

Prefunding Programs (CEPPT/CERBT) myCalPERS Access and Contribution Process

User Guide

May 1, 2021

Prefunding Programs (CEPPT/CERBT) myCalPERS User Guide

This guide will assist business partners contracted with the California Employers’ Pension Prefunding Trust (CEPPT) and California Employers’ Retiree Benefit Trust (CERBT) with access to see the Programs Agreements in myCalPERS and the process to facilitate voluntary contributions to the two Internal Revenue Code Section 115 Trusts. Effective December 2020, the CEPPT and CERBT Programs were added to myCalPERS to improve transparency for contracted business partners and support a more efficient operation of the two programs. For any questions or assistance needed with this process, email CEPPT4U@calpers.ca.gov or CERBT4U@calpers.ca.gov and a Prefunding Programs Team Member will be happy to assist.

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Unit 1: Setting up CEPPT/CERBT Access in myCalPERS

myCalPERS Access for CEPPT/CERBT

To access the CEPPT and CERBT Agreements pages, the Business Partner contact will need the “Business Partner CERBT/CEPPT” role assigned to the contact. This may be completed by the Business Partner’s myCalPERS System Administrator. The “Business Partner CERBT/CEPPT” permission set will allow the contact to view Agreement information and initiate a contribution. It is also recommended, but not required, to check the CEPPT and/or CERBT Programs which the contact will support on the “Maintain Contacts Details” panel.

For greater detail on setting up access, please review the [myCalPERS System Access Administration Student Guide](#) for step by step instructions. If any questions arise or if assistance is needed, please email CEPPT4U@calpers.ca.gov or CERBT4U@calpers.ca.gov and we will be happy to assist.

Unit 2: Reviewing CEPPT/CERBT Agreements Pages

CEPPT and CERBT Agreement Information

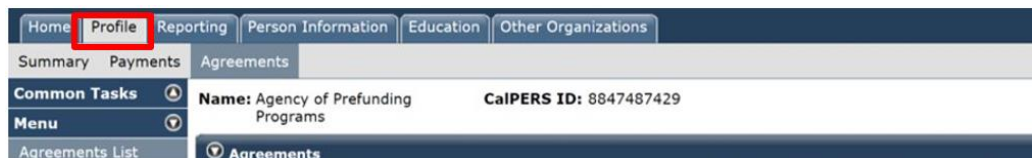
Once access is set up, you will now be able to view the Agreements pages for CEPPT, CERBT, or both. The Agreements pages provides the effective date of agreement, account number(s), investment strategy, a link to a copy of the signed Agreement, and a link to a copy of the most recent Delegation of Authority to Request Disbursement Form (if provided by the Business Partner).

Below are the steps to view the CEPPT and CERBT Agreements pages in myCalPERS.

Step Action

Step 1 Log in to [myCalPERS](#)

Step 2 Select global navigation link titled "Profile".



Step 3 Select the local navigation link titled "Agreements".



Step 4 Select the California Employers' Pension Prefunding Trust (CEPPT) Fund Agreement, or California Employers' Retiree Benefit Trust (CERBT) Fund Agreement.

A screenshot of the myCalPERS Agreements List table. The table has columns for Agreement ID, Status, Program, Effective Date, Termination Date, Parent Agreement ID, and Member Category. The first row is highlighted with a red box.

Agreement Title	Agreement ID	Status	Program	Effective Date	Termination Date	Parent Agreement ID	Member Category
California Employers' Retiree Benefit Trust (CERBT) Fund Agreement	1000407826	Active	CERBT	01/01/2021			

Step 5

View the Agreements Page.

Home Profile Reporting Person Information Education Other Organizations

Summary Payments Agreements

Common Tasks

Menu

Agreements List

Name: Agency of Prefunding Programs **CalPERS ID:** 8847487429

To view your CERBT and CEPPT account balances, transaction history, and download quarterly statements, please log into your Employer account at: <https://www.your-fundaccount.com/calpers/>

Agreement Summary

Agreement: California Employers' Retiree Benefit Trust (CERBT) Fund Agreement
Agreement ID: 1000407826
Status: Active
Agreement Effective Date: 01/01/2021

Super Funded: No

*Super funded status means the market value of assets is currently greater than the most recently calculated present value of future benefits (PVFB) for OPEB. Contributions cannot be made at this time if the OPEB plan is fully funded to the PVFB. Please contact CERBT4U@calpers.ca.gov with any questions. [Contribution Reporting](#)

Created By: S. Varela / 1
Updated By: S. Varela / 1

Create Date: 01/25/2021
Update Date: 01/25/2021

Accounts

Account Number	Agency Name	Applicable Group	Strategy	Account Start Date	Account End Date
8847487429-001	Agency of Prefunding Programs	Agency of Prefunding Programs	SK80-CERBT Strategy 1	01/01/2021	

Documents

Document Name	Agency Name	Date Uploaded
CERBT Agreement	Agency of Prefunding Programs	01/25/2021
CERBT Delegation of Authority	Agency of Prefunding Programs	01/25/2021

Unit 3: CEPPT/CERBT Contribution Reporting

Process to Initiate a Contribution to the CEPPT and CERBT

The following steps will provide you direction on navigating the pages to initiate a contribution to the CEPPT and/or CERBT. Contributions to these Trusts are voluntary and never required. Contributions may be sent by electronic funds transfer (EFT) or check. For EFT, you may send contributions by wire transfer, credit method, or debit method.

MyCalPERS will produce a Remittance Advice Form replacing the manual contributions forms for both Trusts. The banking information for the wire and credit methods remain the same and will be provided on the Remittance Advice Form.

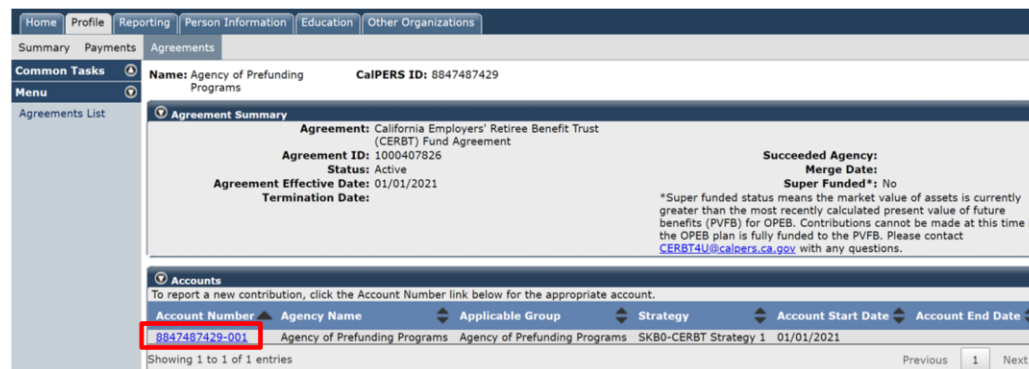
Below are the steps to initiate a contribution to the CEPPT and/or CERBT.

Step Action

Step 1 From the CEPPT or CERBT Agreements page, select Contribution Reporting.



Step 2 Select the Account Number.



Step 3

Enter projected date of contribution, amount of contribution, and select method of contribution. Click save.

The screenshot displays the myCalPERS interface for entering a contribution. The top navigation bar includes Home, Profile, Reporting, Person Information, Education, and Other Organizations. The main content area is titled 'Agreements' and shows details for the 'Agency of Prefunding Programs' with CalPERS ID: 8847487429. The 'Agreement Summary' section lists the agreement as 'California Employers' Retiree Benefit Trust (CERBT) Fund Agreement' with ID 1000407826, active status, and an effective date of 01/01/2021. The 'Contribution Details' section shows the applicable group, strategy (SKB0-CERBT Strategy 1), and account number. It includes fields for 'Projected Payment Date', 'Fiscal Year' (2020/2021), 'Contribution Amount', and 'Payment Method', all highlighted with red boxes. A 'Note' field is also present. The 'Note History' section shows no results. At the bottom, there is a 'Save' button highlighted with a red box and a 'Cancel' button.

Note:

- The projected payment date should be within two weeks of entering the contribution in myCalPERS. The system will not allow for a date outside of this parameter or a past date.
- The Notes field is optional; not a required field to complete.

Step 4

A receivable has been created in myCalPERS. To view the Remittance Advice Form, select the Remittance Advice Form link.

The screenshot displays the myCalPERS web interface. At the top, there are navigation tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are sub-tabs: Summary, Payments, and Agreements. The main content area is divided into two sections: Agreement Summary and Payment Details.

Agreement Summary:

- Agreement:** California Employers' Retiree Benefit Trust (CERBT) Fund Agreement
- Agreement ID:** 1000407826
- Status:** Active
- Agreement Effective Date:** 01/01/2021
- Termination Date:**
- Succeeded Agency:**
- Merge Date:**
- Super Funded*:** No

*Super funded status means the market value of assets is currently greater than the most recently calculated present value of future benefits (PVFB) for OPEB. Contributions cannot be made at this time if the OPEB plan is fully funded to the PVFB. Please contact CERBT4U@calpers.ca.gov with any questions.

Payment Details:

- Applicable Group:** Agency of Prefunding Programs
- Strategy:** SKB0-CERBT Strategy 1
- Account Number:** 8847487429-001
- Total Contribution Amount for Fiscal Year:** \$900,000.00
- Contribution Amount:** 400000.00
- Projected Payment Date:** 01/26/2021
- Payment Method:** EFT Debit

Additional information and links:

- Receivable ID:** 100000016367311 (highlighted with a red box)
- Please follow this link to make your payment now:**
- [Start myCalPERS Electronic Payment by EFT](#)
- [Remittance Advice Form](#) (highlighted with a red box)

Note: Contributions are voluntary and as such, the receivables created in myCalPERS may be edited until payment has been received and processed (please see Unit 4).

Step 5

Sample of Remittance Advice Form. The Remittance Advice Form replaces the previous program Contribution Forms and provides account information, contribution amount, CalPERS bank account information for credit and wire transfer contribution methods and address information for check contribution submission.

First Page

myCalPERS 2838

Page 1 of 2

Second Page

myCalPERS 2838

Page 2 of 2

Step 6

If EFT credit method, wire transfer, or check methods were chosen for contribution submission, the steps are completed in myCalPERS and you may send in the contribution. If submitting a check, attach the Remittance Advice Form with the check in the mailed envelope to ensure accurate and expeditious processing by CalPERS upon receipt. If EFT debit method was chosen, continue to Step 7.

Note: Since initiating in myCalPERS, we no longer ask Business Partners to email us when a contribution will be sent. Initiation in myCalPERS provides the appropriate notification.

Step 7

If EFT debit method was chosen for sending the contribution, select the “Start myCalPERS Electronic Payment by EFT” link.

Home Profile Reporting Person Information Education Other Organizations

Summary Payments Agreements

Common Tasks Name: Agency of Prefunding Programs CalPERS ID: 8847487429

Menu

Agreements List

Agreement Summary

Agreement: California Employers' Retiree Benefit Trust (CERBT) Fund Agreement
Agreement ID: 1000407826
Status: Active
Agreement Effective Date: 01/01/2021
Termination Date:

Succeeded Agency:
Merge Date:
Super Funded*: No
*Super funded status means the market value of assets is currently greater than the most recently calculated present value of future benefits (PVFB) for OPEB. Contributions cannot be made at this time if the OPEB plan is fully funded to the PVFB. Please contact CERBT4U@calpers.ca.gov with any questions.

Payment Details

Applicable Group: Agency of Prefunding Programs Total Contribution Amount for Fiscal Year: \$900,000.00
Strategy: SKB0-CERBT Strategy 1
Account Number: 8847487429-001

Contribution Amount: 400000.00 Please follow this link to make your payment now:
[Start myCalPERS Electronic Payment by EFT](#)
[Remittance Advice Form](#)

Receivable ID: 100000016367311
Projected Payment Date: 01/26/2021
Payment Method: EFT Debit

[Return to Contribution Summary](#)

Step 8

To initiate the debit method contribution, confirm the contribution amount, date, and account information. You may enter a new bank account or use an already existing bank account in myCalPERS. The debit method process is a consistent process for all CalPERS program areas. Therefore, the following pages will look the same when payments for other CalPERS programs are submitted using this method. Click save and continue.

Home Profile Reporting Person Information Education Other Organizations

Summary Payments Agreements

Common Tasks Name: Agency of Prefunding Programs CalPERS ID: 8847487429

Menu

Agreements List

Receivable Summary

Payment amount shown on this page may be different from the previously shown invoice amount because some receivables accrue interest penalty. Pay off the late receivable to avoid further interest charges.

Payment Due Date	Receivable ID	Receivable Description	Next Payment Amount Due	Pending Amount	Payment Amount
02/25/2021	100000016367311	CERBT Contributions, CERBT	\$400,000.00	\$0.00	\$ 400000.00

[Reset Payment Amounts](#) [Confirm Total Payment Amount](#)

Payment Information

Total Payment Amount: \$400,000.00

Payment Authorization Date
Select your payment authorization date. If you select a payment authorization date that is a banking holiday or weekend, CalPERS will initiate the payment process the next business day. Please select a payment authorization date that will enable your payment to be timely. Payments may take up to three business days to be reflected in your account.
Payment Authorization Date: 01/26/2021

Payment Method

Select Payment Method: EFT - Debit

Payment Account

New Payment Account: enter a new payment account, select the new payment account option and follow the instructions.

Step 9

Read the Terms and Conditions for Electronic Payments and Automatic Payments. Select the two boxes on this page to confirm your understanding and agreement and select save and continue at the bottom of the screen.

Payment Setup Total
Total Payment Amount: \$1,234,567.09

Payment Setup Summary

Receivable Description	Receivable ID	Payment Due Date	Payment Authorization Date	Payment Account Nickname	Selected Payment Amount
CERBT Contributions, CERBT		02/14/2021	01/15/2021		\$1,234,567.09

CalPERS Terms and Conditions for Electronic Payments and Automatic Payment

Payments Date and Time Information CalPERS will accept payment for your bills and receivables 24 hours per day. The cut-off time for all payment entries is 5:00 P.M. Pacific Standard Time (PST) on your payment authorization date. Please plan accordingly. If you select a payment authorization date that is a banking holiday or weekend, CalPERS will initiate the payment process the next business day. Please select a payment authorization date that will enable your payment to be timely. Payments may take up to three business days to be reflected in your account.

Incomplete Payments and Returned Payments You are responsible for all incomplete payments and returned payments. Please check all your account related information before you make the payment to prevent payment related problems. CalPERS is not responsible for the events that may occur as a result of incomplete payments or returned payments.

Please Note:

- For all payments other than 401k and 457b Supplemental Income Plans payments, you must authorize your bank to allow Union Bank to debit your account. For 401k and 457b Supplemental Income Plans payments, you must authorize your bank to allow State Street Bank to debit your account. The CalPERS ACH ID number is **1946207465**.
- Payments made by Electronic Funds Transfer (EFT) for 401k and 457b Supplemental Income Plans will be processed at 1:00 pm Pacific Standard Time. Payments made after 1:00 pm will be processed the next business day.
- If you pay by Electronic Fund Transfer (EFT) you **must** notify your bank that this CalPERS ACH ID number is assigned to an approved payee in order for the payment to be processed by your bank.
- If you wish to begin using EFT you must establish a new EFT account in myCalPERS then notify your bank of the CalPERS ID number.

Limitation of Liability and Governing Law IN NO EVENT SHALL CalPERS (OR ITS LICENSORS, AGENTS, SUPPLIERS, RESELLERS, SERVICE PROVIDERS, OR ANY OTHER SUBSCRIBERS OR SUPPLIERS) BE LIABLE TO YOU, OR ANY OTHER THIRD PARTY FOR ANY DIRECT, SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES, INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, REVENUE, OR GOODWILL, WHICH MAY ARISE FROM ANY PERSON'S USE, MISUSE, OR INABILITY TO USE THE SITES OR ANY OF THE MATERIALS CONTAINED THEREIN, EVEN IF CalPERS HAS BEEN ADVISED OF THE PROBABILITY OF SUCH DAMAGES. THIS IS FOR ANY MATTER ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF CalPERS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL CalPERS' MAXIMUM TOTAL AGGREGATE LIABILITY HEREUNDER FOR DIRECT DAMAGES EXCEED THE TOTAL FEES ACTUALLY PAID BY YOU FOR USE OF A SITE OR SITES FOR A PERIOD OF NO MORE THAN ONE (1) MONTH FROM THE ACCRUAL OF THE APPLICABLE CAUSE OR CAUSES OF ACTION.

I have read and I understand CalPERS On-line Terms & Conditions

e-Signature
You Are Not Required to Complete This Transaction Electronically

If you do not wish to complete this transaction electronically, please call the CalPERS Customer Contact Center at 1-888-CalPERS (1-888-225-7377) for assistance. The TTY - For Speech & Hearing Impaired number is (916) 795-3240.

Electronic Signature Agreement

You may complete this transaction electronically by selecting the "Save & Continue" button which appears on your computer screen.

By completing this transaction electronically, you acknowledge and agree that:

- This transaction will be conducted by electronic means in accordance with the federal Electronic Signatures in Global and National Commerce Act (E-Sign), 15 U.S.C.A. sections 7001-7031 and the Uniform Electronic Transactions Act, California Civil Code sections 1633.1 to 1633.17;
- You have read and understand the terms and conditions regarding this transaction;
- You accept the terms and conditions of this Electronic Signature Agreement and the above terms and conditions regarding this transaction; and
- Completion of this transaction electronically shall have the same effect as if you signed your name in ink on a piece of paper to accomplish the transaction and CalPERS will store by electronic means an electronic record of this transaction.

I have read and agree to the Electronic Signature Agreement above

Save & Continue

Step 10

You will see the Payment Request Acceptance, which will notify you the payment has been accepted. You may print the employer payment report.

Payment Request Acceptance
Your request for payment has been accepted

- To generate the employer payment report, please click the print button. **Print**
- If you need to contact us with questions regarding this payment, please have your **myCalPERS** Confirmation Number for faster access.
- Your payment will reflect as paid in myCalPERS if your payroll has successfully posted. Once your payment is processed any credits will roll over to the same type of receivable in the next month, after your payroll has been processed.
- Your payment may take longer to post, depending upon your Financial Institution.

Payment Setup Total
Total Payment Amount: \$1,234,567.09

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
1001719220	01/15/2021	100000016357308	CERBT Contributions, CERBT	EFT - Debit		\$1,234,567.09

Step 11

The contribution will be displayed on the contribution reporting CEPPT/CERBT pages once initiated, under Contribution Activity. Upon CalPERS receipt of contribution, total payment will be updated, and status will be updated to processed.

The screenshot displays the CalPERS web interface for the Agency of Prefunding Programs. The top navigation bar includes Home, Profile, Reporting, Person Information, Education, and Other Organizations. The main content area is divided into several sections:

- Summary Payments:** Shows the Agency Name (Agency of Prefunding Programs) and CalPERS ID (2419209227).
- Agreement Summary:** Details the agreement with California Employers' Retiree Benefit Trust (CERBT) Fund Agreement. It includes the Agreement ID (1000408531), Status (Active), Agreement Effective Date (01/01/2021), and Termination Date. It also notes the Succeeded Agency and Super Funded status (No).
- Accounts:** A table listing accounts for reporting new contributions. The table has columns for Account Number, Agency Name, Applicable Group, Strategy, Account Start Date, Account End Date, and Transactions. One entry is shown for Account Number 2419209227-001, Agency of Prefunding Programs, Agency of Prefunding Programs, SKB0-CERBT Strategy 1, and Start Date 01/01/2021.
- Contribution Activity:** A table showing contribution transactions. The table has columns for Receivable Date, Contribution Fiscal Year, Contribution Amount, Payment Total, Payment Method, Receivable ID, Strategy, and Status. Three entries are shown, all with a status of 'Submitted':

Receivable Date	Contribution Fiscal Year	Contribution Amount	Payment Total	Payment Method	Receivable ID	Strategy	Status
02/09/2021	2020/2021	\$4,000.00	\$0.00	Check	100000016418245	SKB0-CERBT Strategy 1	Submitted
02/09/2021	2020/2021	\$100.00	\$0.00	Wire	100000016418246	SKB0-CERBT Strategy 1	Submitted
02/09/2021	2020/2021	\$100,000.00	\$0.00	EFT Credit	100000016418247	SKB0-CERBT Strategy 1	Submitted

Unit 4: Changing a CEPPT/CERBT Contribution

Process to Change the CEPPT/CERBT Contribution

Contributions to the CEPPT and CERBT Programs are always voluntary and determined by the Business Partner. Changes or adjustments to the contribution may be made in myCalPERS until the payment is received.

Below are the steps to change the voluntary receivables for a contribution to the CEPPT and/or CERBT.

Step Action

Step 1 Under the Contributions Reporting page, Contribution Activity panel, select the Contribution Amount hyperlink of the receivable you wish to adjust.

The screenshot displays the myCalPERS interface for an Agency of Prefunding Programs. The top navigation bar includes Home, Profile, Reporting, Person Information, Education, and Other Organizations. The main content area is divided into three sections:

- Agreement Summary:** Displays details for the California Employers' Retiree Benefit Trust (CERBT) Fund Agreement. Key information includes Agreement ID: 1000408831, Status: Active, Agreement Effective Date: 01/01/2021, and Termination Date. It also notes the Succeeded Agency and Merge Date, and indicates the Super Funded status is No.
- Accounts:** A table listing accounts for reporting a new contribution. The table has columns for Account Number, Agency Name, Applicable Group, Strategy, Account Start Date, Account End Date, and Transactions. One entry is shown for Account Number 2419209227-001.
- Contribution Activity:** A table showing contribution history. The table has columns for Receivable Date, Contribution Fiscal Year, Contribution Amount, Payment Total, Payment Method, Receivable ID, Strategy, and Status. The Contribution Amount column is highlighted with a red box, showing values of \$5,555.55, \$100,000.00, and \$100,000.00 for three entries.

Step 2

Edit the field(s) to update the contribution. When making an edit, the system will now require a note to be entered. There are no system limitations in the notes field; therefore, any note will be accepted. The Receivable ID will remain the same. Select save.

The screenshot shows the 'Contribution Details' section with the following information:

- Applicable Group:** Agency of Prefunding Programs
- Strategy:** SKB0-CERBT Strategy 1
- Account Number:** 2419209227-001
- Total Contribution Amount for:** \$105,655.55
- Fiscal Year:** 2020/2021
- Receivable ID:** 100000016418245
- Fund Balance:** View your balance at the third-party administrator
- Projected Payment Date:** 02/15/2021
- Contribution Amount:** 4000.00
- Payment Method:** Check
- Status:** Submitted
- Note:** Changed amount

The 'Note History' section shows one entry:

Create Date	Note Detail	Created By
02/09/2021	Changed amount	City and County of San

At the bottom, the 'Save' button is highlighted with a red box.

Note: The voluntary receivables cannot be deleted. The amount may be updated to \$0.00 if a contribution will not be submitted.

Step 3

The Contribution Activity panel will show the changes made.

The screenshot shows the 'Contribution Activity' section with the following table:

Receivable Date	Contribution Fiscal Year	Contribution Amount	Payment Total	Payment Method	Receivable ID	Strategy	Status
02/09/2021	2020/2021	\$4,000.00	\$0.00	Check	100000016418245	SKB0-CERBT Strategy 1	Submitted
02/09/2021	2020/2021	\$100.00	\$0.00	Wire	100000016418246	SKB0-CERBT Strategy 1	Submitted
02/09/2021	2020/2021	\$100,000.00	\$0.00	EFT Credit	100000016418247	SKB0-CERBT Strategy 1	Submitted

The 'Contribution Amount' for the first entry is highlighted with a red box.

Prefunding Programs Resources and Contacts

The Prefunding Programs Team is available to answer any questions you may have and provide assistance with this process for the CEPPT and CERBT Programs. Below, please find additional resources and contact information for the CEPPT and CERBT Programs.

Resources

For more information about the CEPPT Program, visit www.calpers.ca.gov/CEPPT.

For more information about the CERBT Program, visit www.calpers.ca.gov/CERBT.

Contacts

To contact the CEPPT Program, please email CEPPT4U@calpers.ca.gov.

To contact the CERBT Program, please email CERBT4U@calpers.ca.gov.