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Other

Circular Letter

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Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers
Subject: Essential Cognos Reports

Purpose

The purpose of this Circular Letter is to provide information regarding essential Cognos Reports. It is recommended you run these reports frequently to retrieve the most current and accurate data from myCalPERS.

Background

myCalPERS generates reports using IBM Cognos software. Cognos uses your agency's data in myCalPERS and generates predefined reports. Cognos reports can be generated in various formats such as PDF, CSV, HTML, or Excel and can be saved in the Cognos application or your hard drive. The myCalPERS Employer Reports (Cognos) Catalog provides a detailed list of reports available to employers and the user access roles required to view and generate reports. Each report is designed to show specific data based on the criteria the user defines.

Before Getting Started

Before you begin, confirm you have the appropriate user role to access the report.

- View the [myCalPERS Employer Reports \(Cognos\) Catalog](#) to determine the roles needed
 - Read-Only (RO) roles can only access select reports
 - Contact your system access administrator to add or remove user roles

- Review your [web browser requirements \(PDF\)](#):
 - Add ca.gov to your compatibility view for Internet Explorer
 - Add CalPERS to your trusted sites
 - Disable your pop-up blocker
 - Ensure Adobe Reader is up to date

Essential Cognos Reports

Below is a list of essential Cognos Reports you can run that use your agency's predefined data:

- **Business Partner myCalPERS User Access Report**

A system access administrator can view who has the correct assigned role to run a specific report.

This report displays the myCalPERS user and their assigned access role, including the access start and end dates.

System Access Administrator (SAA) user role is required to run this report.

- **CalPERS ID and Appointment ID Report**

Reconcile retirement appointments for members with multiple appointments.

This report displays the participant's partial Social Security number and related CalPERS ID, Appointment ID, and effective date for the business partner.

Retirement Enrollment or Retirement Enrollment RO user role is required to run this report.

- **Error List Report**

View errors on your payroll report.

This report displays all payroll records containing errors within a specific payroll report.

Note: This report must be generated from the Payroll Report Details page.

Payroll or Payroll RO user role is required to run this report.

- **Missing Participant Payroll Records Report**

Verify if someone was accidentally left off a payroll report.

This report displays participants with missing records for payroll, service credit purchase, supplemental income plan, and overpayment deductions in a regular earned period.

Payroll or Payroll RO user role is required to run this report.

- **Participant Undeliverable Address Report**

Review if any members have an undeliverable address.

This report displays active participants whose mailing or physical address is marked as undeliverable or who have no address in myCalPERS.

Employer Inquiry user role is required to run this report.

- **Payroll Report Summary Report**

View a receipt of your posted payroll.

This report displays payroll report statistics and financial information for a specific regular earned period or adjustment report.

Note: This report must be generated from the Payroll Report Details page.

Payroll or Payroll RO user role is required to run this report.

- **Posted Contribution Detail Report**

View a participant's reported contributions for a defined period.

This report displays details of earnings and compensation, special compensation, and 1959 survivor contributions reported for a participant within a selected date range.

Note: This report includes Transaction Type, Pay Rate, Contributions, Member Category, Service Credit, and Record Post Date.

AR/Billing, AR/Billing RO, Payroll, or Payroll RO user role is required to run the report.

- **Retired Annuitant Hours Worked Report**

View how many hours a retired annuitant has worked within the fiscal year.

This report displays the hours retired annuitants worked for all employers within selected date parameters (broken down by division).

Employer Maintenance, Payroll, Payroll RO, Retirement Enrollment, or Retirement Enrollment RO user role is required to run the report.

- **Retired Annuitant Late Fee Status Report**

Received a late fee regarding a retired annuitant.

This report displays details on retired annuitant late fees, fee type, amount, earned period dates, due date, and status of appeals.

AR/Billing, Payroll, or Retirement Enrollment user role is required to run this report.

- **Retirement Appointment Reconciliation Report**

Reconcile retirement appointments with unposted payroll.

This report displays participant appointments with unposted payroll records for one or more earned periods that are past the payroll due date.

Appointment Management - Non-PERS and CalSTRS, GASB Contact, Payroll, Payroll RO, Retirement Enrollment, or Retirement Enrollment RO user role is required to run the report.

Additional Resources

The following resources are available on the CalPERS website for employers:

- [myCalPERS Cognos Reports Browser Requirements Student Guide \(PDF\)](#): This guide shows how to configure your web browser and the Adobe Reader application to generate Cognos Reports. Supported browsers compatible with Cognos are: Chrome (Google), Internet Explorer, and Safari (Apple).
- [Employer Education Schedule \(PDF\)](#): This schedule shows you available classes and how to sign up for a class while navigating the Cognos tools in myCalPERS.
- [myCalPERS Employer Reports \(Cognos\) Catalog](#): This catalog lists the Cognos Reports available with descriptions, report type, and required user access roles. Some reports include a link to view a PDF sample of the report.
- [myCalPERS Employer Reports \(Cognos\) Student Guide \(PDF\)](#): This guide provides detailed steps about how to use the Cognos Reports in myCalPERS.
- [System Privileges for Business Partner Roles Student Guide \(PDF\)](#): This guide provides a list of assigned access roles available in myCalPERS and what each access role does.

Questions

If you have questions, contact our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
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