myCalPERS Retirement Appointment Reconciliation

Student Guide

March 4, 2023

CalPERS

Introduction

Retirement appointment reconciliation (RAR) displays employees with missing payroll. If the employee is showing on the RAR list, report the missing payroll, update their retirement appointment, or confirm unposted payroll.

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 view or 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: Reconcile by Appointments

The Retirement Appointment Reconciliation (RAR) list identifies appointments with unreported payroll records for your agency.

System Logic

- The RAR page updates on the last day of each month.
- Employees with the following appointment types will be excluded from the list:
  - Health-only appointments
  - Non-qualified appointments due to the purchase of service credit (e.g., Service Prior to Membership or Military Leave)
  - On Leave appointments:
    - » Appointments without an End Leave event will be excluded for six months
    - » Appointments with an End Leave event will be excluded for the entire leave
- Maintaining appointments within the RAR page will automatically update the list.
- Transactions completed outside the RAR page (e.g., updating the appointment within the employee's profile page) will update the list the following business day.
- To research, use the following links:
  - **View Appointment History** displays retirement appointment details including any appointment event dates listed. Retirement appointment information cannot be changed on this page.
  - **View Transaction History** displays the employee's historical payroll transactions by fiscal year. Once the fiscal year(s) are selected, more payroll history information displays.

Contents

Scenario 1: Process a Permanent Separation

System Logic

The permanent separation date must be entered as at least one day after the last day at your agency, even if the date falls on a weekend or holiday.

Step Actions

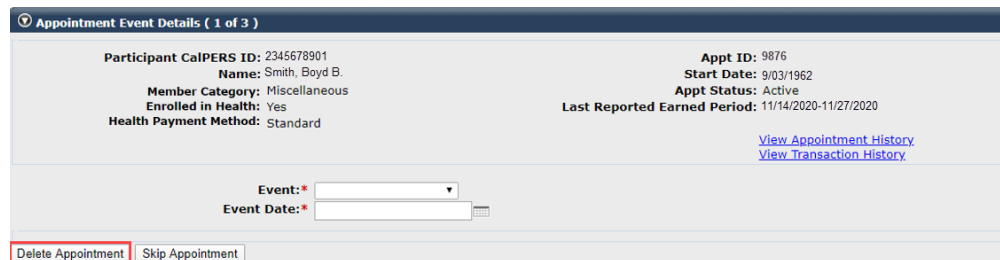|	
Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Retirement Appointment Reconciliation** local navigation link.
Step 3	In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to permanently separate.

Step 4	Select the **Maintain Enrollment** button.
Step 5	Complete the Appointment Event Details section.

Step 6	Did you select more than one appointment?
	Yes: Select the **Save & Go to Next** button and return to step 5
	No: Select the **Save and Return** button
	You have completed this scenario.

Scenario 2: Delete an Appointment

System Logic
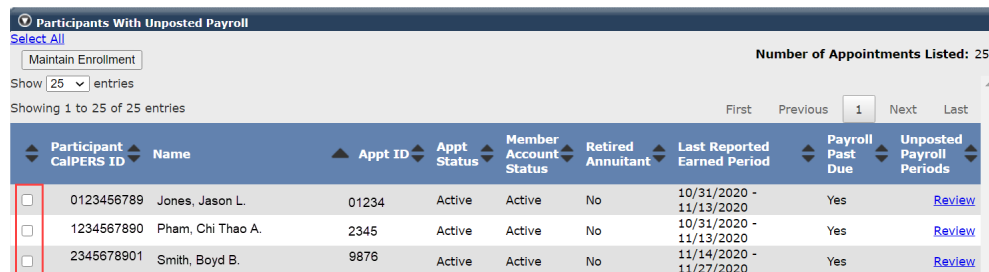
You are unable to delete an appointment that has payroll and/or health benefits attached. Contact CalPERS for additional assistance.

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Retirement Appointment Reconciliation** local navigation link.
Step 3	In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to delete.

Step 4	Select the **Maintain Enrollment** button.
Step 5	Select the **Delete Appointment** button.

Step 6	Select the **Save & Go to Next** button if needed.
Step 7	Did you select more than one appointment? **Yes:** Select the **Save & Go to Next** button and return to step 5 **No**: **You have completed this scenario**.

Scenario 3: Process a Leave of Absence

System Logic

- The Begin Leave date is entered as at least one day after the last day at your agency, even if it is a weekend or holiday.
- The End Leave date is entered as the date the employee returns to work.

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Retirement Appointment Reconciliation** local navigation link.
Step 3	In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to place on a leave of absence.

Step 4	Select the **Maintain Enrollment** button.
Step 5	Complete the Appointment Event Details section.

Step 6	Select the **Save & Go to Next** button if needed.
Step 7	Did you select more than one appointment?
	Yes: Return to step 5
	No: You have completed this scenario.

Scenario 4: Confirm Unposted Payroll

System Logic
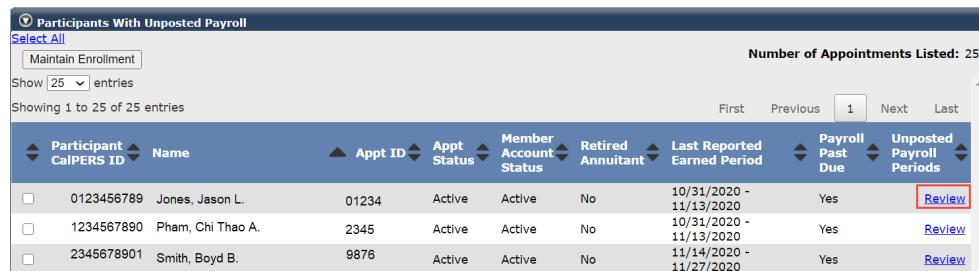
- Once an earned period is confirmed using the **Confirm Unposted Payroll** button, myCalPERS will stop requesting payroll for that appointment for that earned period.
- You may still report payroll for a confirmed earned period by submitting adjustment record(s).

Step Actions

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

Step 2	Select the **Retirement Appointment Reconciliation** local navigation link.

Step 3	Select the **Review** link for the appointment that has unposted payroll records.

Step 4	Within the Unposted Payroll Periods section, select the check box(es) for the earned period(s) to confirm unposted payroll.

Step 5	Select the **Confirm Unposted Payroll** button.
	You have completed this scenario.

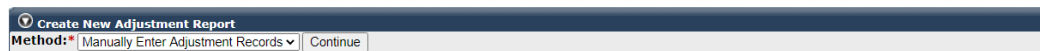## Scenario 5: Post Payroll

System Logic

The Retirement Appointment Reconciliation list will update the following business day after payroll is posted.

Step Actions

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

Step 2	Select **Adjustment Report** from the left-side navigation.

Step 3	Select **Manually Enter Adjustment Records** from the Method drop-down list.

Step 4	Select the **Continue** button.
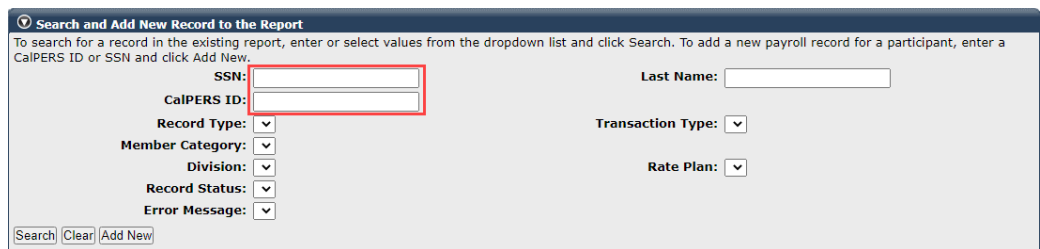
Step 5	Complete the **Create Report** section.

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

Step 7	Within the Search and Add New Record to the Report section, complete either the **SSN** or **CalPERS ID** field.

Step 8	Within the Search and Add New Record to the Report section, select the **Add New** button.

Step 9	Complete the **Maintain Record Details** section.

Step 10	Select the **Display** button.

Step 11   Complete the Maintain Record Details section.

Step 12   Do you need to add another adjustment record for this employee?

Yes: Select the **Save & Continue** button and return to step 8

No: Continue to step 13

Step 13   Select the **Save & Exit** button.

Step 14   Do you need to add additional adjustment record(s) for other employees?

Yes: Return to step 7

No: Continue to step 15

Step 15   Select the **Process Report** button.

Step 16   Select the **Yes** button to process the report.

You have completed this scenario.

Unit 2: Reconcile by Earned Period Reports

You may reconcile appointments by earned period reports. Within each posted earned period report, you may view a list of appointments without payroll reported, maintain appointments (scenario 1), and confirm unposted payroll (scenario 2).

System Logic

- The **View** link is available prior to the earned period end date.
- The day after you post the earned period payroll report is the earliest you can view only the appointments with unposted payroll for that earned period.
- From the Payroll Schedule Detail page, if there is no **View** link, then there are no appointments to reconcile.

Contents

Scenario 1: Maintain Appointments by Earned Period Reports

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Payroll Schedule** local navigation link.
Step 3	Within the Existing Payroll Schedules section, select the appropriate payroll schedule's **View Periods** link.

Step 4	Within the Payroll Periods section, select the appropriate **Fiscal Year** from the drop-down list.

Step 5	Select the **Display** button.
Step 6	Under the Participants with Unposted Payroll column, select the appropriate **View** link.

Step 7   Use the Search for Participants with Unposted Payroll section to filter the list.

Step 8   Select the appropriate check boxes for those appointments you wish to maintain.

Step 9   Select the **Maintain Enrollment** button.

Step 10   Complete the Appointment Event Details section.

Step 11   Select the **Save & Go to Next** button.

Step 12   Is there an appointment in the Appointment Event Details section?

              Yes: Return to step 10

              No: You have completed this scenario.

Scenario 2: Confirm Unposted Payroll by Earned Period Reports

Step Actions

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

Step 2   Select the **Payroll Schedule** local navigation link.

Step 3   Within the Existing Payroll Schedules section, select the appropriate payroll schedule **View Periods** link.

Step 4   Within the Payroll Periods section, select the appropriate **Fiscal Year** from the drop-down list.

Step 5   Select the **Display** button.

Step 6   Under the Participants with Unposted Payroll column, select the appropriate **View** link.

Step 7   Use the Search for Participants with Unposted Payroll section to filter the list.

Search for Participants with Unposted Payroll	
Program: CalPERS	
Last Name:	**Participant CalPERS ID:**
SSN:	
Member Category/ Rate Plan:	**Member Account Status:**
Appt Status:	**Retired Annuitant:**
Search Clear	

Step 8   Select the appropriate check boxes for those appointments you wish to
                maintain.

Participants with Unposted Payroll
Payroll has not been posted for the following participants. Please report payroll or select the applicable appointments to confirm payroll is not reportable or maintain the enrollment.
Select All
Maintain Enrollment   Confirm Unposted Payroll
Show 25 entries
Showing 1 to 25 of 25 entries   First   Previous   1   Next   Last

	Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Payroll Record Status	Rate Plan	Projected Member Contributions	Projected Employer Contributio
☐	0123456789	SMITH, JASON L.	01234	Active	Active	No	Posted	27415	$0.00	$0.00
☐	0987654321	PHAM, CHI THAO A.	2345	Active	Active	No	Posted	27415	$0.00	$0.00
☐	1098765432	JONES, BOYD B.	9876	Active	Active	No	Posted	899	$0.00	$0.00

Step 9   Select the **Confirm Unposted Payroll** button.

                You have completed this scenario.

Unit 3: Reconcile by Rate Plan Receivables

You may reconcile your appointments by rate plan receivables. Within each receivable, you can view a list of appointments that did not have payroll reported, maintain appointments, and confirm unposted payroll records.

System Logic

- The receivables will be available at the beginning of each month. After an earned period payroll report posts, you'll be able to view the appointments with unposted payroll within the Receivable List by Rate Plan page.
- Receivables can be sorted using the Display Receivables with Projected Contributions check box located in the Search Criteria section.

Contents

Scenario 1: Maintain Appointments by Rate Plan Receivables

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Billing and Payments** local navigation link.
Step 3	If needed, select from the **Fiscal Year** drop-down list.
Step 4	Select the **Display** button.
Step 5	Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you wish to reconcile.
Step 6	Select the **View Receivables Detail** link for the appropriate rate plan.

Step 7	Select the radio button for the earned period you want to reconcile.

Step 8	Select the **View Details** button.
Step 9	Within the Projected Contributions section, select the **View Details** link.

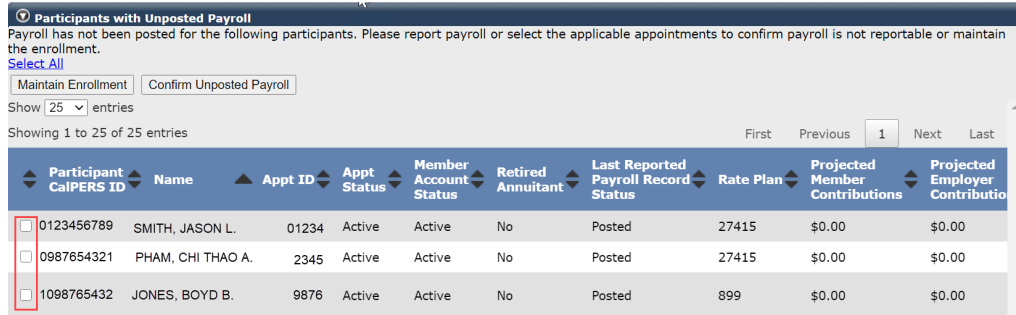| Step 10	Use the Search for Participants with Unposted Payroll section to filter the list.

Step 11	Select the appropriate check boxes for those appointments you wish to maintain.

Step 12	Select the **Maintain Enrollment** button.

Step 13	Complete the Appointment Event Details section.

Step 14	Select the **Save & Go to Next** button.

Step 15	Is there an appointment in the Appointment Event Details section?
	Yes: Return to step 13
	No: You have completed this scenario.

Scenario 2: Confirm Unposted Payroll by Rate Plan Receivables

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Billing and Payments** local navigation link.
Step 3	If needed, select from the Fiscal Year drop-down list.
Step 4	Select the **Display** button.
Step 5	Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.
Step 6	Select the **View Receivables Detail** link for the appropriate rate plan.

Step 7	Select the radio button for the earned period you want to reconcile.

Step 8	Select the **View Details** button.
Step 9	Within the Projected Contributions section, select the **View Details** link.

Step 10	Use the Search for Participants with Unposted Payroll section to filter the list.

Step 11   Select the appropriate check boxes for those appointments you wish to confirm unposted payroll.

Step 12   Select the **Confirm Unposted Payroll** button.

You have completed this scenario.

CalPERS Resources

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

- [myCalPERS Student Guides & Resources](#)
  Pathway: CalPERS website > Employers > I Want To…: Access myCalPERS Student Guide
- [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 and 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](#)
  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

  – Confirmation of No Payroll Contributions Reportable Report
  – Retirement Appointment Reconciliation Report
  – Separated Retirement Reconciliation Appointments Report
  – Business Partner on Leave Report
  – Payroll Report by Employer

CalPERS Contacts

Email

- To contact the [employer educators](#) for questions and requests, 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**.

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 and select the **Submit Inquiry** link to submit a question or request.