,170.00	1.000	\$0.00	\$8,283.12	No	\$0.00
<input type="checkbox"/> 2017/2018	\$101,036.48	\$1,164.60	1.000	\$0.00	\$8,176.11	No	\$0.00
<input type="checkbox"/> 2016/2017	\$99,496.52	\$1,215.00	1.000	\$0.00	\$8,056.98	No	\$0.00

Showing records 1 - 5 | First << Previous 1 2 3 4 5 6 Next >> Last | View Max

View History

Step 6 Select a **View History** button.

Step 7

Within the Display Criteria section, you may use the filters to help find the payroll record.

Display Criteria

To display service history, select the appointment, current status, and service type, then select the Display button.

Appointment: 617280 : Agency Name - Miscellaneous - 02/27/1995

Current Status:

Service Type: Display Payroll Records with Zero Amounts Reported

Step 8

Within the Service History section, select the appropriate **Start Date** link to display more payroll record details.

Service Type	Start Date	End Date	Posted Service Credit	Current Status	Pay Rate Type	Pay Rate	Earnings	Special Compensation	Taxed Contributions	Tax Deferred Member Paid Contributions	Tax Deferred Employer Paid Contributions
Credited Service	10/31/2020	11/13/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	10/17/2020	10/30/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	10/03/2020	10/16/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	09/19/2020	10/02/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	09/05/2020	09/18/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	08/22/2020	09/04/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	08/08/2020	08/21/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	07/25/2020	08/07/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	07/11/2020	07/24/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	06/27/2020	07/10/2020	0.044	Posted	Hourly	\$54.87	\$4,115.50	\$49.50	\$0.00	\$333.20	\$0.00

Step 9

Review the earned period payroll record details including the special compensation category and type.

Service Period Summary

Associated Appointment Enrollment

Employer: Agency Name
 Division: Miscellaneous
 Member Category: Miscellaneous
 Appointment Id: 617280

CalPERS ID: 0987654321
 Appointment Start Date: 02/27/1995
 Appointment End Date:
 SCO Payroll Sequence Number:

Benefits Provisions

Retirement Formula: 2.7% @ 55 Formula for Local Miscellaneous Members
 Years of Final Compensation: 1

Service Period Detail

Service Credit Type: Credited Service
 Start Date of Service Period: 10/17/2020
 End Date of Service Period: 10/30/2020
 Pay Rate Type: Hourly
 Certified Service Credit: 0.044
 Scheduled Days per Week: 0.0
 Scheduled Hours per Week: 37.5
 Total Hours Worked: 0.0

Pay Rate: \$55.97
 Earnings: \$4,197.80
 Tax Deferred Member Paid Contribution Amount: \$339.42
 Taxed Member Paid Contribution Amount: \$0.00
 Tax Deferred Employer Paid Contribution Amount: \$0.00
 1959 Survivor: \$0.00

View Special Compensation

Category	Type	Amount
Special Assignment Pay	Bilingual Premium	\$45.00

You have completed this scenario.

Scenario 2: View Transaction History Link

The **View Transaction History** link generates a summary page that captures all payroll transactions in *posting date* order. Each transaction includes transaction type, earnings, special compensation amount (not category and type), contributions, and interest. You can also export the payroll history to Excel.

Step Actions

Step 1 From the homepage, select the **Person Information** global navigation tab.

Step 2 Complete the Person Search section.

Step 3 Select the **Search** button.

Step 4 Within the **Menu** left-side navigation folder, select the **View Transaction History** link.

Step 5 Select the appropriate fiscal year check box(es).

Transaction History by Fiscal Year Posted

The Member's Transaction History by Fiscal Year is displayed below. To view the existing Transaction periods, select individual fiscal years and the View History button.

Select All	Fiscal Year	Earnings	Special Compensation	Taxed Contributions	Tax Deferred Contributions	Posted Interest	Total Balance to Date
<input type="checkbox"/>	2020/2021	\$41,895.70	\$454.50	\$0.00	\$3,387.98	\$0.00	\$329,481.75
<input type="checkbox"/>	2019/2020	\$106,029.67	\$1,170.00	\$0.00	\$8,575.95	\$18,242.83	\$326,093.77
<input type="checkbox"/>	2018/2019	\$102,368.81	\$1,170.00	\$0.00	\$8,283.12	\$16,684.47	\$299,274.99
<input type="checkbox"/>	2017/2018	\$101,036.48	\$1,164.60	\$0.00	\$8,176.11	\$15,274.59	\$274,307.40
<input type="checkbox"/>	2016/2017	\$99,496.52	\$1,215.00	\$0.00	\$8,056.98	\$13,957.10	\$250,856.70
<input type="checkbox"/>	2015/2016	\$94,041.67	\$1,170.00	\$0.00	\$7,616.99	\$12,766.83	\$228,842.62
<input type="checkbox"/>	2014/2015	\$90,519.00	\$1,156.55	\$0.00	\$7,334.04	\$11,586.25	\$208,458.80

Step 6 Select a **View History** button.

Step 7 Within the Transaction History Details to Display section, you may use the filters to find the payroll record needed.

Transaction History Details to Display
[Modify Selected Years](#)

Program: CalPERS Account Type: Member
Status: Active
Employer: [dropdown] Transaction Type: [dropdown]
Member Category: [dropdown] Division: [dropdown]
Begin Date: [calendar] End Date: [calendar] Display Payroll Records with Zero Amounts Reported

Display

Step 8 Within the Transaction History Details section, selecting a row will highlight to help identify which line you're on when scrolling to the right.

Select the **Export to Excel** button on the bottom of the page if you want the data in Microsoft Excel.

2022/2023	09/08/2022	08/05/2022	07/23/2022	08/05/2022	Earned Period Reporting	Miscellaneous	Hourly	\$61.14	\$4,585.30	37.5	0.0
2022/2023	08/31/2022	07/22/2022	07/09/2022	07/22/2022	Earned Period Reporting	Miscellaneous	Hourly	\$61.14	\$4,585.31	37.5	0.0
2022/2023	08/10/2022	07/08/2022	06/25/2022	07/08/2022	Earned Period Reporting	Miscellaneous	Hourly	\$58.23	\$4,367.00	37.5	0.0

[Export to Excel](#)

You have completed this scenario.

Scenario 3: Reported Member-Detail Report

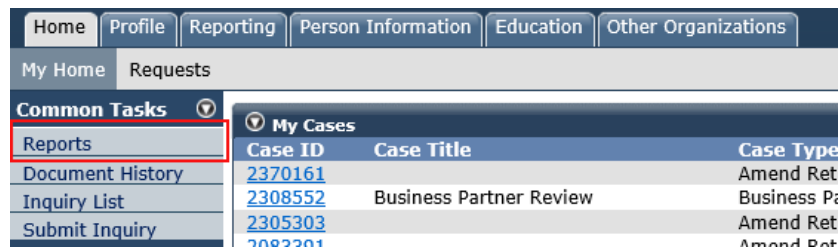
The Reported Member-Detail Report provides posted earnings and member contributions by fiscal year including special compensation details.

The report is only available in the Cognos application. For more information on Cognos functionality, review the [myCalPERS Employer Reports \(Cognos\) \(PDF\)](#) student guide.

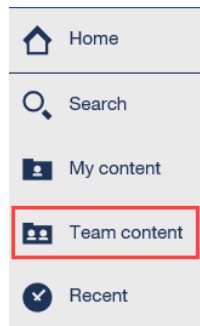
Step Actions

Step 1 From the homepage, select the **Common Tasks** left-side navigation link.

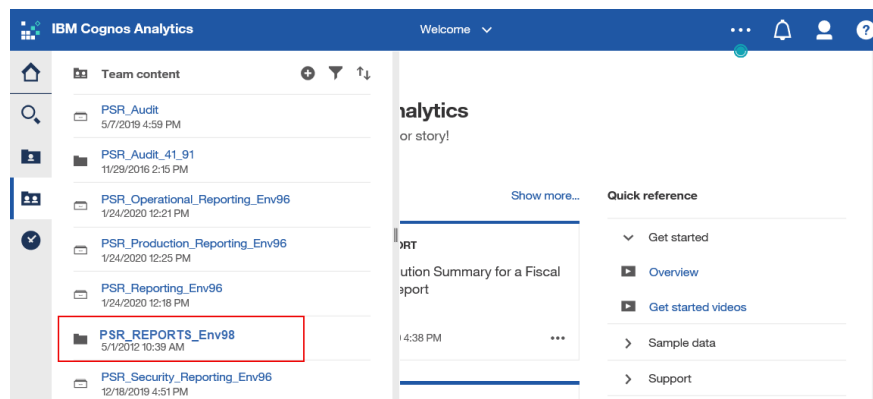
Step 2 Select the **Reports** left-side navigation link.



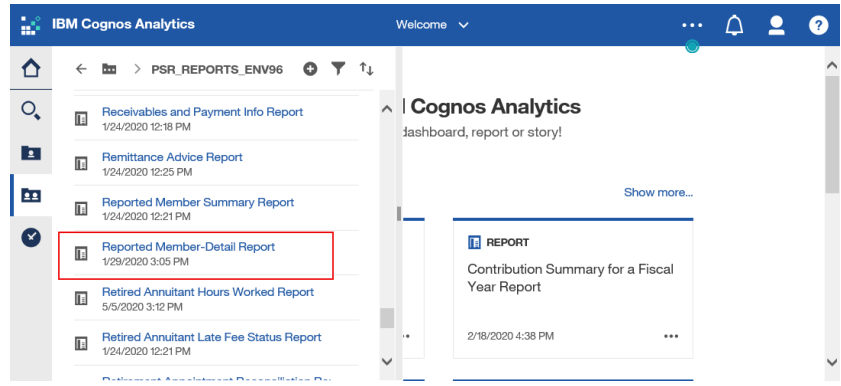
Step 3 From the left-side navigation, select the **Team content** folder.



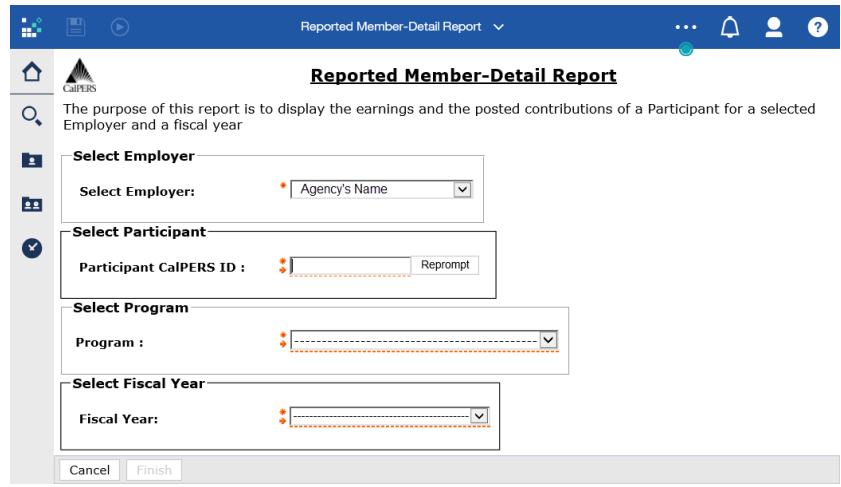
Step 4 Select **PSR_REPORTS_Env98**.



Step 5 Select the **Reported Member-Detail Report** link.



Step 6 Complete the report criteria, and ensure that the **Reprompt** button is selected after entering the employee's CalPERS ID.



Step 7 Select the **Finish** button.

Step 8 **Optional:** Select the **Run as** icon in the top left corner of the page to export the report to a different format.



Step 9 Select the desired format.

You have completed this scenario.

Unit 2: Adjustment Report

Adjustment records may be submitted through myCalPERS by either file upload or by manual entry. Records can be in an earned period report or an adjustment report.

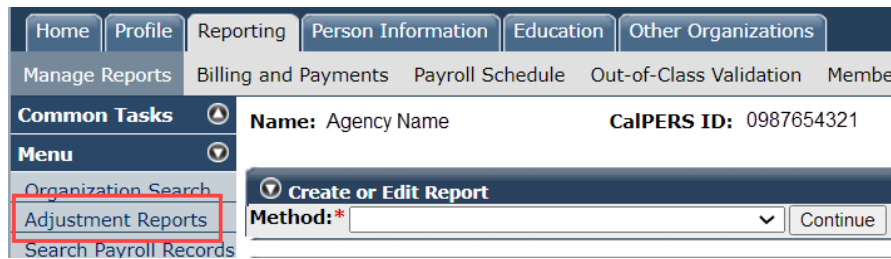
System Logic

- Report arrears period records in a **Payroll Adjustment** report.
- Arrears records will not post to the system until the 30-day appeal period is over. If you agree with the determination and waive your appeal rights so the records will post, refer to the [myCalPERS Employment Certification Functionality \(PDF\)](#) student guide.
- For manual entry, different adjustment transaction types as well as adjustments for different fiscal years can be in the same report if they are on the same pay schedule.
- CalPERS defines the first earned period of a new fiscal year as having an end date of July 1 or later.

Step Actions

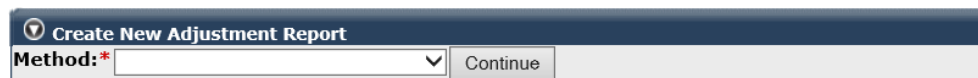
Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Adjustment Reports** left-side navigation link.



The screenshot shows the top navigation bar with tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below this is a secondary menu with: Manage Reports, Billing and Payments, Payroll Schedule, Out-of-Class Validation, and Membe. A 'Common Tasks' section contains a 'Menu' dropdown. Under the menu, 'Adjustment Reports' is highlighted with a red box. To the right, the user's 'Name: Agency Name' and 'CalPERS ID: 0987654321' are displayed. Below the menu is a 'Create or Edit Report' section with a 'Method:*' dropdown menu and a 'Continue' button.

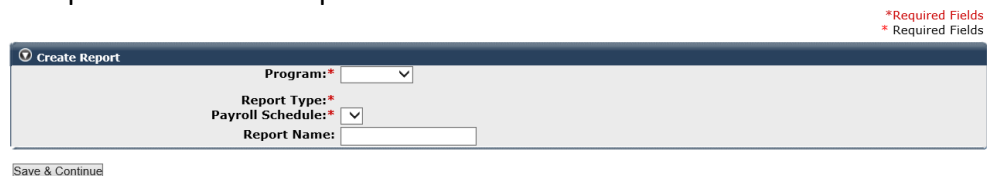
Step 3 Within the Create New Adjustment Report section, select **Manually Enter Adjustment Records** from the **Method** drop-down list.



The screenshot shows the 'Create New Adjustment Report' section. It features a 'Method:*' dropdown menu and a 'Continue' button.

Step 4 Select the **Continue** button.

Step 5 Complete the Create Report section.



The screenshot shows the 'Create Report' section. It includes a 'Program:*' dropdown menu, a 'Report Type:*' dropdown menu, a 'Payroll Schedule:*' dropdown menu, and a 'Report Name:' text input field. A 'Save & Continue' button is located at the bottom left. Red asterisks indicate required fields. A legend in the top right corner shows '*Required Fields'.

Step 6 Select the **Save & Continue** button.

You have completed this scenario.

Unit 3: Retroactive Salary Adjustment

- The Retroactive Salary Adjustment (RSA) transaction type is used to report positive retroactive salary increases or to reverse a posted retroactive salary adjustment record for both contributory and non-contributory members.
- The RSA transaction may be used to report for one or more earned periods only if the periods have the same pay rate and are within the same fiscal year reporting due to the employer rate change.
- Using the RSA transaction captures a new higher pay rate and difference in reportable earnings and contributions for contributory members. This rule is the same when using an RSA transaction for non-contributory members except without contributions.
- Partial earned periods should be reported separately from full earned periods.
- Special compensation cannot be included in an RSA transaction. Report special compensation and associated contributions by using the Retroactive Special Compensation Adjustment or Prior Period Adjustment transaction types.

Contents

Scenario 1: Retroactive Salary Adjustment	11
Scenario 2: Reverse a Retroactive Salary Adjustment.....	13

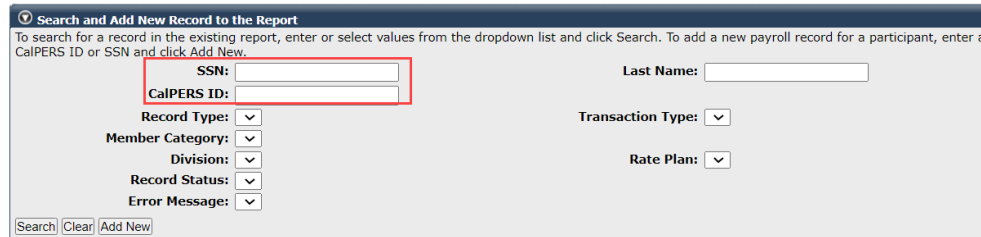
Scenario 1: Retroactive Salary Adjustment

Scenario

Your employee's raise was not reported for three consecutive earned periods. You will report the new pay rate and positive difference in reportable earnings and contributions in one record.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.



Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

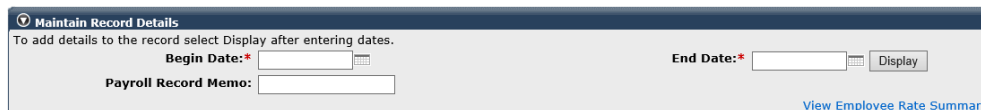
Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.



Maintain Record Details
To add details to the record select Display after entering dates.

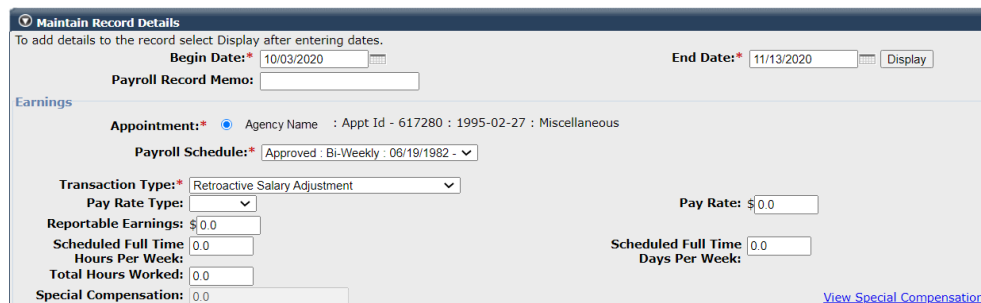
Begin Date: 10/03/2020
End Date: 11/13/2020 Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.



Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: 10/03/2020
End Date: 11/13/2020 Display

Payroll Record Memo:

Earnings

Appointment: Agency Name : Appt Id - 617280 : 1995-02-27 : Miscellaneous

Payroll Schedule: Approved - Bi-Weekly - 06/19/1982

Transaction Type: Retroactive Salary Adjustment

Pay Rate Type:
Pay Rate: \$0.00

Reportable Earnings: \$0.00

Scheduled Full Time: 0.0
Hours Per Week: 0.0
Total Hours Worked: 0.0
Special Compensation: 0.0

Scheduled Full Time: 0.0
Days Per Week:

[View Special Compensation](#)

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Pay Rate:** Enter the new increased rate.
- **Reportable Earnings:** Enter the difference in reportable earnings.

Step 6

Complete the Contributions subsection by entering the difference in contributions.

Contributions	
Taxed Member Paid Contributions:	<input type="text" value="\$0.0"/>
Tax Deferred Member Paid Contributions:	<input type="text" value="\$0.0"/>
Tax Deferred Employer Paid Member Contributions:	<input type="text" value="\$0.0"/>
Service Credit Purchase Deductions	
Taxed Member Paid Contribution:	<input type="text" value="\$0.0"/>
Tax Deferred Member Paid Contribution:	<input type="text" value="\$0.0"/>
View Employee Rate Summary	

Step 7

Select the **Save & Exit** button.

You have completed this scenario.

Scenario 2: Reverse a Retroactive Salary Adjustment

Scenario

An RSA record was posted for the incorrect employee, so you will reverse it with another RSA.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.

Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date:
End Date: Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: 10/03/2020
End Date: 11/13/2020 Display

Payroll Record Memo:

Earnings

Appointment: Agency Name : Appt Id - 617280 : 1995-02-27 : Miscellaneous
Payroll Schedule: Approved - Bi-Weekly - 06/19/1982 -

Transaction Type: Retroactive Salary Adjustment
Pay Rate Type:
Reportable Earnings: \$0.0
Scheduled Full Time: 0.0
Hours Per Week: 0.0
Total Hours Worked: 0.0
Special Compensation: 0.0

Pay Rate: \$0.0
Scheduled Full Time: 0.0
Days Per Week:

[View Special Compensation](#)

Note:

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- When reversing an RSA record, the **Reportable Earnings** field will have a negative amount.

Step 6

Complete the Contributions subsection by entering the negative amount for the contributions.

Contributions	
Taxed Member Paid Contributions: \$0.0	Tax Deferred Member Paid Contributions: \$0.0
	Tax Deferred Employer Paid Member Contributions: \$0.0
Service Credit Purchase Deductions	
Taxed Member Paid Contribution: \$0.0	Tax Deferred Member Paid Contribution: \$0.0
View Employee Rate Summary	
<input type="button" value="Save & Continue"/> <input type="button" value="Clear"/> <input type="button" value="Save & Exit"/>	

Step 7

Select the **Save & Exit** button.

You have completed this scenario.

Unit 4: Retroactive Special Compensation Adjustment

- The Retroactive Special Compensation Adjustment (RSC) transaction type is used to report positive retroactive special compensation or to reverse a posted retroactive special compensation adjustment record for both contributory and non-contributory members.
- The RSC transaction may be used to report for one or more earned periods (including the current earned period) only if the periods are within the same fiscal year due to the employer rate change.
- Using the RSC transaction captures the new special compensation and the difference in contributions. This rule is the same when using an RSC transaction for non-contributory members except contributions should not be reported.
- Partial earned periods should be reported separately from full earned periods.

System Logic

Do not report the pay rate type or change the pay rate when reporting retroactive special compensation adjustments.

Contents

Scenario 1: Retroactive Special Compensation Adjustment	16
Scenario 2: Reverse a Retroactive Special Compensation Adjustment.....	19

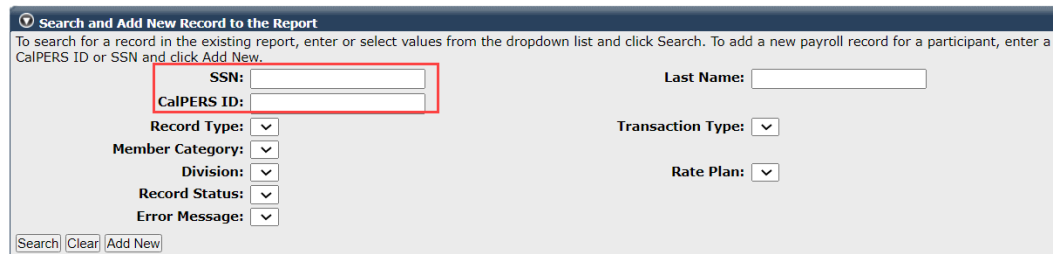
Scenario 1: Retroactive Special Compensation Adjustment

Scenario

Your employee's special compensation was not reported for the last two earned periods. You will report the special compensation and contributions of what should have been reported in one record.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.



Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

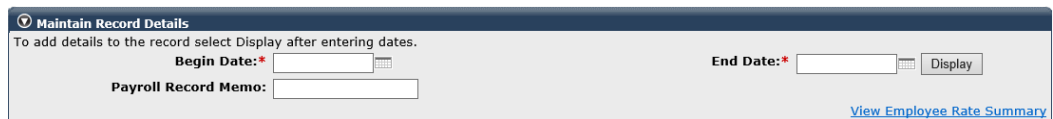
SSN:
CalPERS ID:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Last Name:
Transaction Type:
Rate Plan:

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.



Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: *
End Date: *
Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete only the following fields in the Maintain Record Details section, Earnings subsection:

- Appointment
- Payroll Schedule
- Transaction Type

The screenshot shows the 'Maintain Record Details' form with the 'Earnings' subsection active. The 'Begin Date' is 07/11/2020 and the 'End Date' is 08/07/2020. The 'Appointment' is set to 'Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular' and the 'Payroll Schedule' is 'Approved : Bi-Weekly : 06/19/1982'. The 'Transaction Type' is 'Retroactive Special Compensation Adjustment'. The 'Pay Rate' is \$0.00. Other fields include 'Reportable Earnings', 'Scheduled Full Time Hours Per Week', 'Total Hours Worked', and 'Special Compensation', all with values of 0.0. A 'View Special Compensation' link is visible at the bottom right.

Step 6 Within the Maintain Records Details section, select the **View Special Compensation** link.

Step 7 Within the View the Special Compensation section, select the **Add New** button.

Step 8 Complete the Maintain Special Compensation Details section.

The screenshot shows the 'Maintain Special Compensation Details' form. The 'Special Compensation Category' is a dropdown menu, and the 'Special Compensation Type' is also a dropdown menu. The 'Amount' is \$0.00. There are 'Save' and 'Save and Add Another' buttons at the bottom.

Step 9 Do you need to report additional special compensation?

Yes: Continue to step 10.

No: Skip to step 12.

Step 10 Select **Save and Add Another** button.

Step 11 Return to step 8.

Step 12 Select the **Save** button.

Step 13 Select the **Return** link at the bottom right.

Step 14 Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).

The screenshot shows the 'Contributions' subsection with four input fields: 'Taxed Member Paid Contributions' (\$0.00), 'Tax Deferred Member Paid Contributions' (\$0.00), 'Tax Deferred Employer Paid Member Contributions' (\$0.00), and another field for 'Taxed Member Paid Contributions' (\$0.00).

Step 15 Do you need to add another adjustment record for this same employee?

Yes: Continue to step 16.

No: Skip to step 18.

Step 16 Select **Save and Continue** button.

Step 17 Return to step 3.

Step 18 Select the **Save & Exit** button.

You have completed this scenario.

Scenario 2: Reverse a Retroactive Special Compensation Adjustment

Scenario

An RSC record was posted for the incorrect employee, so you will reverse it with another RSC.

System Logic

Pay rate and pay rate type are only required if the original record you are reversing was reported with values in those fields.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.

The screenshot shows a web form titled "Search and Add New Record to the Report". It contains several input fields and dropdown menus. The "SSN:" and "CalPERS ID:" fields are highlighted with a red rectangular box. Other fields include "Last Name:", "Record Type:", "Member Category:", "Division:", "Record Status:", "Error Message:", "Transaction Type:", and "Rate Plan:". At the bottom, there are "Search", "Clear", and "Add New" buttons.

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

The screenshot shows a web form titled "Maintain Record Details". It contains several input fields and a "Display" button. The "Begin Date:" field is set to "07/11/2020" and the "End Date:" field is set to "08/07/2020". There is also a "Payroll Record Memo:" field. At the bottom right, there is a link that says "View Employee Rate Summary".

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Maintain Record Details section, Earnings subsection to match the original record that needs to be reversed.

The screenshot shows the "Maintain Record Details" form expanded to show the "Earnings" subsection. It contains several input fields and dropdown menus. The "Appointment:" field is set to "Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular". The "Payroll Schedule:" field is set to "Approved : Bi-Weekly : 06/19/1982". The "Transaction Type:" field is set to "Retroactive Special Compensation Adjustment". The "Pay Rate Type:" field is set to "0.0". The "Reportable Earnings:" field is set to "\$ 0.0". The "Scheduled Full Time Hours Per Week:" field is set to "0.0". The "Total Hours Worked:" field is set to "0.0". The "Special Compensation:" field is set to "0.0". At the bottom right, there is a link that says "View Special Compensation".

Step 6 Within the Maintain Records Details section, select the **View Special Compensation** link.

Step 7 Within the View the Special Compensation section, select an **Add New** button.



Step 8 Complete the Maintain Special Compensation Details section.



Note: Add a negative sign to reverse the special compensation amount.

Step 9 Do you need to reverse additional special compensation?

Yes: Continue to step 10.

No: Skip to step 12.

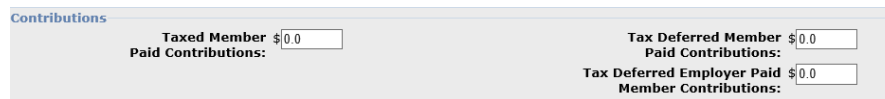
Step 10 Select the **Save and Add Another** button.

Step 11 Return to step 8.

Step 12 Select the **Save** button.

Step 13 Select the **Return** link at the bottom right.

Step 14 Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).



Note: Add a negative sign to the amount to reverse the original amount.

Step 15 Do you need to add another adjustment record for this same employee?

Yes: Select **Save & Continue** and return to step 3

No: Select **Save & Exit**

You have completed this scenario.

Unit 5: Prior Period Adjustment

The Prior Period Adjustment (PPA) transaction type is used to report either positive or negative adjustments for one earned period at a time for contributory members.

The PPA transaction captures all components of the payroll record that may be modified, including salary, special compensation, and service credit purchase deductions.

The following methods may be used to correct payroll:

- Report the positive difference of the earnings, special compensation, and contributions in one record.
- Report two records: enter one record to reverse the original payroll record, then resubmit the correct payroll information in a second record. This is the preferred method for a better audit trail.

Contents

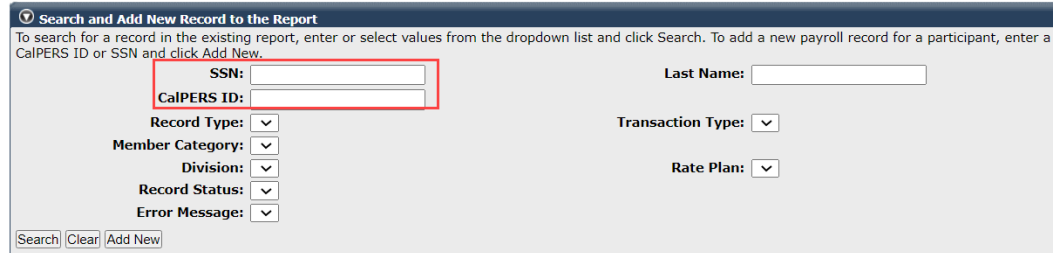
Scenario 1: Prior Period Adjustment – Due to Missing Payroll Record	22
Scenario 2: Prior Period Adjustment – Due to Underreported Earnings	24
Scenario 3: Prior Period Adjustment – Reverse & Resubmit.....	26

Scenario 1: Prior Period Adjustment – Due to Missing Payroll Record

You will report an employee's payroll that was not previously reported.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.



Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

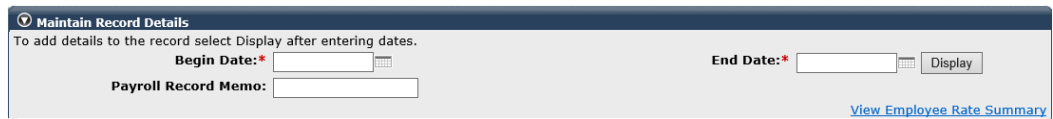
Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.



Maintain Record Details
To add details to the record select Display after entering dates.

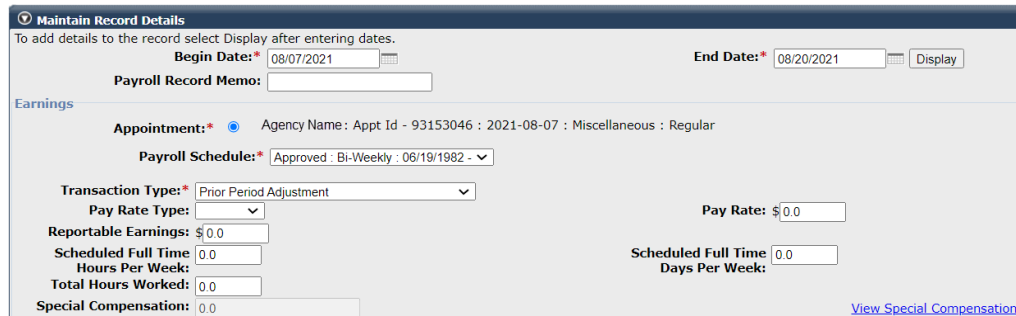
Begin Date: *
End Date: * Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Maintain Record Details section, Earnings subsection.



Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: * 08/07/2021
End Date: * 08/20/2021 Display

Payroll Record Memo:

Earnings

Appointment: * Agency Name: Appt Id - 93153046 : 2021-08-07 : Miscellaneous : Regular

Payroll Schedule: * Approved : Bi-Weekly : 06/19/1982 -

Transaction Type: * Prior Period Adjustment
Pay Rate Type:
Pay Rate: \$ 0.0

Reportable Earnings: \$ 0.0
Scheduled Full Time Hours Per Week: 0.0
Total Hours Worked: 0.0
Scheduled Full Time Days Per Week: 0.0
Special Compensation: 0.0

[View Special Compensation](#)

Step 6 Do you need to report special compensation?

Yes: Continue to step 7.

No: Skip to step 15.

Step 7 Within the Maintain Record Details section, select the **View Special Compensation** link.

Step 8 Select the **Add New** button.

View Special Compensation

Select All Delete Add New

Category	Type	Amount
No results found.		

Select All Delete Add New

[Return](#)

Step 9 Complete the Maintain Special Compensation Details section.

Maintain Special Compensation Details

Special Compensation Category:*

Special Compensation Type:*

Amount:*\$0.00

Save Save and Add Another

Step 10 Do you need to report additional special compensation?

Yes: Continue to step 11.

No: Skip to step 13.

Step 11 Select **Save and Add Another** button.

Step 12 Return to step 9.

Step 13 Select the **Save** button.

Step 14 Select the **Return** link at the bottom right.

Step 15 Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).

Contributions

Taxed Member Paid Contributions: \$0.00

Tax Deferred Member Paid Contributions: \$0.00

Tax Deferred Employer Paid Member Contributions: \$0.00

Step 16 Do you need to add another adjustment record for this same employee?

Yes: Continue to step 17.

No: Skip to step 19.

Step 17 Select **Save and Continue** button.

Step 18 Return to step 3.

Step 19 Select the **Save & Exit** button.

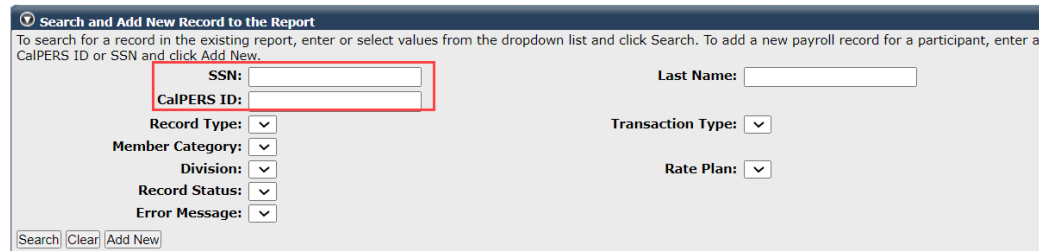
You have completed this scenario.

Scenario 2: Prior Period Adjustment – Due to Underreported Earnings

Earnings were underreported for your employee. Within one adjustment record, you will report the increased difference in reportable earnings and contributions.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.



Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

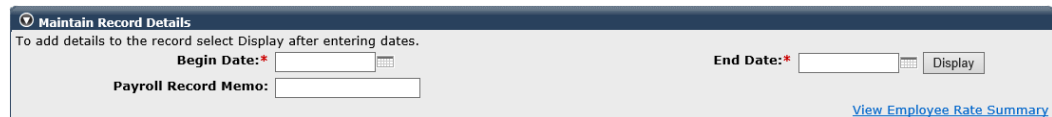
Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Within the Maintain Record Details section, enter the prior earned period begin and end dates.



Maintain Record Details
To add details to the record select Display after entering dates.

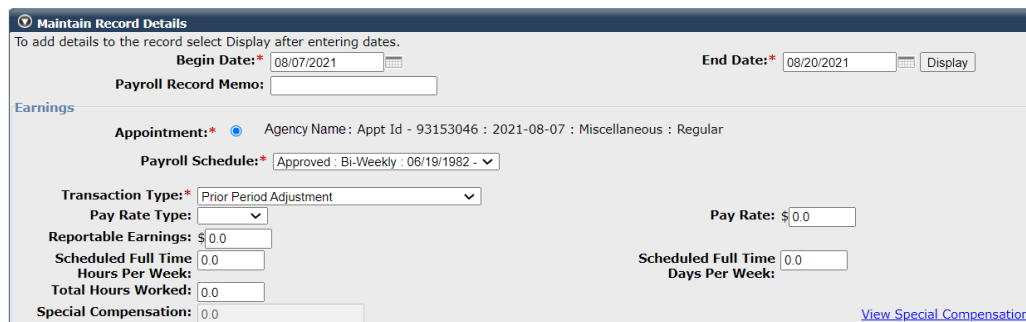
Begin Date: *
End Date: * Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Maintain Record Details section, Earnings subsection.



Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: * 08/07/2021
End Date: * 08/20/2021 Display

Payroll Record Memo:

Earnings

Appointment: * Agency Name: Appt Id - 93153046 : 2021-08-07 : Miscellaneous : Regular

Payroll Schedule: * Approved - Bi-Weekly : 06/19/1982 -

Transaction Type: * Prior Period Adjustment

Pay Rate Type:
Pay Rate: \$ 0.0

Reportable Earnings: \$ 0.0
Scheduled Full Time: 0.0
Hours Per Week:
Total Hours Worked: 0.0
Special Compensation: 0.0

Scheduled Full Time: 0.0
Days Per Week:

[View Special Compensation](#)

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list.
- **Reportable Earnings:** Only report the positive difference.

Step 6 Do you need to report special compensation?

Yes: Continue to step 7.

No: Skip to step 15.

Step 7 Within the Maintain Records Details section, select the **View Special Compensation** link.

Step 8 Select the **Add New** button.

[Return](#)

Step 9 Complete the Maintain Special Compensation Details section.

Step 10 Do you need to report additional special compensation?

Yes: Continue to step 11.

No: Skip to step 13.

Step 11 Select **Save and Add Another** button.

Step 12 Return to step 9.

Step 13 Select the **Save** button.

Step 14 Select the **Return** link at the bottom right.

Step 15 Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).

Step 16 Do you need to add another adjustment record for this same employee?

Yes: Continue to step 17.

No: Skip to step 19.

Step 17 Select **Save and Continue** button.

Step 18 Return to step 3.

Step 19 Select the **Save & Exit** button.

You have completed this scenario.

Scenario 3: Prior Period Adjustment – Reverse & Resubmit

You can use the Prior Period Adjustment (PPA) type to fix any payroll reporting issue by reporting two records: (1) Reverse the original payroll record, (2) Resubmit with the correct payroll information. This method is preferred for a better audit trail.

System Logic

This process can be used to make an adjustment for under reported earnings, overreported earnings, a pay decrease, an incorrect pay rate, correct service credit purchase deduction amount, or erroneous reported special compensation.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.

Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: End Date:

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Maintain Record Details section, Earnings subsection.

Reversing: Report negative earnings and contributions.

Resubmitting: Report positive earnings and contributions.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: End Date:

Payroll Record Memo:

Earnings

Appointment: Agency Name: Appt Id - 93153046 : 2021-08-07 : Miscellaneous : Regular

Payroll Schedule:

Transaction Type:

Pay Rate Type: Pay Rate:

Reportable Earnings:

Scheduled Full Time Hours Per Week: Scheduled Full Time Days Per Week:

Total Hours Worked:

Special Compensation:

[View Special Compensation](#)

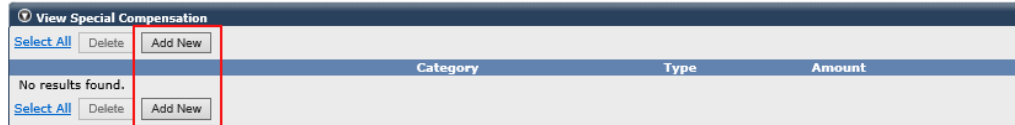
Step 6 Do you need to reverse and/or report special compensation?

Yes: Continue to step 7.

No: Skip to step 15.

Step 7 Within the Maintain Records Details section, select the **View Special Compensation** link.

Step 8 Select the **Add New** button.

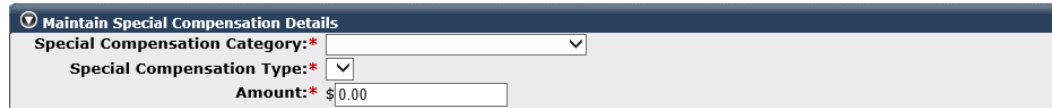


[Return](#)

Step 9 Complete the Maintain Special Compensation Details section.

Reversing: Report a negative amount.

Resubmitting: Report a positive amount.



[Save](#) [Save and Add Another](#)

Step 10 Do you need to reverse or report additional special compensation?

Yes: Continue to step 11.

No: Skip to step 13.

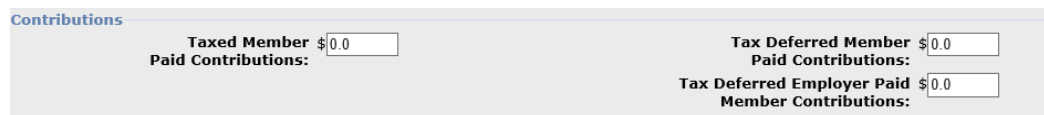
Step 11 Select the **Save and Add Another** button.

Step 12 Return to step 9.

Step 13 Select the **Save** button.

Step 14 Select the **Return** link at the bottom right.

Step 15 Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).



Step 16 Do you need to add another adjustment record for this employee?

Yes: Continue to step 17.

No: Skip to step 19.

Step 17 Select **Save and Continue** button.

Step 18 Return to step 3.

Step 19 Select the **Save & Exit** button.

You have completed this scenario.

Unit 6: Prior Period No Contribution and No Service Adjustment

The Prior Period No Contribution & No Service (PPN) transaction type is used to report both positive and negative adjustments for one earned period at a time for non-contributory positions (i.e., retired annuitants (RA), local Alternate Retirement Plan (ARP) members, and overtime positions).

The PPN transaction captures all components of the payroll record that may be modified.

The following methods may be used to correct payroll:

- Report the positive difference of the earnings and/or special compensation in one record.
- Report two records: enter one record to reverse the original payroll record (including negative total hours worked for retired annuitants to avoid exceeding 960 hours), then resubmit the correct payroll information in a second record. This is the preferred method for a better audit trail.

Contents

Scenario 1: Prior Period No Contribution and No Service Adjustment – Due to Underreported Earnings.....	30
Scenario 2: Prior Period No Contribution and No Service Adjustment – Reverse & Resubmit ...	32

Scenario 1: Prior Period No Contribution and No Service Adjustment – Due to Underreported Earnings

Earnings and hours worked were underreported for your retired annuitant (RA). Within one adjustment record, you will report the increased difference in reportable earnings and total hours worked.

System Logic

Only report the difference in total hours worked for RAs to ensure they do not exceed the 960 hours limit within a fiscal year.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.

Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: *
End Date: * Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: * 07/11/2020
End Date: * 08/07/2020 Display

Payroll Record Memo:

Earnings

Appointment: * Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular

Payroll Schedule: * Approved : Bi-Weekly : 06/19/1982 -

Transaction Type: *
Pay Rate Type:
Pay Rate: \$ 0.0

Reportable Earnings: \$ 0.0
Scheduled Full Time: 0.0
Hours Per Week: 0.0
Total Hours Worked: 0.0
Special Compensation: 0.0

Scheduled Full Time Days Per Week: 0.0

[View Special Compensation](#)

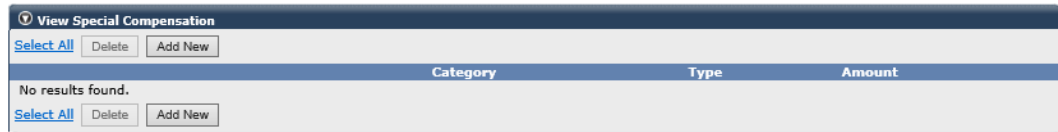
Step 6 Do you need to reverse and/or report special compensation?

Yes: Continue to step 7.

No: Skip to step 15.

Step 7 Select the **View Special Compensation** link.

Step 8 Select the **Add New** button.



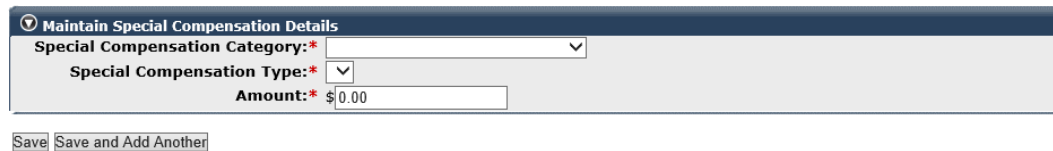
The screenshot shows a web interface titled "View Special Compensation". At the top, there are three buttons: "Select All", "Delete", and "Add New". Below these is a table with three columns: "Category", "Type", and "Amount". The table is currently empty, and the text "No results found." is displayed above it. At the bottom of the table area, there are three more buttons: "Select All", "Delete", and "Add New".

[Return](#)

Step 9 Complete the Maintain Special Compensation Details section.

Reversing: Report a negative amount.

Resubmitting: Report a positive amount.



The screenshot shows a form titled "Maintain Special Compensation Details". It has three main input fields: "Special Compensation Category" with a dropdown arrow, "Special Compensation Type" with a dropdown arrow, and "Amount" with a text input field containing "\$0.00". At the bottom of the form, there are two buttons: "Save" and "Save and Add Another".

Step 10 Do you need to report additional special compensation?

Yes: Continue to step 11.

No: Skip to step 13.

Step 11 Select the **Save and Add Another** button.

Step 12 Return to step 11.

Step 13 Select the **Save** button.

Step 14 Select the **Return** link at the bottom right.

Step 15 Do you need to add another adjustment record for this employee?

Yes: Continue to step 16.

No: Skip to step 18.

Step 16 Select **Save and Continue** button.

Step 17 Return to step 3.

Step 18 Select the **Save & Exit** button.

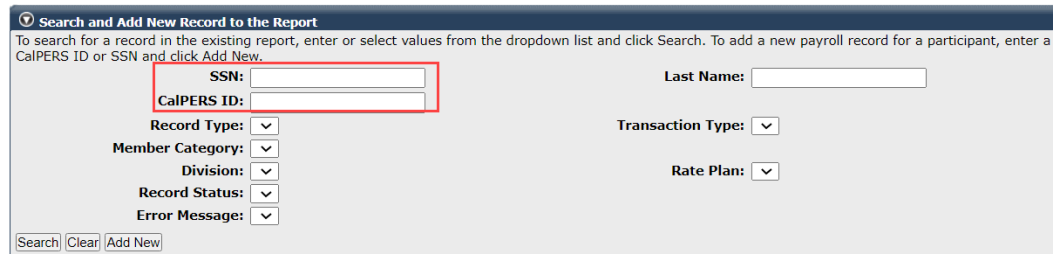
You have completed this scenario.

Scenario 2: Prior Period No Contribution and No Service Adjustment - Reverse & Resubmit

Earnings and total hours worked were overreported for your retired annuitant. You will create two adjustment records: (1) Reverse the original payroll record, (2) Resubmit with the correct payroll information.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.



Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

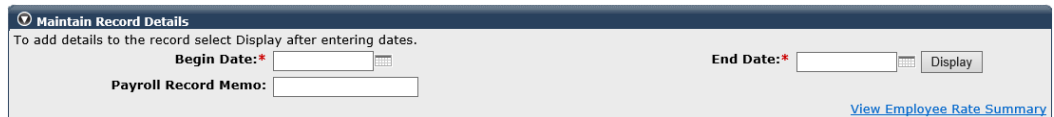
Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.



Maintain Record Details
To add details to the record select Display after entering dates.

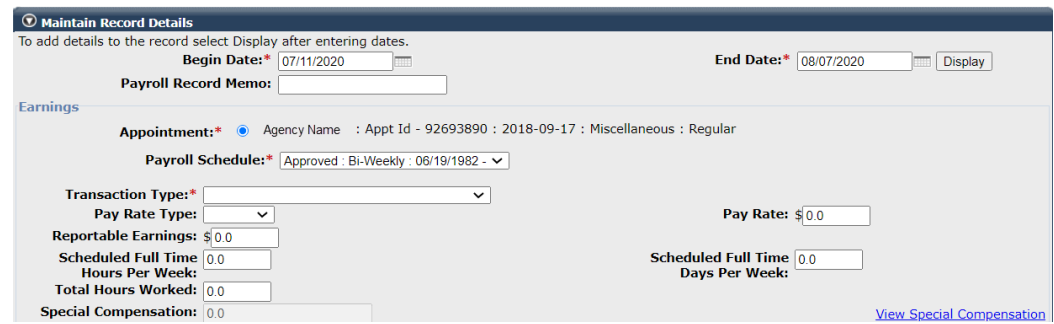
Begin Date: * End Date: * Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Maintain Record Details section, Earnings subsection.
Reversing: Report negative earnings (and negative hours worked for an RA).
Resubmitting: Report positive earnings (and hours worked for an RA).



Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: * 07/11/2020 End Date: * 08/07/2020 Display

Payroll Record Memo:

Earnings

Appointment: * Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular

Payroll Schedule: * Approved : Bi-Weekly : 06/19/1982 -

Transaction Type: *

Pay Rate Type: Pay Rate: \$0.0

Reportable Earnings: \$0.0

Scheduled Full Time: 0.0 Scheduled Full Time: 0.0

Hours Per Week: 0.0 Days Per Week: 0.0

Total Hours Worked: 0.0

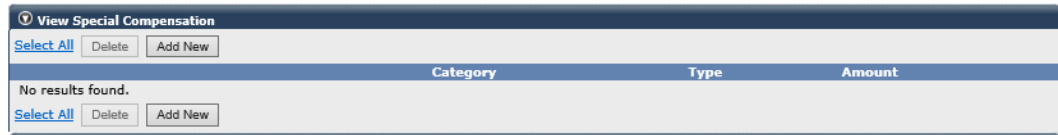
Special Compensation: 0.0

[View Special Compensation](#)

Step 6 Do you need to reverse and/or report special compensation?
Yes: Continue to step 7.
No: Skip to step 15.

Step 7 Select the **View Special Compensation** link.

Step 8 Select the **Add New** button.



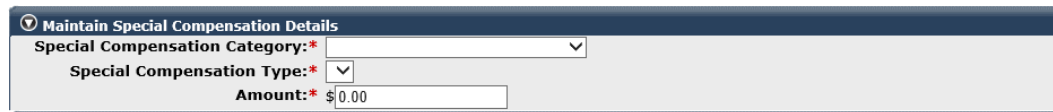
Category	Type	Amount
No results found.		

[Return](#)

Step 9 Complete the Maintain Special Compensation Details section.

Reversing: Report a negative amount.

Resubmitting: Report a positive amount.



Step 10 Do you need to report additional special compensation?

Yes: Continue to step 11.

No: Skip to step 13.

Step 11 Select the **Save and Add Another** button.

Step 12 Return to step 11.

Step 13 Select the **Save** button.

Step 14 Select the **Return** link at the bottom right.

Step 15 Do you need to add another adjustment record for this employee?

Yes: Continue to step 16.

No: Skip to step 18.

Step 16 Select **Save and Continue** button.

Step 17 Return to step 3.

Step 18 Select the **Save & Exit** button.

You have completed this scenario.

Unit 7: Service Credit Purchase Deduction – Reverse & Resubmit

An employee's service credit purchase (SCP) deduction was posted incorrectly. You will reverse the incorrect SCP deduction amount and resubmit a record with the correct amount.

System Logic

SCP deductions cannot be adjusted through the simplified payroll adjustment process. Whether the amount was too much or too little, you must reverse the entire SCP deduction that was previously reported with one adjustment record and resubmit the correct amount with a second adjustment record.

Unlike other manual adjustments, an adjustment record for an SCP deduction only requires the following fields to be changed: Begin Date, End Date, Payroll Schedule, and the SCP amount.

Step Actions

Reverse SCP Deductions

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.

Search and Add New Record to the Report
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: *
Payroll Record Memo:

End Date: *

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the following fields.

Note: For the SCP reversal, report a negative deduction amount.

Step 6 Select **Save and Continue** button.

Resubmit SCP Deductions

Step 7 Complete the Maintain Record Details section.

Step 8 Select the **Display** button to expand the section.

Step 9 Complete the following fields.

Step 10 Select the **Save & Exit** button.

You have completed this scenario.

Unit 8: Simplified Payroll Adjustment Process

In this unit, you will learn how to reverse and modify one or multiple posted payroll records without having to manually enter each reversal record.

System Logic

- The simplified payroll adjustment process may be used for records posted within myCalPERS from July 2011 to present.
- To adjust records prior to July 2011, you must use the standard adjustment process as those records will not be displayed for modifications in this functionality. Refer to units 3-7.
- The system will automatically create an adjustment report and add the adjustment record(s).
- Do not use the simplified payroll adjustments process for any split earned period records, such as when a member has reached the annual compensation limit (one record for earnings up to the limit and another for over the limit) or for mid-earned period pay rate increases (one record for the previous pay rate and another for the new pay rate). Use the standard adjustment process instead.

Contents

Scenario 1: Reverse Posted Payroll Records.....	37
Scenario 2: Modify Posted Payroll Records	40

Scenario 1: Reverse Posted Payroll Records

You will reverse misreported payroll for two employees who were on unpaid leave of absences.

System Logic

- To reverse a record that contains a service credit purchase deduction, use the standard adjustment process. Refer to units 2-7.
- Multiple records for the same period will be truncated. To review all records for an earned period, select the earned period link. Refer to step 7.

Step Actions

Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Maintain Payroll Records** left-side navigation link.

The screenshot shows the 'Reporting' tab selected in the top navigation bar. Below it, the 'Common Tasks' menu is open, and 'Maintain Payroll Records' is highlighted with a red box. The main content area displays the 'Work On Existing Payroll Reports' section, which includes a table of payroll records.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Re
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No	
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No	

Step 3 Complete the Search Payroll Records by Participant section.

The screenshot shows the 'Search Payroll Records by Participant' form. It includes fields for CalPERS ID, SSN, Program, Transaction Type, Fiscal Year, Earned Period, and Record End Date. There are 'Search' and 'Clear' buttons at the bottom.

Step 4 Select the **Search** button.

Step 5 In the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.

The screenshot shows the 'Participant Details' form. It displays the CalPERS ID (1234567890), SSN (xxx-xx-5555), Last Name (PARVAZI), First Name (DAVETTE), and Middle Name (ZABIULLAH). It also shows the Retirement Date and a list of appointments. The 'Appointment' field is set to '10004710 : Agency Name - Miscellaneous - 04/29/1997'. There is a 'Display' button at the bottom.

Step 6 Select the **Display** button.

Step 7

In the Posted Records for the Participant section, select the check box(es) for the posted payroll record(s) that need to be reversed.

Earned Period	Unposted Record Exists	Posting Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked
<input checked="" type="checkbox"/> 06/25/2011-07/08/2011	No		Earned Period Reporting	Hourly	\$26.03	\$1,952.30	\$66.80	37.5	0.0	0.0
<input checked="" type="checkbox"/> 07/09/2011-07/22/2011	No	11/03/2011	Earned Period Reporting	Hourly	\$26.03	\$1,952.30	\$66.80	37.5	0.0	0.0

Note: Select the earned period dates to review all posted payroll for that earned period. Select the special compensation amount to review the category and type.

Step 8

Select the **Reverse Record** button at bottom left.

Step 9

Do you need to reverse additional records?

Yes: Continue to step 10.

No: Skip to step 12.

Step 10

Select the **Add Records** link.

CalPERS ID	Name	Earned Period	Begin Date	End Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Schedule Time Day Week
1234567890	PARVAZI, DAVETTE ZABIULLAH	06/25/2011-07/08/2011	06/25/2011	07/08/2011	Prior Period Adjustment	Hourly	\$26.03	\$-1,952.30	\$-66.80	37.5	0.0

[Add Records](#) [View Report Summary](#)

Step 11

Return to step 3.

Step 12

Select the **View Report Summary** link.

Note: The link may be located next to the **Add Records** link in different internet browser windows.

CalPERS ID	Name	Earned Period	Begin Date	End Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Schedule Time Day Week
1234567890	PARVAZI, DAVETTE ZABIULLAH	06/25/2011-07/08/2011	06/25/2011	07/08/2011	Prior Period Adjustment	Hourly	\$26.03	\$-1,952.30	\$-66.80	37.5	0.0

[Add Records](#) [View Report Summary](#)

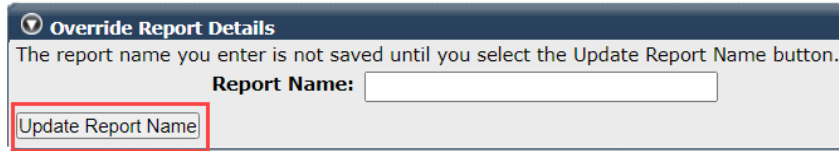
Step 13

Do you want to update the report name?

Yes: Within the Override Report Details section, enter your new report name in the Report Name field.

No: Skip to step 16.

Step 14 Select the **Update Report Name** button.



Step 15 Select the **Yes** button to confirm your request to update the report name.



Step 16 Do you have additional posted payroll records to reverse that you want included in this report?

Yes: Continue to step 17.

No: Skip to step 18.

Step 17 Select the **Correct Posted Records** link at the bottom right.

[Process Report](#) [Cancel Report](#) [Generate Report Summary](#)

[View Records](#)
[Correct Posted Records](#)

[Return to Manage Reports](#)

Step 18 To process this report, refer to unit 9.

You have completed this scenario.

Scenario 2: Modify Posted Payroll Records

You will modify posted payroll records by overriding the original payroll information.

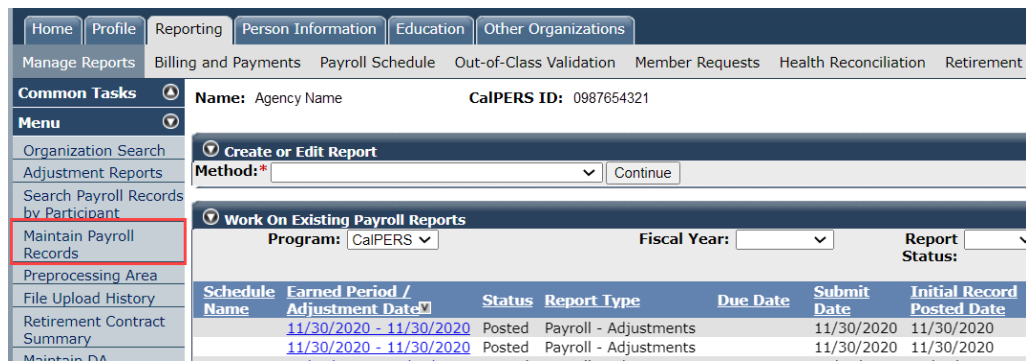
System Logic

- Do not use this scenario for a mid-earned period retroactive salary increase, because the system will reverse the full earned period. Refer to units 2 and 3.
- Begin and end dates can be modified outside of the originally reported range.

Step Actions

Step 1 Select the **Reporting** global navigation tab.

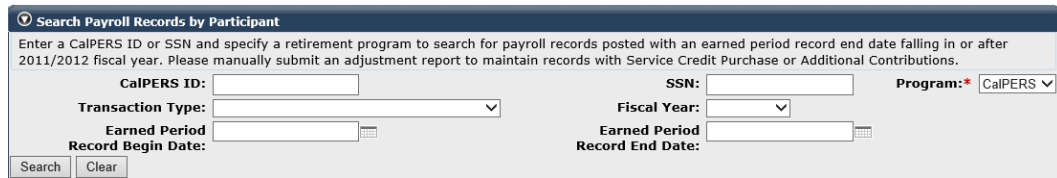
Step 2 Select the **Maintain Payroll Records** left-side navigation link.



The screenshot shows the 'Reporting' navigation menu. The 'Maintain Payroll Records' link is highlighted with a red box. Below the menu, there are sections for 'Create or Edit Report' and 'Work On Existing Payroll Reports'. The 'Work On Existing Payroll Reports' section includes a table with the following data:

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020

Step 3 Complete the Search Payroll Records by Participant section.



The screenshot shows the 'Search Payroll Records by Participant' form. It includes fields for CalPERS ID, SSN, Program, Transaction Type, Fiscal Year, Earned Period Record Begin Date, and Earned Period Record End Date. There are 'Search' and 'Clear' buttons at the bottom.

Step 4 Select the **Search** button.

Step 5 In the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.



The screenshot shows the 'Participant Details' form. It includes fields for CalPERS ID, SSN, Last Name, First Name, Middle Name, and Retirement Date. There is a section for 'Appointment' with a radio button and a 'Display' button.

Step 6 Select the **Display** button.

Step 7

In the Posted Records for the Participant section, select the check box(es) for the posted payroll record(s) that need to be modified.

Posted Records for the Participant											
The page displays up to 30 records at a time. To select records across multiple pages, click the View Max link.											
Select All											
Earned Period	Unposted Record Exists	Posting Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked	
<input type="checkbox"/> 06/25/2011-07/08/2011	No		Earned Period Reporting	Hourly	\$26.03	\$1,952.30	\$66.80	37.5	0.0	0.0	
<input type="checkbox"/> 07/09/2011-07/22/2011	No	11/03/2011	Earned Period Reporting	Hourly	\$26.03	\$1,952.30	\$66.80	37.5	0.0	0.0	

Note: Select the earned period dates to review all posted payroll for that earned period. Select the special compensation amount to review the category and type.

Step 8

Select the **Modify Record** button at bottom left.

Step 9

Within the Maintain Record Details section, change the fields as necessary to report a correct payroll record.

Selected Records											
Sequence	Pending Update	Earned Period	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked	Taxed Member Contribution
1	No	11/02/2019-11/15/2019	Earned Period Reporting	Hourly	\$31.40	\$2,354.90	\$98.30	37.5	0.0	0.0	\$0.00

Maintain Record Details (Record 1 of 1)																	
Enter the preferred values below. Dollar amounts must be greater than zero. Use the Clear Edits button to refresh the panel with the currently posted values. Use the Remove Record button to de-select the record. When modifications are complete, the system will create one transaction to reverse the posted record and one transaction to re-post the record based on the values you entered.																	
Begin Date:*				11/02/2019				End Date:*				11/15/2019					
Payroll Record Memo: RepRec																	
Reported Name and CalPERS ID																	
CalPERS ID:*												1234567890					
Last Name:*			PARVAZI			First Name:*			DAVETTE			Middle Name:			ZABIULLAH		
Earnings																	
Appointment: 10004710 : Agency Name - Miscellaneous - 04/29/1997																	
Payroll Schedule: Approved - Bi-Weekly : 06/19/1982 -																	
Transaction Type: Prior Period Adjustment																	
Pay Rate Type: Hourly				Pay Rate: \$				31.40									
Reportable Earnings: \$ 2354.90																	
Scheduled Full Time Hours Per Week: 37.5						Scheduled Full Time Days Per Week: 0.0											
Special Compensation: \$0.00 View Special Compensation																	
Contributions																	
Taxed Member Paid Contributions: \$ 0.00						Tax Deferred Member Paid Contributions: \$ 196.26											
Tax Deferred Employer Paid Member Contributions: \$ 0.00																	
<input type="button" value="Save & Continue"/> <input type="button" value="Clear Edits"/> <input type="button" value="Save & Return"/> <input type="button" value="Remove Record"/> <input type="button" value="Cancel Report"/>																	

Note: Do not change the Payroll Record Memo field.

Step 10

Do you need to report or modify special compensation?

Yes: Continue to step 11.

No: Skip to step 19.

Step 11 Within the Maintain Records Details section, select the **View Special Compensation** link.

Step 12 Does the employee already have a special compensation item that needs to be modified?

Yes: Select the **Special Compensation Category** link

No: Select the **Add New** button



Step 13 Complete the Maintain Special Compensation Details section.



Step 14 Do you need to report additional special compensation?

Yes: Continue to step 15.

No: Skip to step 17.

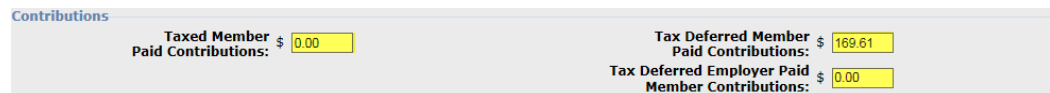
Step 15 Select **Save and Add Another** button.

Step 16 Return to step 13.

Step 17 Select the **Save** button.

Step 18 Select the **Return** link at the bottom right.

Step 19 Within the Contributions subsection, report the contribution amount(s) in the appropriate field(s).



Step 20 Select the **Save & Continue** button to review the pending transactions.

Step 21 Do you need to modify additional records?

Yes: Continue to step 22.

No: Skip to step 24.

Step 22 Select the **Add Records** link.

The screenshot shows a table titled "Pending Transactions" with the following columns: CalPERS ID, Name, Earned Period, Begin Date, End Date, Transaction Type, Pay Rate Type, Pay Rate, Reportable Earnings, Special Compensation, Scheduled Full Time Hours Per Week, and Scheduled Time Days Per Week. Two rows of data are visible, both for employee A. Pham with a "Prior Period Adjustment" transaction type. Below the table, the "Add Records" link is highlighted with a red box.

Step 23 Return to step 3.

Step 24 Select the **View Report Summary** link.

This screenshot is identical to the one in Step 22, showing the "Pending Transactions" table. In this instance, the "View Report Summary" link at the bottom right of the table is highlighted with a red box.

Note: The link may be located next to the **Add Records** link in a different internet browser window.

Step 25 Do you want to update the report name?

Yes: Within the Override Report Details section, enter your new report name in the Report Name field and continue to step 26.

No: Skip to step 28.

Step 26 Select the **Update Report Name** button.

The screenshot shows the "Override Report Details" section. It contains a message: "The report name you enter is not saved until you select the Update Report Name button." Below this is a "Report Name:" label followed by an empty text input field. At the bottom left of the form, the "Update Report Name" button is highlighted with a red box.

Step 27 Select the **Yes** button to confirm your request to update the report name.

Step 28 Do you have additional posted payroll records to modify that you want included in this report?

Yes: Continue to step 29.

No: Skip to step 30.

Step 29 Select the **Correct Posted Records** link at the bottom right.

The screenshot shows a row of buttons: "Process Report", "Cancel Report", and "Generate Report Summary". To the right of these buttons is a "View Records" link. Below the "View Records" link, the "Correct Posted Records" link is highlighted with a red box.

Step 30 To process this report, refer to unit 9.

You have completed this this scenario.

Unit 9: Process an Adjustment Report

The **Process Report** button may be accessed through the Payroll Report Detail page or View Payroll Records page which will initiate a series of validations on the records within the report.

Earned period reports must be submitted on or before 30 calendar days following the last day of the earned period.

Status of Transactions

- **Error** – Record needs to be corrected
- **Pending Validation** – Record has not been validated
- **Valid With Exceptions** – Does not indicate the record has an error, but it could be an issue. You will need to review the exception and verify that the record details are accurate.
- **Valid But Held** – When there are two records for the same earned period, but one has an error.
- **Valid** – Record has passed the first level of validation and is most likely error free
- **Posted** – Record is error free, and it has posted to the member’s account

Payroll Report Statuses

Pending Release	Processing	Posted	Suspended
<ul style="list-style-type: none">• A new report that needs to be validated and posted.• The report can be cancelled.	<ul style="list-style-type: none">• The report undergoes a level 2 validation<ul style="list-style-type: none">• If an error is detected, the report will change from Processing to Suspended status. Delete or correct the error(s), then select the Process Report button to resubmit the report.• If no errors are found, the report will change from a Processing to Posted status.	<ul style="list-style-type: none">• All records have posted to the members’ accounts.• An adjustment is required to correct employees’ accounts.	<ul style="list-style-type: none">• Error(s) or arrears detected. You may accept valid records and correct the errors later. Use the Accept Valid Records button once per report.• The report can be cancelled if no records have posted.• If you delete all remaining errors/arrears records, the report will still have a Suspended status. To reflect a Posted status, select the Process Report button again.

Payroll Report Detail Page

Within the Work On Existing Payroll Reports section, select the **Earned Period/ Adjustment Date** link.

Within the Payroll Report Detail page, you can review the payroll report statistics (number of records reported, posted, unposted, and with errors) of the selected payroll report.

Report Details							
Report Type: Payroll - Earned Period		Earned Period: 12/28/2019 - 01/10/2020			Report Status: Pending Release		
Program: CalPERS		Schedule Name:			Test Report: No		
Report Name:							

Report Statistics				
	Records Reported	Records Posted	Unposted Records	Records with Errors
Total	84	0	84	1

Records Statistics				
Record Type	Records Reported	Records Posted	Unposted Records	Records with Errors
Payroll Record	84	0	84	1
Service Credit Purchase Deduction Record	5	0	5	0

Payroll Report Summary							
Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.							
Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
25846	Safety - Police	\$8,514.46	\$532.47	\$1,582.24	\$0.00	\$0.00	\$2,114.71
Uncategorized		\$340,410.35	\$30,578.74	\$0.00	\$9.30	\$331.63	\$30,919.67
Totals		\$348,924.81	\$31,111.21	\$1,582.24	\$9.30	\$331.63	\$33,034.38

Generate Report	
Report Type:	
<input checked="" type="radio"/> Payroll Record Errors Report <input type="radio"/> Payroll Record Exceptions Report	
<input type="button" value="Generate Report"/>	

Override Report Details	
The report name you enter is not saved until you select the Update Report Name button.	
Report Name:	<input type="text"/>
<input type="button" value="Update Report Name"/>	

Accept Valid Records Button

If the report suspends due to records with errors, you can accept the valid records to post to member accounts and correct and/or delete the error records later. You have 60 days to fix or delete errors to avoid a \$200 late correction fee.

If the report suspends due to arrears, then select the **Accept Valid Records** button to post both the valid records and the Arrears Apply- Employer Paid records.

The **Accept Valid Records** button is displayed for specific report types (Earned, Adjustment, and/or Gap) and if the report has at least one record with a Valid or Arrears Apply – Employer Paid status and no records in Posted status (figure below). You may use the **Accept Valid Records** button once per report.

Report Statistics				
<input type="button" value="Accept Valid Records"/>				
	Records Reported	Records Posted	Unposted Records	Records with Errors
Total	615	0	615	2

Payroll Report Summary

Review the total contributions of a payroll report without having to use the **Generate Report Summary** button to generate a Cognos report.

Payroll Report Summary							
Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.							
Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
25846	Safety - Police	\$8,514.46	\$532.47	\$1,582.24	\$0.00	\$0.00	\$2,114.71
Uncategorized		\$340,410.35	\$30,578.74	\$0.00	\$9.30	\$331.63	\$30,919.67
Totals		\$348,924.81	\$31,111.21	\$1,582.24	\$9.30	\$331.63	\$33,034.38

Override Report Details

You may give your report a name. Complete the Report Name field, then select the **Update Report Name** button to save the name. Select the **Yes** button to confirm the name. A report name cannot be changed once the report has posted.

Override Report Details	
The report name you enter is not saved until you select the Update Report Name button.	
Report Name:	<input type="text"/>
<input type="button" value="Update Report Name"/>	

Cancel Report Button

You can cancel reports without posted records for the following:

- Test or non-test report prior to a new file submission for the same earned period
- Adjustment report created in error
- Copy forwarded report that is pending release or in suspended status

Generate Report Summary Button

This is at the bottom left of the page and is used to review a financial data summary of the payroll report in a Cognos report. Refer to scenario 2 of this unit.

[Return to Manage Reports](#)

Employer Paid Arrears Records

- Employer Paid Arrears records will post after the arrears determination appeal window closes. You may contact CalPERS to waive an appeal and close the determination window.
- You should post Employer Paid Arrears records in an adjustment report instead of an earned period report to avoid late reporting fees for outstanding suspended earned period reports. In addition, you can easily reconcile your receivable when the records are in a separate adjustment report.

Scenario: Process an Adjustment Report

Process your report through the Payroll Report Detail page or the View Payroll Records page.

Step Actions

Process from the Payroll Report Detail Page

Step 1 Select the **Reporting** global navigation tab.

Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Profile', 'Reporting', 'Person Information', 'Education', and 'Other Organizations'. Below this is a sub-navigation bar with 'Manage Reports', 'Billing and Payments', 'Payroll Schedule', 'Out-of-Class Validation', 'Member Requests', 'Health Reconciliation', and 'Retirement Appointment Reconciliation'. The main content area is titled 'Reporting' and includes a 'Name: Agency Name' and 'CalPERS ID: 0987654321'. There are sections for 'Create or Edit Report' and 'Work On Existing Payroll Reports'. The 'Work On Existing Payroll Reports' section has a table with columns: Schedule Name, Earned Period / Adjustment Date, Status, Report Type, Due Date, Submit Date, Initial Record Posted Date, Report Posted Date, Test Report, and Report Name. Two rows are visible in the table.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No	
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No	

Step 3 From the Payroll Report Detail page, select the **Process Report** button.

The screenshot shows a dialog box titled 'Override Report Details'. It contains a text input field for 'Report Name' and an 'Update Report Name' button. Below the input field are three buttons: 'Process Report' (highlighted with a red box), 'Cancel Report', and 'Generate Report Summary'. There is also a 'View Records' link on the right side.

Step 4 Select the **Yes** button under the Confirmation Page section to confirm.

The screenshot shows a dialog box titled 'Confirmation Page'. It contains a text input field with the text 'Do you want to process this report?'. Below the input field are two buttons: 'Yes' and 'No'.

Step 5 Select the **Save & Exit** button.

You have completed this scenario.

CalPERS Resources

Obtain more information by visiting the [CalPERS website](http://www.calpers.ca.gov) at www.calpers.ca.gov.

- [myCalPERS Student Guides & Resources](#)

Pathway: CalPERS website > Employers > I Want To...: Access myCalPERS Student Guides

- [Business Rules & myCalPERS Classes](#)

Pathway: CalPERS website > Employers > I Want To... : Attend Training & Events > Business Rules & myCalPERS Classes

- [myCalPERS Technical Requirements](#)

Pathway: CalPERS website > Employers > myCalPERS Technical Requirements

- [Public Agency & Schools Reference Guide \(PDF\)](#)

Pathway: CalPERS website > Employers > Policies & Procedures > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)

- [Circular Letters](#)

Pathway: CalPERS website > Employers > Policies & Procedures > Circular Letters

- [Public Employees' Retirement Law \(PERL\)](#)

Pathway: CalPERS website > About > Laws, Legislation & Regulations > Public Employees' Retirement Law (PERL)

- [myCalPERS Employer Reports \(Cognos\) Catalog](#)

Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > myCalPERS Employer Reports (Cognos) Catalog

Some common reports that are run for payroll:

- Collective Outstanding Payroll Error Report
- Collective Outstanding Payroll Exception Report
- Contribution Summary for a Fiscal Year Report
- Reported Compensation by Calendar Year Detail Report
- Reported Compensation by Calendar Year Summary Report
- Reported Member Summary Report
- Reported Member Detail Report
- Automatic Permanent Separation-Potential Appointments Report
- Automatic Permanent Separation – Completed Appointments Report
- To view a list of employees at risk of permanent separation due to unposted payroll:
 - Business Partner Info Report
 - Participant Appointment Details Report
 - Business Partner On Leave Report

CalPERS Contacts

Email

- To contact the [Employer Educators](#) for questions and inquiries, email **calpers_employer_communications@calpers.ca.gov**.
- To contact the [Employer Response Team](#) for assistance with your most critical, complex, or time-sensitive issues, email **ert@calpers.ca.gov**.
- To contact [CalPERS Membership Unit](#) for questions regarding membership eligibility or if a non-contributory employee does not have the Earned Period No Contribution and No Service in the Transaction Type drop-down list, email **membership_reporting@calpers.ca.gov**.
- To contact the [Audit Compliance and Resolution Unit](#) for questions regarding Publicly Available Pay Schedules, reportable payrates and special compensation, labor policies or agreements, Out-of-Class reporting, and compensation reportability related to settlement agreements, email **mou_review@calpers.ca.gov**.

Phone or Fax

You can reach CalPERS at **888 CalPERS** (or **888-225-7377**), Monday through Friday, 8:00 a.m. to 5:00 p.m., except on state holidays.

- TTY: (877) 249-7442 (This number does not accept voice calls)
- CalPERS centralized fax number: (800) 959-6545
- Employer Response Team phone number: (800) 253-4594

Submit Inquiry

You can send secure messages through myCalPERS. Expand the **Common Tasks** left-side navigation folder and select the **Submit Inquiry** link to submit a question or request.