



## Calculation Exception Handling

### Active and Inactive Reciprocity Procedures

The case will fall as a calculation error when the Member has established membership with a Reciprocal or Non-Reciprocal Retirement System and COMET is updated or Member has entered information in the "Other California Public Retirement System" section on the retirement application.

Below are the Roster Messages which identify the type of Reciprocity established by the CalPERS Member. Refer to: [Changing Retirement Systems Booklet](#) for more details

Reciprocity Type Code	Definitions
'A'	<ul style="list-style-type: none"> <li>Reciprocity System Membership Vesting Only (Empl #)</li> </ul>
'B'	<ul style="list-style-type: none"> <li>Reciprocal System Membership Full Reciprocity (Empl #)</li> </ul>
'C'	<ul style="list-style-type: none"> <li>Non Reciprocal System (Empl #)</li> </ul>
'D'	<ul style="list-style-type: none"> <li>Reciprocal System Membership Final Compensation Only (Empl #)</li> </ul>

Note: For common Reciprocity Inquiries and other facts, Refer to: [Step 16](#)

Step	Action		
1	Determine if Reciprocity has been established: <ul style="list-style-type: none"> <li>Roster Messages               <ul style="list-style-type: none"> <li>Indicates type of Reciprocity established</li> </ul> </li> <li>COMET               <ul style="list-style-type: none"> <li>Look for multiple types (incoming or outgoing, vesting only or full, etc.), multiple periods, and/or multiple reciprocal systems</li> </ul> </li> <li>SmartDesk Customer Touch Point (CTP) notes               <ul style="list-style-type: none"> <li>Look for notes from MBSD regarding reciprocal system approval or denial</li> <li>Look for notes from the Estimate Unit regarding type of final compensation (F/C) used in the estimate</li> </ul> </li> </ul>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If...</td> <td style="width: 50%;">Then...</td> </tr> </table>	If...	Then...
If...	Then...		

Reciprocity has not been established	<ul style="list-style-type: none"> <li>• <u>Continue to Step 2</u></li> </ul>
Reciprocity has been established	<ul style="list-style-type: none"> <li>• <u>Continue to Step 5</u></li> </ul>
<b>CASA or LBSBMA</b> <ul style="list-style-type: none"> <li>• Sac City Unified School District</li> <li>• Yolo County Office of Education</li> <li>• Long Beach Unified School District</li> </ul> <p><b>Note:</b> A COMET Administrative Hold (RIBS hold 08) has been set on all Members who have been identified as a CASA (California Association of School Administrators) employee (approx 300 members.) Members of the employers above may indicate Reciprocity on the application; however, there is <u>no</u> Reciprocity between CalPERS and CASA or LBSBMA.</p>	<ul style="list-style-type: none"> <li>• <b>Always use CalPERS salaries</b> <ul style="list-style-type: none"> <li>◦ Do not use "CASA" or "LBSBMA" reciprocal salaries</li> <li>◦ Do not request reciprocal salaries from CASA               <ul style="list-style-type: none"> <li>▪ Active Members have received letters advising them that we will use only CalPERS salaries for their retirement benefits</li> </ul> </li> </ul> </li> <li>• <u>Continue to Step 12</u></li> </ul>

**2** Reciprocity has not been established on COMET:

- Member indicated "Yes" on application "Other California Public Retirement System" and there is no Roster Message on PCP

If...	Then...
Last with CalPERS and Vested	<ul style="list-style-type: none"> <li>• Generate a Request For Action (RFA) to MBSD Unit 841 to establish reciprocity or non-reciprocal system               <ul style="list-style-type: none"> <li>◦ Enter on the Return to Requester? <b>NO</b></li> </ul> </li> <li>• <u>Continue to Step 5</u></li> </ul>
Last with CalPERS and <b>NOT</b> Vested  or  Last with reciprocal or non-reciprocal system	<ul style="list-style-type: none"> <li>• Generate a Request For Action (RFA) to MBSD Unit 841 to establish reciprocity or non-reciprocal system</li> <li>• Enter "Complete By" date:               <ul style="list-style-type: none"> <li>◦ If retirement date (R/D) is in the future:                   <ul style="list-style-type: none"> <li>▪ Enter the "<b>effective R/D</b>"</li> </ul> </li> <li>◦ If R/D is current or in the past:                   <ul style="list-style-type: none"> <li>▪ Enter <b>10</b> working days from date of request</li> </ul> </li> </ul> </li> <li>• Place a note on the work item "RFA to Unit 841 to establish Reciprocity"</li> <li>• Enter on the Return to Requester? <b>YES</b></li> <li>• Suspend the work item for the number of days to "complete by" date</li> </ul>

- **Set external code 09 on FTS with notes**
- **Place in "outgoing" MBSD basket**
- **Continue to bullet below**

**Note: If last with reciprocal or non reciprocal system:**

- **Generate salary request to reciprocal system prior to response from MBSD**
  - **Refer to: Step 6 for instructions**
  - **Refer to: Step 9 for JRS**
  - **Refer to: Step 10 for LRS**

- **Note: Under the service level agreement with MBSD they will respond to the RFA by the complete by date.**

If...	Then...
Reciprocity established	<ul style="list-style-type: none"> <li>• <u>Continue to Step 5</u></li> </ul>
Reciprocity not established or no response from MBSD unit 841	<ul style="list-style-type: none"> <li>• <u>Continue to Step 3</u></li> </ul>

**3 Follow up on RFA to establish Reciprocity**

If...	Then...
MBSD Unit 841 did not respond by complete by date	<p>Follow up with 2nd request</p> <ul style="list-style-type: none"> <li>• <b>Advise Unit Supervisor that the Service Level Agreement with MBSD was not met</b></li> <li>• <b>Provide copies of case and timeline to Supervisor</b> <ul style="list-style-type: none"> <li>◦ <b>Supervisor to determine next action to be taken</b></li> </ul> </li> <li>• <u>Continue to Step 4</u></li> </ul>
Reciprocity was not established and/or membership with reciprocal system is confirmed	<ul style="list-style-type: none"> <li>• <u>Continue to Step 4</u></li> </ul>

**4 Reciprocity was not established and/or membership with reciprocal system is confirmed (For example: Reciprocal salary information is received):**

- **Member is entitled to retire from CalPERS without meeting minimum service credit requirement (Vesting Only)**
- **Use CalPERS salaries**

- **Generate Reciprocity letter to the Member**
  - Copy to DMS
  - Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Recipr Not Estab-PERS Salary Used"
- **Continue to Step 12 to place Member on roll with CalPERS highest salaries**

**5**

**Determine if Member last worked for a CalPERS agency or a reciprocal system:**

**Note:** This is to determine what agency salaries to use in the retirement calculation.

If...	Then...
Service (01) and last with CalPERS  or  With reciprocal system last and Member requested CalPERS salaries to be used	<ul style="list-style-type: none"> <li>• <b><u>Continue to Step 12</u></b></li> </ul>
Service (01) and last with reciprocal system  or  With CalPERS last and Member requested other system's salaries to be used  or  Member marked "NO" on "Other Retirement system" on application, but in review found Member is with "Other System"  or  Last with other system and vested	<ul style="list-style-type: none"> <li>• <b><u>Continue to Step 6</u></b></li> </ul>
Reciprocal System Membership "Vesting Only"	<ul style="list-style-type: none"> <li>• <b><u>Continue to Step 12</u></b></li> </ul>
Approved Disability (02) and last with CalPERS	<ul style="list-style-type: none"> <li>• <b><u>Continue to Step 12</u></b></li> </ul>
Approved Disability (02) and last with reciprocal system  or  With CalPERS last and Member requested other system's salaries to be used	<ul style="list-style-type: none"> <li>• <b><u>Continue to Step 7</u></b></li> </ul>
Approved Industrial Disability (03) and last with CalPERS	<ul style="list-style-type: none"> <li>• <b><u>Continue to Step 12</u></b></li> </ul>

Approved Industrial Disability (03) and last with CalPERS but Member requested other system's salaries to be used	• <u>Continue to Step 7</u>
Approved Industrial Disability (03) and last with reciprocal system	• <u>Continue to Step 8</u>
Judges Retirement System (JRS)	• <u>Continue to Step 9</u>
Legislative Retirement System (LRS)	• <u>Continue to Step 10</u>
2nd Request for Salaries or information provided is not correct	• <u>Continue to Step 11</u>

**6 Service (01) and last with reciprocal system, last with reciprocal system and vested, or last w/ CalPERS and Member requests other system's salaries to be used:**

- Send via the US Postal mail the "Request for Salaries" (BSD-68-W) letter and "Terms & Glossary" to the reciprocal system
  - Do not send request via E-mail or FAX, must be sent via US Postal mail
  - Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Request For Salaries"
- On File Tracking System (FTS):
  - Set external Code 01 "Salary"
  - In status remarks, enter "Misc holds, date and PA#"
- On work item:
  - Update "Attention" field as "Salaries Requested", if appropriate
  - Update any necessary comments and Save
  - Select "Suspend" button
    - Suspend case window populates
  - Select "30" days to suspend case
    - Select "Suspend"
      - Application calculates suspense date and closes
      - If "Close" is selected, work item returns to the detail window and will not be suspended

**Note:** The work item will un-suspend if:

- Additional documents are received and attach to the work item
- Staff complete a find and open work item
- When the number of days suspended lapse
- Continue to Step 12

If...	Then...
2nd Request for Salaries is needed or	• <u>Continue to Step 11</u>

Information provided is not correct

7

Approved Disability (02) and last with reciprocal system or Approved DR/IDR last w/CalPERS and requesting reciprocal system salaries:

Note: At eligibility review, a "Retirement Salary Request Form - Disability Retirement" BSD-923 was sent to the reciprocal system through Workflow.

If...	Then...
BSD-923 returned and complete	• <u>Continue to Step 12</u>
BSD-923 was incomplete at eligibility review or not returned	• <u>Continue to bullet below</u>

- Send via the US Postal mail the "Retirement Salary Request Form - Disability Retirement" (BSD-923-W)
  - Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Request for Salaries-DR/IDR"
- On File Tracking System (FTS):
  - Set external Code 01 "Salary"
  - In status remarks, enter "Misc holds, date and PA#"
- On work item:
  - Update "Attention" field as "Salaries Requested", if appropriate
  - Update any necessary comments
    - Select "Save" button
  - Select "Suspend" button
    - Suspend case window populates
  - Select "30" days to suspend case
    - Select "Suspend"
      - Application calculates suspense date and closes
      - If "Close" is selected, work item returns to the detail window and will not be suspended

Note: The work item will un-suspend if:

- Additional documents are received and attach to the work item
- Staff complete a find and open work item
- When the number of days suspended lapse
- Continue to Step 12

If....	Then...
2nd Request for Salaries is needed or information provided is not correct	• <u>Continue to Step 11</u>

8

Approved Industrial Disability (03) and last with reciprocal system:

Note: General Calculation Warning/Error message will generate on PCP:  
**\*Reciprocity - Annuity Only If Not Last With PERS**

- CalPERS will calculate and pay:
  - The annuity that is the actuarial equivalent of Member's CalPERS contributions and interest.
- Continue to Step 12

9

Judges Retirement System (JRS):

Note: JRS considered "Retired" as of 5:00 p.m. of the judges last day worked.

If....	Then...
Member's effective R/D for CalPERS is one day different for JRS	<ul style="list-style-type: none"> <li>• Change our effective R/D to JRS date to be concurrent</li> </ul>

- Send via interoffice mail the "Request for Salaries" (BSD-68-W) letter and "Terms & Glossary" to the non-reciprocal system
  - Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Request For Salaries"
- On File Tracking System (FTS):
  - **Set external Code 01 "Salary"**
  - In status remarks, enter "Misc holds, date and PA#"
- On work item:
  - Update "Attention" field as "Salaries Requested", if appropriate
  - Update any necessary comments
    - Select "Save" button
  - Select "Suspend" button
    - Suspend case window populates
  - Select "30" days to suspend case
    - Select "Suspend"
      - Application calculates suspense date and closes
      - If "Close" is selected, work item returns to the detail window and will not be suspended

Note: The work item will un-suspend if:

- Additional documents are received and attach to the work item
- Staff open work item
- The number of days case was suspended lapse
- Continue to Step 12

If....	Then...
2nd Request for Salaries is needed or information provided is not correct	<ul style="list-style-type: none"> <li>• <u>Continue to Step 11</u></li> </ul>

**10** Legislative Retirement System (LRS):

- Send via interoffice mail the "Request for Salaries" (BSD-68-W) letter and "Terms & Glossary" to LRS to confirm concurrent R/D.
  - Do not request salary information.
    - Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Request For Salaries"
- Set external code 09 on FTS
  - In status remarks "Misc Holds to confirm effective R/D. Date and PA#".
- On work item:
  - Update "Attention" field as "Request to confirm concurrent R/D", if appropriate
- Update any necessary comments
  - Select "Save" button
- Select "Suspend" button
  - Suspend case window populates
- Select "30" days to suspend case
  - Select "Suspend"
    - Application calculates suspense date and closes
    - If "Close" is selected, work item returns to the detail window and will not be suspended

**Note:** The work item will un-suspend if:

- Additional documents are received and attach to the work item
- Staff open work item
- When the number of days case was suspended lapses

After R/D is confirmed as concurrent with LRS non-reciprocal system:

- Continue to Step 12 to correct messages and errors

**11** 2nd Request for reciprocal system salaries:

- Generate and send a 2nd "Request for Salaries" (BSD- 68-W) or "Retirement Salary Request Form - Disability Retirement" (BSD-923) letter to reciprocal system
  - Do not send request via E-mail or FAX. Must be sent via US Postal mail.
  - Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Request For Salaries" or "Request for Salaries-DR/IDR"
- Unit Supervisor may ask that you call reciprocal system to expedite receiving the salary information

- **Only calculate case with CalPERS salaries after discussing case with Unit Supervisor**
  - On the online 131 program, enter **Reciprocal Code "1"**
    - **Note:** If IDR and annuity only is payable, Continue to Step 12
  - Document in SmartDesk CTP notes or work item comments: "Case calculated with CalPERS salaries, reciprocal salaries not received."
  - Generate and send to Member, "Reciprocity Letter last with CalPERS Salary Used"
    - Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Recipr last.CalPERS Salary"
- **Continue to Step 12**

If...	Then...
Salaries are received from reciprocal system	<ul style="list-style-type: none"> <li>• Process salary/final comp update as an adjustment or a "change calc", if R/D is in the future (no roll date on file tracking system)</li> </ul>

12.

CalPERS salaries are used or salary request is received from a reciprocal or non-reciprocal system, review 1st calculation output for all calculation messages and errors.

- **Correct messages and errors based on Calculation Exception Handling - BNSD Calculation Review**
- **Double check COMET for concurrent employment or multiple reciprocal agencies/periods**
- **Note** required changes on the calculation sheet or PCP when sending to DMS post imaging

Refer to:

- Calculation Exception Handling - BNSD Calculation Review Procedures
- Calculation Warning/Error Messages - General and Calculation Warning/Error Messages
- Calculation Warning/Error Messages - Roster Messages
- Calculation Warning/Error Messages - Projection Messages
- Calculation Warning/Error Messages - Membership Status

If...	Then...
Salaries are received from STRS prior to STRS membership validated by MBSD 841	<ul style="list-style-type: none"> <li>• Make a copy of the returned Salary Request form completed by STRS and a copy of the original RFA to establish reciprocity</li> <li>• Route both copies above to MBSD 841 to update reciprocity membership status in</li> </ul>

	<p><b>COMET</b></p> <ul style="list-style-type: none"> <li>Place Member on roll with STRS salaries</li> </ul>
<p>Member has Second Tier "All" and does not have 5 years service prior to 1/1/85 with either system</p>	<p>Member is vested for service credit</p> <p>Minimum retirement age from CalPERS at age 55:</p> <ul style="list-style-type: none"> <li>If eligible: Delete mod code 30 from all employer/coverage group codes (CGC) with Second Tier service</li> </ul> <p><b>Note:</b> Reference Government Code section (GCs) 21074.</p>
<p>Member has Second Tier "All" and has 5 years service prior to 1/1/85 with either system</p>	<p>Member is vested for service credit</p> <p>Minimum retirement age from CalPERS at age 50:</p> <ul style="list-style-type: none"> <li>If eligible: Delete mod code 30 from all employer/CGC's with Second Tier service</li> </ul> <p><b>Note:</b> Reference GCs 21074.</p>
<p>Mixed Tier</p> <p>Member is considered vested at age 50</p>	<p>All service is payable:</p> <ul style="list-style-type: none"> <li>Delete mod code 30 from all employer/CGCs with Second Tier service</li> </ul>
<p>1 or 3 year final comp (salaries) received from reciprocal system does not match CalPERS required 1 or 3 year requested final comp</p>	<ul style="list-style-type: none"> <li>Send 2nd Request for the appropriate F/C period           <ul style="list-style-type: none"> <li>Place Member on roll with CalPERS salaries</li> <li><u>Continue to Step 11</u></li> </ul> </li> </ul>
<p>F/C period received from reciprocal system is less than the contracted CalPERS final comp requirement</p> <p>Example: 3 year final comp required but Member only worked at reciprocal system for 18 months</p>	<ul style="list-style-type: none"> <li>Complete a manual final comp calculation           <ul style="list-style-type: none"> <li>Template located in Excel / Smiley Face icon / BASD / "FINACOMP"</li> </ul> </li> <li>Create a leave of absence and use CalPERS salaries to complete the required 12 or 36 month final comp           <ul style="list-style-type: none"> <li>Reference GCs 20037</li> </ul> </li> <li>Stamp manual final comp calculation: "Approved to Retain" and send to DMS with final calculation</li> </ul> <p>If not enough total months for 12 or 36 final comp available:</p> <ul style="list-style-type: none"> <li>Check for another reciprocal system eligible for salary exchange or CalPERS Service Prior to Membership.</li> </ul>

	<p>If none of the above applies:</p> <ul style="list-style-type: none"> <li>• Project "first" pay rate posted "backwards" to obtain full 1 or 3 year final comp</li> </ul>
<p><b>Multiple Reciprocal Agencies (movement)</b></p>	<p>Verify if qualifies for salary exchange:</p> <ul style="list-style-type: none"> <li>• Check for multiple types of reciprocity (such as full, vesting only, etc.)           <ul style="list-style-type: none"> <li>◦ Are there multiple types of reciprocity?               <ul style="list-style-type: none"> <li>▪ If yes, was the reciprocal agreement broken due to concurrent employment?                   <ul style="list-style-type: none"> <li>▪ If yes, Member is not entitled to use the reciprocal salary</li> <li>▪ If no, verify what periods qualify                       <ul style="list-style-type: none"> <li>▪ For example: employment dates, movement from one agency to another, etc.</li> </ul> </li> <li>▪ If no, continue below</li> </ul> </li> </ul> </li> <li>• Based on qualified periods, determine what salaries will be used           <ul style="list-style-type: none"> <li>◦ <b>Note:</b> Manual calc may be required</li> <li>◦ <u>See attached sample timeline</u></li> </ul> </li> </ul> <p><b>Note:</b> See Unit 450 or Unit SME for assistance.</p> </li></ul>
<p><b>Concurrent Employment</b></p>	<p>Time worked concurrently - CalPERS salaries will be used for the concurrent time.</p> <ul style="list-style-type: none"> <li>• Based on when reciprocity was established, will determine what salaries will be used.           <ul style="list-style-type: none"> <li>◦ <u>See attached sample timeline</u></li> </ul> </li> </ul> <p><b>Note:</b> See Unit 450 or Unit SME for assistance.</p>

- Continue to Step 13

**13**

Make appropriate changes to the on-line 131 calculation program

- Auto Release "NO" or add "HC 25" to ensure calculation warning/error messages are reviewed and checked before releasing
  - If processing an Adjustment, see If/Then section below
- Ensure the LDP/SEP dates are based on the last CalPERS employer the Member worked

For on line processing:

- Refer to: "Calculation Change Transactions" Booklet or "Applications and Systems" Binder

**Note:** Appendix "A" is not a current list of reciprocal & non-reciprocal systems in the booklet. Refer to: COMET for validation of eligible agencies or CalPERS on-line/Member Information/ Service Credit Purchase Options/ Redeposit of Withdrawn Contributions/ Reciprocal Retirement Systems.

If...	Then...
<p>CalPERS Salaries are used and Reciprocity established</p>	<ul style="list-style-type: none"> <li>• Project and calculate the case following:  <u>Calculation Exception Handling - BNSD Calculation Review</u></li> <li>• Enter <b>2</b> in the "Reciprocity Code" field before releasing to roll               <ul style="list-style-type: none"> <li>◦ <b>Note:</b> Even if calculation is "within guidelines", update to on-line 131 system is required</li> </ul> </li> <li>• Validate the F/C that is contracted under CalPERS is on the on-line 131 F/C table is correct</li> </ul>
<p>CalPERS Salaries are used and Reciprocity not established or not eligible for final comp exchange</p> <p>Example: RD's are not concurrent</p>	<ul style="list-style-type: none"> <li>• Project and calculate the case following:  <u>Calculation Exception Handling - BNSD Calculation Review</u></li> <li>• Do not enter a code in the "Reciprocity Code" field</li> <li>• Validate that the correct CalPERS F/C is on the on-line 131 F/C table</li> </ul>
<p>Disability or Industrial Disability</p>	<ul style="list-style-type: none"> <li>• Refer to: <u>Step 14</u> for additional information before updating the on-line 131 calculation program</li> </ul>
<p>Other System's salaries are used</p>	<ul style="list-style-type: none"> <li>• R/D must be concurrent</li> <li>• Enter <b>1</b> in the "Reciprocity Code" field on the 131 screen</li> <li>• On-line F/C information on the 131 calculation change screen.               <ul style="list-style-type: none"> <li>◦ <b>Do not</b> populate the F/C table with reciprocal system's salary information</li> </ul> </li> <li>• Update the last month field with CalPERS salary on the 131 screen</li> <li>• Update FTS with the received date for the external code</li> </ul>
<p>Legislative Retirement System</p>	<ul style="list-style-type: none"> <li>• R/D must be concurrent</li> <li>• Enter <b>1</b> in the "Reciprocity Code" field on the 131 screen</li> <li>• Determine the F/C period for 12 or 36 months               <ul style="list-style-type: none"> <li>◦ Check the application to ensure the Member did not indicate a different F/C period</li> </ul> </li> </ul>

- Obtain salaries to be used for the F/C period from CRS or Smart Desk
  - LRS is located under Employer code 9900 and coverage group code 40001
    - Compensation reported under LRS is not subject to ERSD-115 Compensation Review procedures
- Manually calculate final comp (F/C)
- Online F/C information on the 131 calculation change screen
  - Do not populate the F/C table with reciprocal system's salary information
- Update the last month field with CalPERS salary on the 131 screen
- Update FTS with the received date for the external code

**Note:** If salary information received from LRS on the (BAS 68W):

- Then... Do not use the salary information;  
**Reason:** LRS uses the last month to calculate their retirement benefit

**Processing an Adjustment and Reciprocity Code "2" is used**

- Ensure the appropriate adjustment reasons are selected. The reasons will appear on the adjustment letter and the automated BSD-160 when any of the following reasons are selected:
  - Final Compensation
  - Service Credit
  - Retirement Date
  - Membership Date
- Enter "Caseinfo" on the direct command line or Enter:
  - D - Database Maintenance
  - D - Misc PERS Acct Info (Caseinfo)
- Enter SSN, press Enter
- "Adjustment Reason" is on the bottom left of the screen
- On a blank line, enter "?", press enter
  - The table of adjustment reasons will appear
- Add or Delete reason codes as appropriate
- PF12 to update

**Note:** If none of the above 4 reasons are selected, no BSD-160 will be produced. This is appropriate as there is no reason to notify reciprocal system of the adjustment.

- Continue to Step 15

**Note:** Reciprocal or Non-Reciprocal salaries are not reviewed by ERSD 115 Compensation Review. Refer to: Calculation Exception Handling - Compensation Audit Review ERSD 115 Procedures, Step 19

**14** Disability and Industrial Disability Retirement:

If...	Then...
<p>Roll 02 - Disability Retirement - "Inactive Member" who has established Reciprocity and approved to receive a disability from a County System, Public Agency, or University of California Retirement Plan (UCRP). Refer to: GC Section 21162</p>	<ul style="list-style-type: none"> <li>• CalPERS will calculate and pay:               <ul style="list-style-type: none"> <li>◦ Disability retirement benefit based on CalPERS service credit &amp; subject to CalPERS law and limited to amount that does not exceed the difference between allowance paid by the County System, Public Agency, or UCRP and the allowance they would pay if CalPERS service were credited with the other system                   <ul style="list-style-type: none"> <li>▪ OR</li> </ul> </li> <li>◦ No less than annuity that is the actuarial equivalent of the Member's CalPERS contributions and interest                   <ul style="list-style-type: none"> <li>◦ On the 131 screen enter Annuity Unmodified Allowance for all employer/cgcs and add a Mod Code 03</li> </ul> </li> </ul> </li> <li>• <u>Continue to Step 15</u> <ul style="list-style-type: none"> <li>◦ Ensure the checker is trained in DR calculations.</li> </ul> </li> </ul> <p><b>Note:</b> This action is called a "Full Case Add". <u>Changing Retirement Systems Booklet Appendix F</u> will provide samples of different scenarios (14F-17F and 23F-25F).</p>
<p>Roll 03 - Industrial Disability Retirement - "Inactive Member" who has established Reciprocity and approved to receive a service connected disability from a County System, Public Agency, or University of California Retirement Plan (UCRP).</p> <p>Refer to: GC Section 21162</p> <p>Calculation</p>	<p>CalPERS will calculate and pay:</p> <p>The annuity that is the actuarial equivalent of Member's CalPERS contributions and interest:</p> <ul style="list-style-type: none"> <li>• Annuity Unmodified = Total contributions and interest divided by IDR annuity factor</li> <li>• On the on-line 131 program, enter the Annuity Unmodified allowance for all employer and coverage group codes.</li> <li>• Add Mod Code '03'</li> <li>• Add Reciprocal Code '1'</li> <li>◦ This triggers the IDR benefit to be fully taxable. The reciprocal system pays the tax</li> </ul>

Warning/Error message will generate on PCP:  
**\*Reciprocity - Annuity Only If Not Last With PERS**

- free benefit.
- Auto Release 'N' for calculations or Hold Code '25' for adjustments.
- Continue to Step 15
  - Ensure the checker is trained in IDR calculations.

**Note:** This action is called a "Full Case Add".  
Changing Retirement Systems Booklet Appendix F will provide samples of different scenarios (18F-19F)

**Roll 03 - Industrial Disability Retirement - "Active Member" who requested to use other System's salaries**

- R/D must be **concurrent**
- Leave the "Reciprocity Code" field on the 131 screen **blank**:
  - **Note:** This is to ensure the system updates the correct tax information
- On-line F/C information on the 131 calculation change screen.
  - **Do Not populate the F/C table with their salary information**
- Update the last month field with CalPERS salary on the 131 screen
- Update FTS
  - Add remarks on Application Status screen, "Reciprocal Salaries Used"
  - Enter received date for the external code

**15**

Always have the case checked by another technician once there is a good calculation.

- Sign and date calculation output and circle option elected by Member
- Stamp retainable documents "Approved to Retain"

If case...	Then Checker to...
Has no errors	<ul style="list-style-type: none"> <li>• If first calc, release case using the "V" Application Release screen</li> <li>• If adjustment, release case on "Adjustment Administration", "Adj Quick Release" screen                             <ul style="list-style-type: none"> <li>◦ Select "R", then "C" on RIBS</li> </ul> </li> <li>• Send retainable documents to DMS</li> <li>• Complete work item on Workflow or RAD</li> <li>• When Reciprocity code "2" is used, the system will generate reciprocal salary information letter (BSD-160)                             <ul style="list-style-type: none"> <li>◦ <b>Calculation:</b> Letter is generated with each</li> </ul> </li> </ul>

	<p>131 calc change update. Output is sent to processing units based on SSN last 4 digits, units 412, 414, 417 &amp; 419.</p> <ul style="list-style-type: none"> <li>▪ Mail only the letter associated with the last calculation updated.</li> <li>◦ <b>Adjustment:</b> Letter is generated only at adjustment release based on unit number that released the adjustment (not by SSN).</li> <li>◦ <b>If no letter is generated,</b> Refer to: <u>Calculation Exception Handling - Reciprocity Error Report</u></li> </ul> <p><b>Note:</b> Reciprocal system will contact PERS if our salaries are needed. Refer to: <u>Step 16</u></p> <ul style="list-style-type: none"> <li>• <u>Continue to Step 17</u></li> </ul>
Needs corrections	<ul style="list-style-type: none"> <li>• Return case to technician for correction</li> <li>• Repeat steps to resolve calculation errors</li> </ul>

**16 Reciprocity Inquiries and other facts:**

If...	Then...
<p>Reciprocal system information has changed.</p> <p>i.e. Contact name, address, phone number, etc</p>	<ul style="list-style-type: none"> <li>• Send new information via E-mail or send correspondence to:                             <ul style="list-style-type: none"> <li>◦ ERSD - Unit 126 - Attn: Tracy Donohue and Debra Laperle                                     <ul style="list-style-type: none"> <li>▪ ERSD will, as appropriate:   <ul style="list-style-type: none"> <li>▪ Validate information with the agency</li> <li>▪ Update COMET</li> <li>▪ Notify Health Benefits Branch and the Mail Room</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<p>Other Systems notifies CalPERS a Member has not filed an application for retirement with their system</p>	<ul style="list-style-type: none"> <li>• Send to Member, BSD-918S                             <ul style="list-style-type: none"> <li>◦ Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "BAS-918S.dot"</li> </ul> </li> <li>• Add SmartDesk CTP note, "Member sent BAS-918S"</li> </ul>
<p>A request for salary information is received from a reciprocal system and no CalPERS application on file</p>	<ul style="list-style-type: none"> <li>• Send to Member, BSD-365-W and Retirement Application                             <ul style="list-style-type: none"> <li>◦ Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "BAS-365-W.dot"</li> </ul> </li> <li>• Add SmartDesk CTP note, "Member sent BAS 365W"</li> </ul>

<p>A request for salary information is received from a reciprocal system and Member was last with CalPERS and the DR/IDR application is "Pending"</p>	<ul style="list-style-type: none"> <li>• Send acknowledgement of salary request to reciprocal system           <ul style="list-style-type: none"> <li>◦ Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Recip Salary Req Pend DR-IDR"</li> </ul> </li> <li>• Route Reciprocal salary request and copy of letter to DMS</li> <li>• Enter SmartDesk CTP note, "Acknowledgement letter sent to reciprocal system for pending DR/IDR. See DMS for DR Reciprocal Salary request and complete when DR approved"</li> <li>• Add File Tracking remarks, "See DMS for DR Reciprocal Salary request and complete when DR approved"</li> </ul>
<p>Correspondence is received from a reciprocal system requesting CalPERS salary information</p>	<ul style="list-style-type: none"> <li>• Using the reciprocal systems salary request form, provide the 1 or 3 year F/C that was used in the paying retirement calculation</li> <li>• <b>Note:</b> If IRC 401(a)(17) limit applies, provide the limited F/C.           <ul style="list-style-type: none"> <li>◦ Do not provide the salaries listed on CRS and/or the salaries approved by ERSD Comp Review 115.</li> </ul> </li> </ul> <p>If reciprocal system's form does not provide sufficient space:</p> <ul style="list-style-type: none"> <li>• Send to reciprocal system a BSD-160-W</li> <li>• Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Send_Pyrate_Recip_Sys".</li> <li>• <b>Note:</b> For "Total Years of Vested Service Credit":           <ul style="list-style-type: none"> <li>◦ Use total of normal, sick leave and prior service credit only. Do not include ARSC, golden handshake or military service credit.</li> </ul> </li> <li>• Add SmartDesk CTP note, "Reciprocal system sent BSD-160-W"</li> </ul> <p><b>Note:</b> If less than 1 year with PERS, for F/C calculation, Refer to: <u>Reciprocity - Computing Compensation When Less than 1 year in the System</u></p>
<p>Reciprocal system is requesting a F/C other than what is used in the current paying retirement calculation</p>	<ul style="list-style-type: none"> <li>• Ensure the F/C table is correct for the requested F/C period</li> <li>• If case was previously reviewed by ERSD 115, ensure additional payroll is also reviewed prior to sending salaries to the</li> </ul>

<p>For example: CalPERS is contracted for a 1 year F/C but reciprocal system is requesting a 3 year F/C</p>	<p>reciprocal system</p> <ul style="list-style-type: none"><li>◦ Refer to: <u>Calculation Exception Handling - Compensation Audit Review (ERSD 115)</u> for compensation that is outside the audit parameter</li><li>◦ On RFA: Enter complete by date as 10 business days</li><li>◦ On RFA and CAT Sheet to ERSD 115: Add note "Please expedite, information is needed to process Reciprocal salary request"</li><li>◦ Suspend salary request (inquiry) until payroll is reviewed</li><li>◦ Send acknowledgement of salary request to reciprocal system and possible delay<ul style="list-style-type: none"><li>▪ Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Recip Salary Req Pend ERSD"</li></ul></li></ul>
<p>Case is an adjustment "Streamline Procedure" and last with CalPERS salaries used and F/C increases or decreases</p>	<ul style="list-style-type: none"><li>• Ensure the F/C table is correct</li><li>• If case was previously reviewed by ERSD 115, ensure additional payroll is also reviewed prior to sending salaries to the reciprocal system<ul style="list-style-type: none"><li>◦ Refer to: <u>Calculation exception Handling - Compensation Audit Review (ERSD 115)</u> for compensation that is outside the audit parameter</li><li>◦ On RFA, enter complete by date as 10 business days</li><li>◦ On RFA and CAT Sheet to ERSD 115, add note "Please expedite, information is needed to process reciprocal salary request"</li><li>◦ Suspend salary request (Inquiry) until payroll is reviewed</li><li>◦ Send acknowledgement of salary request to reciprocal system and possible delay<ul style="list-style-type: none"><li>▪ Letter under construction. See Unit 450 if situation occurs.</li></ul></li></ul></li><li>• Send a corrected BSD-160-W to the reciprocal or non-reciprocal system<ul style="list-style-type: none"><li>◦ Template located in Word / CalPERS / BNSD / Service Calc/Eligibility / "Send_Pyrate_Recip_Sys"</li></ul></li><li>• Add SmartDesk CTP note, "Reciprocal system sent BSD-160-W"</li></ul>