myCalPERS Out-of-Class Reporting

Student Guide

September 23, 2023

CalPERS

Introduction

Using myCalPERS, employers are responsible for reporting out-of-class hours worked in vacant positions.

myCalPERS allows you to:

- Verify out-of-class hours to report
- Submit out-of-class records for employees who meet out-of-class hours worked criteria
- Review penalties that have been assessed in accordance with Gov. Code section 20480
- Associate labor agreements and salary schedules to out-of-class records
- Review and pay out-of-class receivables and administrative penalties

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: Out-of-Class Reporting

An out-of-class appointment is an appointment to an upgraded position or higher classification by an employer or governing board or body that is vacant position for a limited duration.

A vacant position is a position that is **vacant during recruitment** for a permanent appointment. A vacant position does not refer to a position that is temporarily available due to another employee's leave of absence.

Employer Notifications

CalPERS will mail up to two notification letters to all contracting public agency and school employers to their preferred address in myCalPERS.

Annual Notification – (June)

The notice informs you to report all out-of-class appointments in myCalPERS by July 30 for the prior fiscal year.

Failure to Comply Notification – (August)

This letter informs all non-compliant employers that report payroll directly to CalPERS that we have not received the required information. Penalties and/or administrative fees may be assessed.

Out of Class Reporting Timeline

Annual Notice
June
The notice informs employers to report all Out-of-Class appointments in myCalPERS by July 30th for the prior fiscal year.

07/01/23 - 07/30/23
Window is now available for employers to start reporting. Every Public Agency and School needs to report Out-of-Class validations.

Failure to Comply Notice
August
The notice informs non-compliant employers that CalPERS has yet to receive required information and that penalties and/or administrative fees may be assessed.

Penalties

Penalties incurred with reporting out-of-class appointments that exceed 960 hours are anticipated to be generated the following June after the out-of-class review period. For example, reporting out-of-class appointments for fiscal year 2022/2023 completed by July 30, 2023 will be invoiced June 2024.

Employers who violate this provision must make payments to CalPERS equal to three times the amount of the difference between member and employer contributions for the out-of-class appointment and the member and employer contributions reported to the system for the member's permanent position. The penalty shall be applied for the entire period(s) the member served in an out-of-class appointment. In addition, the employer will be responsible for a $200 fee to cover administrative expenses.

Penalties paid are not normal contributions or additional contributions that are credited to an employee's individual PERS account. The employee shall bear no liability, obligation, or expense because of the unlawful actions of the employer.

Contents

Scenario 1: Report No Out-of-Class Appointments

Using the out-of-class validation process, you will report that there are no out-of-class appointments for the fiscal year by July 30.
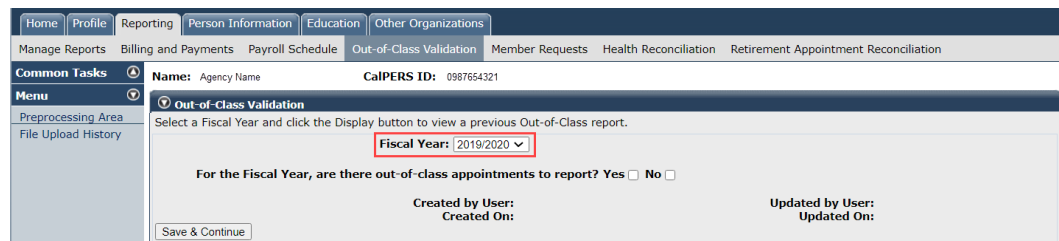
Step Actions

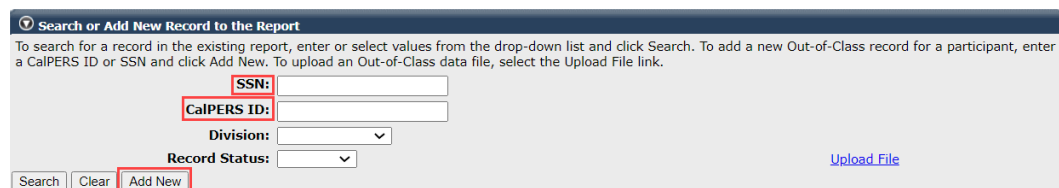|	
Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Out-of-Class Validation** local navigation link.
Step 3	Within the Out-of-Class Validation section, select from the Fiscal Year drop-down list.

Step 4	Within the Out-of-Class Validation section, select the **No** check box.

Step 5	Select the **Save & Continue** button.
Step 6	Select the **Ok** button.

You have completed this scenario.

Scenario 2: Report Out-of-Class Appointments

CalPERS requires employers to verify out-of-class hours worked in each vacant position by July 30.

Scenario

Using the out-of-class validation process, you will:

- Verify there are out-of-class hours to report
- Submit records for employees who meet the out-of-class hours worked criteria
- Review penalties that were assessed in accordance with Gov. Code section 20480
- Associate labor agreements and salary schedules to out-of-class records

System Logic

Begin and end dates must be within the selected fiscal year.

Step Actions

Out-of-Class Validation

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Out-of-Class Validation** local navigation link.
Step 3	Within the Out-of-Class Validation section, select from the Fiscal Year drop-down list.

Step 4	Within the Out-of-Class Validation section, keep the **Yes** check box checked.
Step 5	Select the **Save & Continue** button.
Step 6	Within the Search or Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.
Step 7	Select the **Add New** button.

Step 8	Within the Out-of-Class Appointment Validation section, is the Out-of-Class Appointment a vacant position?
	Yes: Select the **Yes** check box, then skip to step 10
	No: Select the **No** check box. The following error message will display: Due to the position not being vacant and recruited for, the record does not meet the criteria for an Out-of-Class appointment and does not require further validation information.
Step 9	Select the **Return to View Records** link to either add a new person or update the report status to **No** if no additional record is required.
	You have completed this scenario.
Step 10	Within the Out-of-Class Appointment Validation section, is the Out-of-Class Appointment in a recruitment?
	Yes: Select the **Yes** check box, then skip to step 12
	No: Select the **No** check box. The following error message will display: Due to the position not being vacant and recruited for, the record does not meet the criteria for an Out-of-Class appointment and does not require further validation information
Step 11	Select the **Return to View Records** link to either add a new person or update the report status to **No** if no additional record is required.
	You have completed this scenario.
Step 12	Within the Maintain Record Details section, complete the **Begin** and **End Date** fields.
Step 13	Select the appropriate **Appointment** radio button.

Active Appointment

Step 14   Within the Active Appointment subsection, complete all appropriate fields pursuant to information for the member's original appointment before working in an out-of-class appointment.

Note: Within the **Total Earnings** field, enter what the employee would have earned if they worked in the original position during the out-of-class-period.

Out-of-Class Appointment

Step 15   Within the Out-of-Class Appointment subsection, complete all appropriate fields pursuant to information for the out-of-class appointment.

Note: For the **Total Earnings** and **Total Paid Additional Compensation for Out-of-Class Appointment**, if employee was moved into the higher position, the actual amount paid to the member for the entire reporting period should be entered into the Total Earnings field. The total Paid Additional Compensation for Out-of-Class Appointment field should be blank. If employee remains in their Active Appointment, the **Pay Rate** and **Total Earnings** field should be the same as the Active Appointment. The extra compensation paid to the employee should be entered into the **Total Paid Additional Compensation for the Out-of-Class Appointment** field.

Out-of-Class Hours Reported

Step 16   Within the Out-of-Class Hours Reported subsection, complete the **Total Out-of-Class Hours Worked for this Period** field. Include vacation, sick leave, or overtime hours the employee received paid compensation.

Review Penalties

Step 17   Within the Penalty subsection, select the **Calculate** button.

> **Penalty**
>
> Select the Calculate button to verify hours reported and to calculate any Out-of-Class penalties that may apply. Once calculated, you can select Save & Exit to return to the Out-of-Class summary page.
>
> **Penalty:** [ ]
>
> [Calculate] [Clear]

Associate Labor Agreements/Salary Schedules
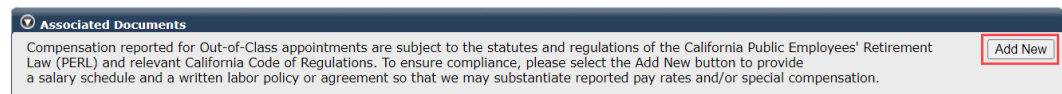
Step 18   Do you need to provide a salary schedule or written labor policy/agreement?

Yes: Continue to step 19

No: Skip to step 33

Note: The salary schedule/written labor agreement must be submitted for all employees who have worked more than 960 hours in a fiscal year.
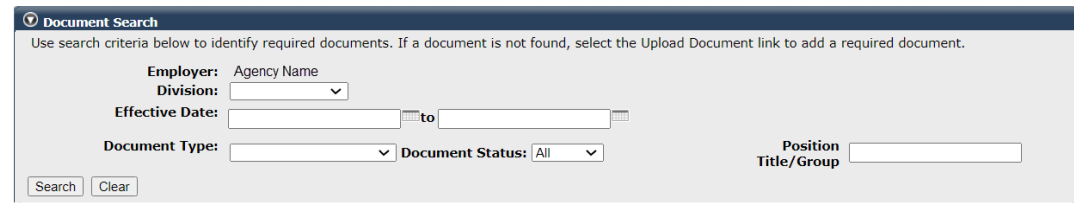
Step 19   Within the Associated Documents section, select the **Add New** button.

> **Associated Documents**
>
> Compensation reported for Out-of-Class appointments are subject to the statutes and regulations of the California Public Employees' Retirement Law (PERL) and relevant California Code of Regulations. To ensure compliance, please select the Add New button to provide a salary schedule and a written labor policy or agreement so that we may substantiate reported pay rates and/or special compensation.   [Add New]

Step 20   Within the Document Search section, populate the fields as necessary.

> **Document Search**
>
> Use search criteria below to identify required documents. If a document is not found, select the Upload Document link to add a required document.
>
> **Employer:** Agency Name
> **Division:** [ ]
> **Effective Date:** [ ] to [ ]
> **Document Type:** [ ]   **Document Status:** [All]   **Position Title/Group** [ ]
>
> [Search] [Clear]

Step 21   Select the **Search** button.

Step 22   Do you need to upload a new document?

Yes: Continue to step 23

No: Skip to step 31

Step 23   In the Search Results section, select the **Upload Document** link.

> **Search Results**
>
> [Associate to Appointment] [Inactivate Document]   [Upload Document]

Step 24   Within the Upload Compensation Review Supporting Document section, select the **Browse** button.

| Step 25 | Select the supporting PDF document. |

| Step 26 | Select the **Open** button. |

| Step 27 | Within the Upload Compensation Review Supporting Document section, complete the Position Tile/Group field. |

| Step 28 | Select the **Save** button. |

| Step 29 | Within the Search Results section, select appropriate document check box(s). |

| Step 30 | Select the **Associate to Appointment** button. |

| Step 31 | Select the **Return** button in the bottom left corner. |

| Step 32 | Select the **Save & Exit** button. |

| Step 33 | Within the Records Present in the Report section, your out-of-class record displays. |

You have completed this scenario.

Scenario 3: Out-of-Class File Upload

You will report your out-of-class validations through file upload.

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Out-of-Class Validation** local navigation link.
Step 3	Within the Out-of-Class Validation section, select from the **Fiscal Year** drop-down list.

Step 4	Within the Out-of-Class Validation section, keep the **Yes** check box checked.
Step 5	Select the **Save & Continue** button.
Step 6	Within the Search or Add New Record to the Report section, select the **Upload File** link.

Step 7	Within the Upload File section, select the **Browse** button.

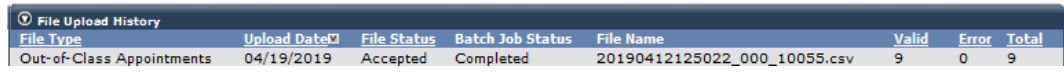| Step 8	Select the CSV document.
Step 9	Select the **Upload File** button.
Step 10	After your out-of-class appointment has been uploaded and has a Ready file status, select the **F5** key on your keyboard to refresh your totals.

Step 11   Your file has been validated and displays the number of records in the Valid and Error columns.

File Type	Upload Date☑	File Status	Batch Job Status	File Name	Valid	Error	Total
Out-of-Class Appointments	04/19/2019	Accepted	Completed	20190412125022_000_10055.csv	9	0	9

Review Your Reported Out-of-Class Appointments

Step 12   Select the **Reporting** global navigation tab.

Step 13   Select the **Out-of-Class Validation** local navigation link.

Step 14   Within the Records Present in the Report section, your out-of-class record displays.

Records Present in the Report

Only records with a status of Reported, Reviewed-Invalid, or Error can be deleted. Please contact the CalPERS Customer Contact Center for assistance deleting records with any other status type.

Select All   Delete

Show 25 entries

Showing 1 to 9 of 9 entries   First   Previous   1   Next   Last

SSN	CalPERS ID	Business Partner	Name	Out-of-Class Position Title	Reporting Period	Total FY Hours Worked	Penalty	Record Status
☐ xxx-xx-9999	0123456789	Agency Name	Emily Jones	SSM I	01/09/2019 - 03/09/2019	280.0	0.00	Reported

You have completed this scenario.

Unit 2: Maintaining Supporting Documents

In this unit, you will learn how to maintain your supporting documents used for out-of-class validations.

Contents

Scenario 1: Upload New Supporting Documents

You will upload a new salary schedule or written labor policy/agreement.

Step Actions

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

Step 2	Select the **Maintain Employer Supporting Documents** left-side navigation link.

Step 3	Within the Document Search section, complete all necessary fields.

Step 4	Select the **Search** button.

Step 5	In the Search Results section, select the **Upload Document** link.

Step 6	Within the Upload Compensation Review Supporting Document section, select the **Choose File** button.

Step 7	Select the supporting PDF document.

Step 8	Select the **Open** button.

Step 9   Complete the Upload Compensation Review Supporting Document section, including the Position Title/Group field.

Upload Compensation Review Supporting Document

Employer: Agency Name		**Document Type:** Pay Schedule	
Path: * [Choose File] Payroll Schedule.pdf			
Document Name: * [ ]			
Effective Date: * [ ] [📅]		**Position Title/Group:** [ ]	

[Save] [Cancel]

Step 10   Select the **Save** button.

You have completed this scenario.

Scenario 2: Update Supporting Document Details

You will update supporting document details such as the type, effective date, status, and position title/group.

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Maintain Employer Supporting Documents** left-side navigation link.

Step 3	Within the Document Search section, complete all necessary fields.

Step 4	Select the **Search** button.
Step 5	Within the Search Results section, locate the appropriate supporting document, then select the **Update Details** link.

Step 6	Update the Upload Compensation Review Supporting Document section.

Step 7	Select the **Save** button.
	You have completed this scenario.

Scenario 3: Inactivate Supporting Documents

You will inactivate a supporting document.

Step Actions

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

Step 2   Select the **Maintain Employer Supporting Documents** left-side navigation link.

Step 3   Within the Document Search section, complete all necessary fields.

Step 4   Select the **Search** button.

Step 5   Within the Search Results section, select appropriate document check box(es).

Step 6   Select the **Inactivate Document** button.

You have completed this scenario.

Scenario 4: Reactivate Supporting Documents

You will reactivate a supporting document.

Step Actions

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

Step 2	Select the **Maintain Employer Supporting Documents** left-side navigation link.

Step 3	Within the Document Search section, complete all necessary fields.

Step 4	Select the **Search** button.

Step 5	Within the Search Results section, find the appropriate inactive supporting document, then select the **Update Details** link.

Step 6	Select the **Reactivate Document** button.

You have completed this scenario.

CalPERS Resources

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

- [Out-of-Class Reporting Data Element Definitions Document (PDF)](#)
  Pathway: Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > Technical Resources > Employers (+) Reporting Out-of-Class Hours Worked (section) > Out-of-Class Hours Worked Reporting (PDF)
- [Out-of-Class Reporting Frequently Asked Questions (PDF)](#)
  Pathway: Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > Technical Resources > Employers (+) Reporting Out-of-Class Hours Worked (section) > Frequently Asked Questions (PDF)
- [myCalPERS Student Guides & Resources](#)
  Pathway: CalPERS website > Employers > I Want To…: Access myCalPERS Student Guide
- [Online Classes for Employers (PDF)](#)
  Pathway: CalPERS website > Employers > I Want To…: Access myCalPERS Student Guide > Online Classes for Employers (PDF)
- [Employer Education Schedule (PDF)](#)
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- [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

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.