#### Introduction

Public Agency employers will utilize my|CalPERS to request, pay for, and download their GASB 68 accounting valuation reports. Agent multiple-employer plans will also be able to obtain their census data.

Please be advised, accounting valuation reports will only be available for rate plans that received an Annual Valuation Report for the preceding year (i.e. A 6/30/2015 measurement date accounting valuation is only available for a rate plan that received a 6/30/2014 annual valuation). Refunds for accounting valuation reports ordered and paid for in error will require 90 days to process.

**Note:** Public agency and school employers with cost-sharing plans do not need to order GASB 68 cost-sharing accounting valuation reports; they will be available and retrieved from the CalPERS website. An invoice will be received that contains a total amount charged for all rate plans associated for the employer.

### Step-by-step

System Contacts will need the **GASB Contact** role associated to their profile to access GASB Information. For more information on updating a user's system access, view the <a href="mailto:my|CalPERS System Access Administration">my|CalPERS System Access Administration</a> guide in the **System Access Administration** area of our website.

Follow the steps below to request, pay for, and download the accounting valuation reports.

Step	Action	Result						
	Creating the GASB Request							
1	From the <i>My Home</i> page, select the <b>Profile</b> global navigation tab	Business Partner Summary page displays						
2	Select the Retirement Contract local navigation tab	Retirement Contract Summary page displays						
3	Select GASB Information from the left-side navigation	GASB Request page displays						
4	<ul> <li>Parent Rate Plan Identifier – Dropdown menu containing all parent rate plans associated to the business partner.</li> <li>Measurement Date – The date for which net pension liability is being measured as defined by GASB 68.</li> <li>Type – GASB Report. Once selected the Fee Amount Field will be populated for informational purposes.</li> <li>Fiscal Year Begin Date – The beginning date of the business partner's fiscal year. This will not necessarily match the calendar or fiscal year start date. (i.e., for the 06/30/2014 measurement date, an example of the Business Partner Fiscal Year Begin Date would be 07/01/2014)</li> <li>Fiscal Year End Date – The end date of the business partner's fiscal year. This will not necessarily match the calendar or fiscal year end date. (i.e., for the 06/30/2014 measurement date, an example of the Business Partner Fiscal Year End Date would be 06/30/2015)</li> </ul>	See Figure 1-1. GASB Request  Note: The census data will automatically be included with the GASB 68 Report						
5	Select Submit	GASB Request page refreshes						

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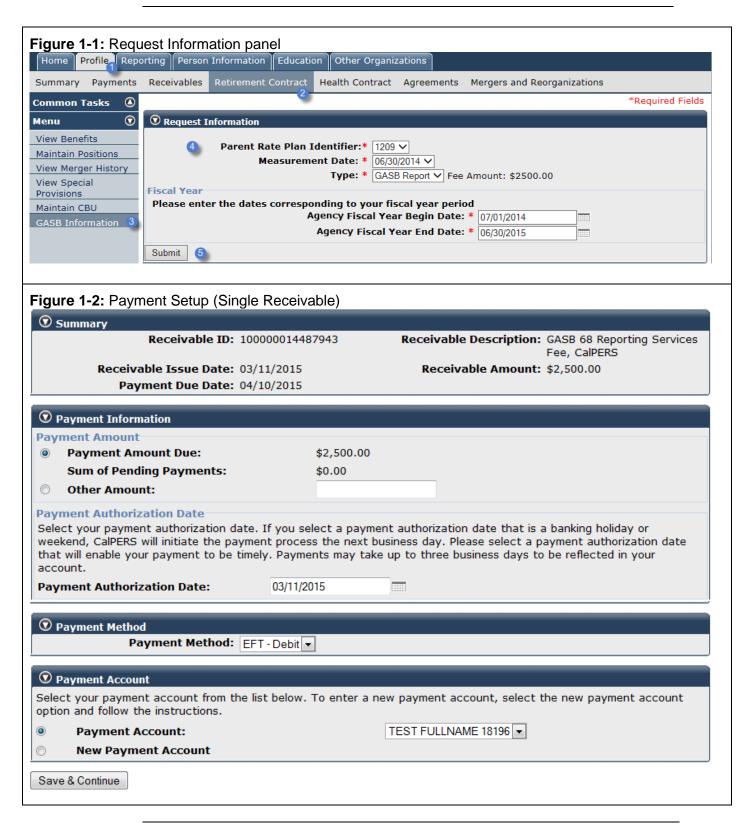
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# Step-by-step, continued

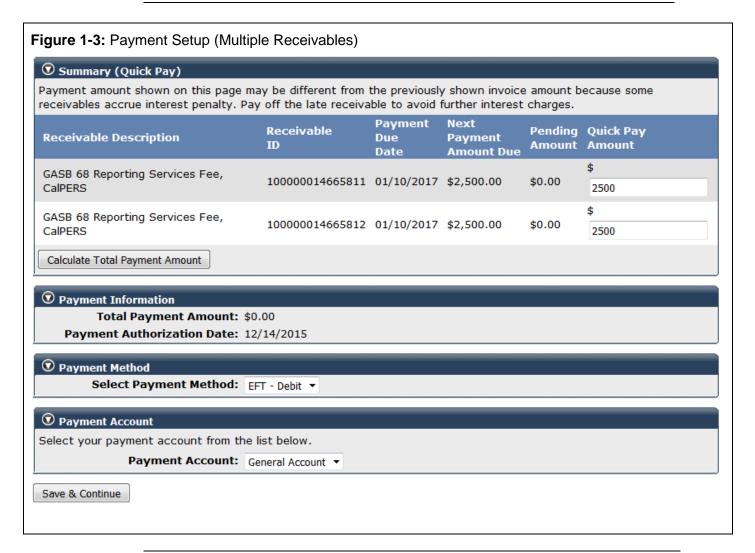
Step	Act	Result	
6	Within the Census Data panel,	Payment Setup page displays	
	Note: This is required if you wa Data		
7	What payment method will be u		
	If	Then	
	EFT – Single receivable via GASB page	Proceed to Step 8	
	EFT – Multiple receivables via Quick Pay	Proceed to Step 15	
	Manual Check	Proceed to Step 23	
	Pay by EF	T (Single Receivable - GASB Pa	ge)
8	Select the Make Payment link	within the GASB Report panel	Setup Payment page displays
9	In the <i>Payment Account</i> panel, or create a <b>New Payment Acc</b>	See Figure 1-2. Payment Setup (Single Receivable)	
10	Select Save & Continue	Payment Setup Summary page displays	
11	Select the I have read and I ur Terms & Conditions checkbox		
12	Select the I have read and agr Signature Agreement above of		
13	Select Save & Continue	Payment Request Acceptance page displays	
14	Continue to Step 28		
	Pay by EF	T (Multiple Receivables – Quick F	Pay)
15	Select the <b>Quick Pay</b> button at Information page	Setup Payment page displays	
16	Enter the payment amounts in t	See Figure 1-3. Payment Setup (Multiple Receivables)	
17	Select your Payment Method as		
18	Select Save & Continue	Payment Setup Summary page displays	
19	Select the I have read and I ur Terms & Conditions checkbox		
20	Select the I have read and agr Signature Agreement above of		
21	Select Save & Continue		Payment Request Acceptance page displays
22	Continue to Step 28		

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**Step-by-step**, continued

Step	Action	Result
	Pay by Manual Check	
23	Select the <b>Reporting</b> global navigation tab	
24	Select the <b>Billing and Payments</b> local navigation tab	Billing and Payment Summary page displays
25	Select the Remittance Advice for Manual Check link	Remittance Advice Report displays
26	Complete the required fields, and then select <b>Finish Note</b> : GASB receivables are categorized as <i>Admin/Other Fees</i>	Remittance Advice Report populates with receivable information
27	Mail your check and Remittance Advice Report for the chosen GASB receivable(s) to the address provided on the report	
	Downloading the GASB Report	
28	Select the <b>Profile</b> global navigation tab	Business Partner Summary page displays
29	Select the Retirement Contract local navigation tab	Retirement Contract Summary page displays
30	Select GASB Information from the left-side navigation	GASB Request page displays
31	In the GASB Report panel select the View Report link or in Census Data panel select the Download Report link  Note: The GASB report will become available after CalPERS has confirmed payment.	See Figure 2-1. Viewing the Report

Figure 2-1: Viewing the Report

<b>⊙</b> GASB Report								
Request Identifier	Measurement Date	Rate Plan	Status	Requested By	Date Requested	Date Updated	Report Type	
1000	06/30/2014	899	Submitted	T. SANTOS- CHAVEZ / I	02/24/2015		GASB Report	<u>Make</u> <u>Payment</u>
1002	06/30/2014	900	Completed	T. SANTOS- CHAVEZ / I	02/24/2015	02/24/2015	GASB Report	View Report

© Census Data									
Request M Identifier D	Measurement Date	Rate Plan	Status	Requested By	Date Requested	Date Updated			
1001 0	06/30/2014	899	Submitted	T. SANTOS-CHAVEZ / I	02/24/2015		Make Payment		
1003 0	06/30/2014	900	Completed	T. SANTOS-CHAVEZ / I	02/24/2015	02/24/2015	<u>Download Report</u>		

Quick Pay

You have completed this scenario.