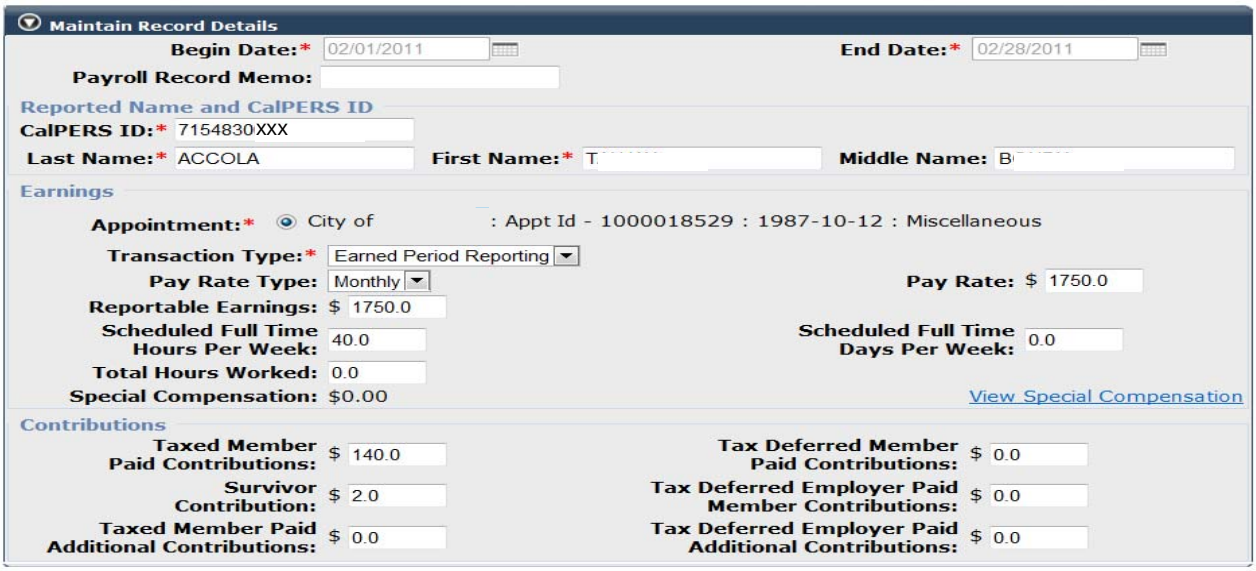
my|CalPERS Payroll
How to Reverse Payroll Data (Prior Period Adjustment)

Listed are two of the options to reverse/correct posted payroll data.

1. Submit an Adjustment Report (similar to submitting a "Special" payroll)
2. Add a prior period adjustment to an Earned Period Report (add a new payroll record for an erroneously posted payroll record)

Scenario 1: Business Partner submitted two duplicate payroll records for the February 2011 earned period report. A reversal of one of those records needs to be submitted (or "backed out"). Shown below is the payroll record that needs to be reversed.

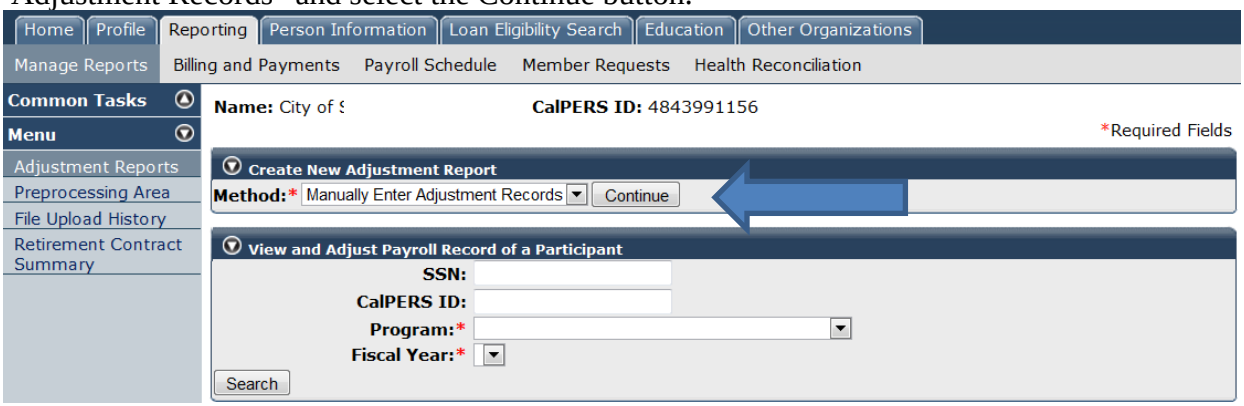
The Business Partner needs to process a Prior Period Adjustment for a duplicate posted payroll record.



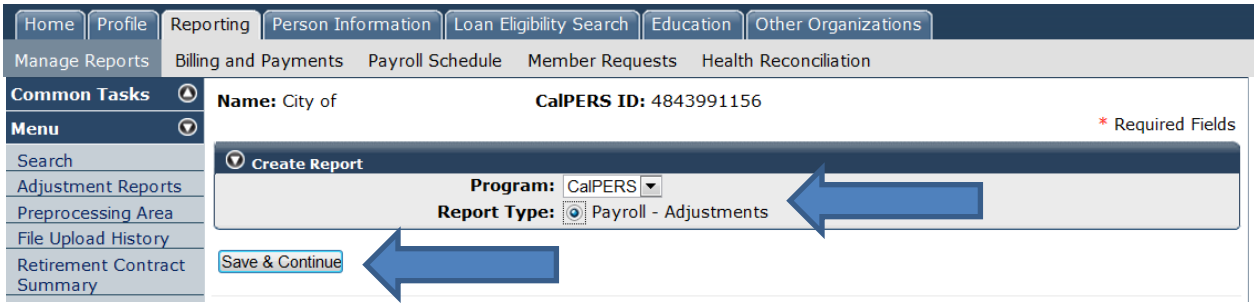
Example: Business Partner is working on their current March payroll. They need to process an adjustment for a duplicate payroll record.

For option 1, submitting an Adjustment Report will submit a <u>separate</u> payroll report.

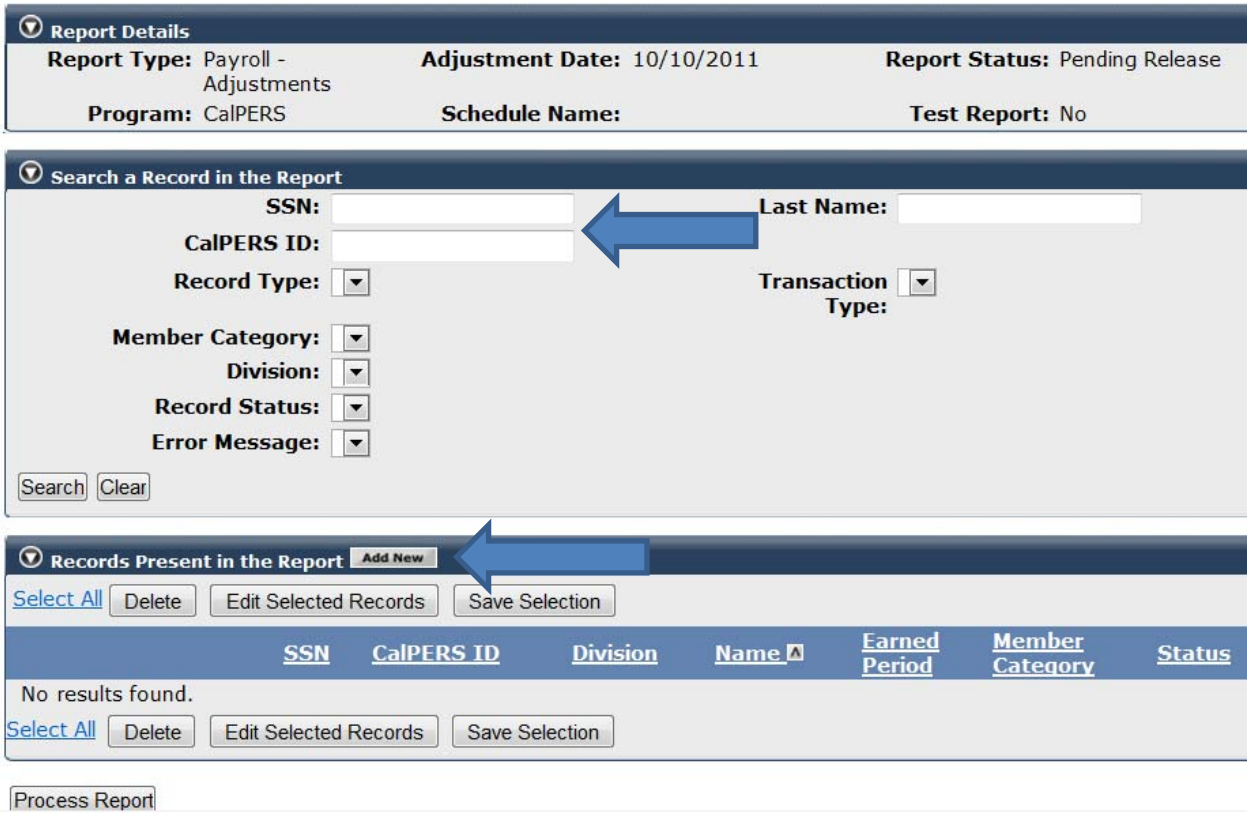
1. Select the Reporting global navigation tab.
2. Within the Menu left-side folder, select "Adjustment Reports."
3. In the Create New Adjustment Report section, within the Method drop-down list, select "Manually Enter Adjustment Records" and select the Continue button.



4. In the Create Report section, in the Program, select CalPERS, then select the radio button Payroll-Adjustments, and then select the Save & Continue button.

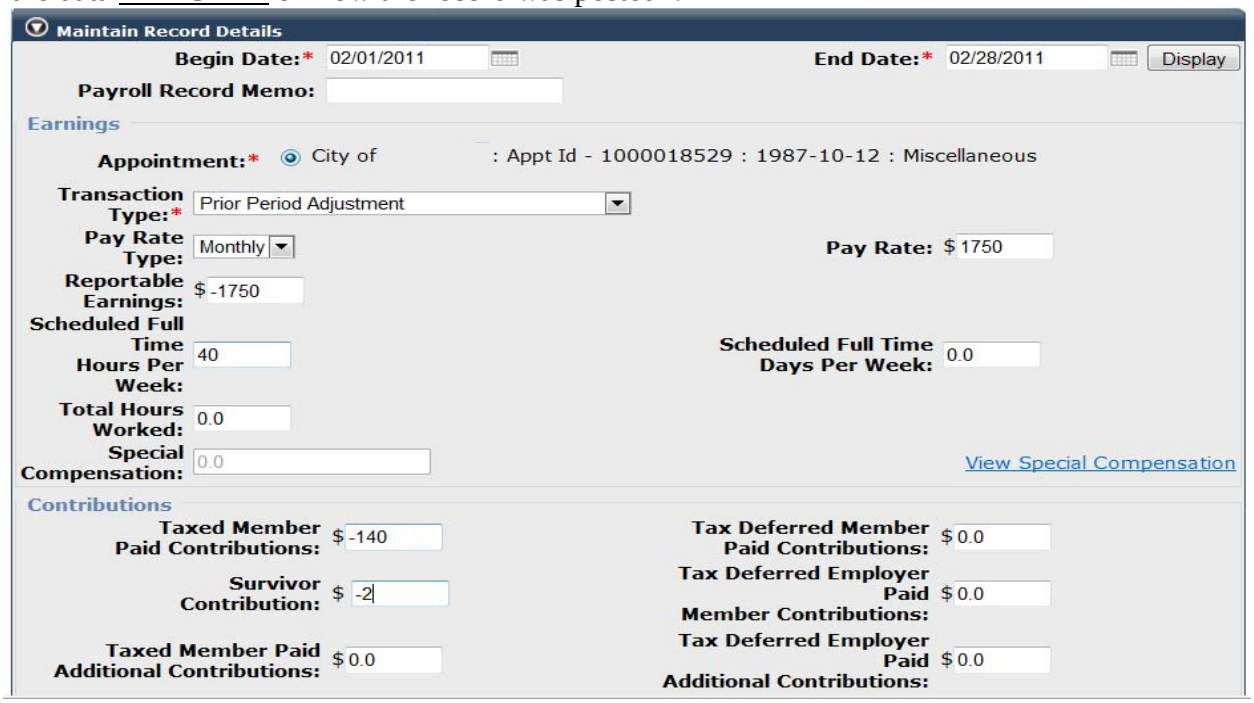


5. In the Search a Record in the Report section, enter the Participant's SSN or CalPERS ID, and then within the Records Present in the Report section, select the Add New button.



6. In the Maintain Record Details section, change the Begin Date and End Date to the prior adjustment period, then select Display.

7. Complete the Maintain Record Details section using the Transaction Type: Prior Period Adjustment, and enter the data EXACTLY on how the record was posted*.



   a. Pay Rate Type
   b. Pay Rate (Participant's regular Pay Rate)
   c. Reportable Earnings (negative amount to reverse what was posted)
   d. Scheduled Full Time Hours Per Week
   e. Special Compensation (negative amount to reverse what was posted) if applicable
   f. Taxed or Tax Deferred Member Paid Contributions (negative amount to reverse what was posted) whichever is applicable
   g. Survivor Contribution (negative amount to reverse what was posted) if applicable
   h. Service Credit Purchase if applicable

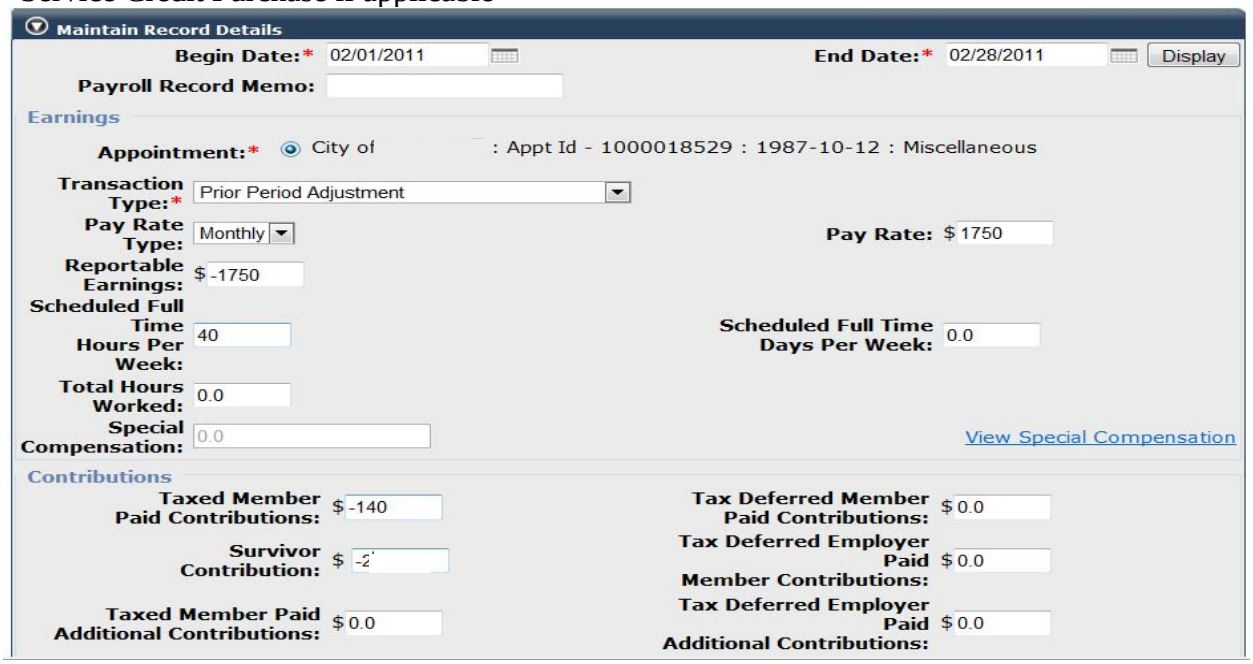
8. Select the **Save & Exit** button. (Note: Select the **Save & Continue** button if you have additional records for the same Participant.)

For option 2, a new payroll record for a Prior Period Adjustment will be added to the Earned Period Payroll report. After copy forwarding a prior payroll,

1. Do a search within Search a Record in the Report for the Participant.
2. In the Records Present in the Report, select the Add New button.
3. In the Maintain Record Details, change the Begin Date and End Date to the prior adjustment period, and then select Display.

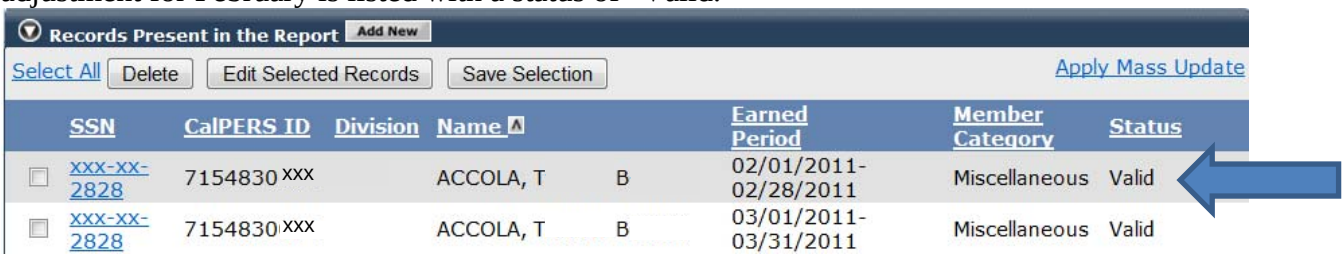
4. Complete the Maintain Record Details section using the Transaction Type: Prior Period Adjustment, and enter the following EXACTLY on how the record was posted*.
   a. Pay Rate Type
   b. Pay Rate (Participant's regular Pay Rate)
   c. Reportable Earnings (negative amount to reverse what was posted)

d. Scheduled Full Time Hours Per Week
e. Special Compensation (negative amount to reverse what was posted) if applicable
f. Taxed or Tax Deferred Member Paid Contributions (negative amount to reverse what was posted) whichever is applicable
g. Survivor Contribution (negative amount to reverse what was posted) if applicable
h. Service Credit Purchase if applicable



5. Select the **Save & Exit** button. (Note: Select the **Save & Continue** button if you have additional records for the same Participant.)

6. Within the Records Present in the Report section, you can view the new payroll record for the prior period adjustment for February is listed with a status of "Valid."



Recommendation: Since records needing to be reversed must be entered EXACTLY how they were posted, prior to reversing the payroll record, it is suggested that the user generate the Contribution Detail Report. ***Important***! The Survivor Contribution and Scheduled Full Time Hours Per Week are not currently displayed on this report; however, it will be included in a future release.

To generate the Contribution Detail Report:

After selecting the Earned Period/Adjustment Date hyperlink of your payroll file from the Reporting tab,

1. Select the Generate Report Summary button at the bottom of the page.
2. On the Payroll Report Summary, select the Earned Period/Adjustment Date hyperlink under the Financial Summary.

Note: There is no limit on how far back a prior period adjustment can be made; however, currently in my|CalPERS, there is an issue with submitting adjustments that are prior to July, 2011.

File Upload reporters can submit adjustment reports through file upload or the above options.

Scenario 2: Business Partner entered an incorrect pay rate for a Participant on three posted payroll reports, and now these payroll records need to be corrected.

1. All incorrect records will need to be reversed.
2. Three new records with the corrected pay rate will need to be added.

Scenario 3: Business Partner entered incorrect reportable earnings for a Participant on the April and May posted payroll reports. They reported that the Participant earned $1500 when he actually earned $1600 each month. One option to correct this:

After copy forwarding a prior payroll,

1. Do a search within Search a Record in the Report for the Participant.
2. In the Records Present in the Report, select the Add New button.
3. In the Maintain Record Details, change the Begin Date and End Date to reflect the prior period for the Participant's additional reportable earnings, and then select the Display button.
4. Complete the Maintain Record Details section using the Transaction Type: Prior Period Adjustment, Reportable Pay Rate Type, Pay Rate, Scheduled Full Time Hours Per Week. Prior Period Transactions cannot be reported as a lump sum. April and May need to be reported as separate records, and then select the **Save & Exit** button.