



California Public Employees' Retirement System  
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## Membership

# Circular Letter

January 25, 2021

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**To: All CalPERS Contracted School Employers**  
**Subject: Certificated School Member myCalPERS Enhancements**

### Purpose

The purpose of this Circular Letter is to inform and educate all CalPERS contracted school employers about the enhanced method of enrolling and reporting certificated school members.

### Certificated School Member Enrollment

A new feature has been implemented in myCalPERS for enrolling new certificated school members into our retirement system. Contracted school employers must now indicate if their employees are certificated school members. This enhancement was added to accurately identify certificated school members at the time of enrollment (per Government (Gov.) Code 20636.1) to ensure accurate payroll reporting and service credit is posted to member accounts. It is the responsibility of the employer to indicate this enrollment when entering new and updating existing appointments.

### Compensation Compliance and Employer Payroll Reporting

#### Reporting Certificated School Members – Full-Time Service

Contracted school employers are responsible for accurately reporting certificated school members. Pursuant to Gov. Code section 20962(a)(1), full-time service – basis of employment for Certificated Members is defined as:

(a) One year of service credit shall be granted for service rendered and compensated in a fiscal year in full-time employment for any of the following:

(1) One academic year of service for persons employed on an academic year basis by the University of California, the California State University system, or school employees who are certificated school members, under terms and conditions prescribed by the CalPERS board

## Methods for Reporting

- **Reporting as Earned**

For compensation earnable and pensionable compensation, pay rate and special compensation shall be reported as earned regardless of when it is paid for services rendered during normal working hours.

- **Equal Payment Reporting**

Pursuant to Gov. Code section 20962(a)(1), certificated school members may earn one year of service credit for services rendered and compensated in a fiscal year in full-time employment of one academic year. Reporting the compensation as equal payments will ensure that one year of service credit is granted.

## Impact to Employers and Members

Pay rate is commonly misreported when a certificated school member is a 10- or 11-month employee, but worked 11-months and 12-months, respectively. When misreported, the member's compensation and service credit may be negatively impacted.

## Service Credit Notifications

You will be notified annually in August if a certificated school member is missing a full year of service credit from the previous fiscal year. It is your responsibility to review the payroll detail reported in myCalPERS and submit any necessary payroll adjustments to correct the service credit.

In early March 2021, the **Certificated Members with Less than a Full Year of Service Credit** Cognos report will be available to assist you with identifying certificated school members at your agency who did not receive a full year of service credit in a specific fiscal year. This report will reflect only appointments that have been identified as a certificated school member.

## Importance of Accurate and Timely Reporting

Failure to provide CalPERS with accurate and timely payroll reporting of compensation may result in any of the following actions:

- Retirement benefits being delayed

- Retirement benefits being inaccurately determined resulting in a benefit overpayment/underpayment
- Loss of health coverage
- Financial hardship

## XML File Reporters

If you submit retirement enrollment files via XML, you may now report the certificated school member data. This field on the XML file is currently optional. In June 2021, this data will be required. We are in the process of updating the Data Element Definitions document to reflect this. Impacted agencies will be notified via electronic communication once the updated XSD and Data Element Definitions documents are available within the Employer Technical Toolkit on the CalPERS website.

## Resources

- [myCalPERS Retirement Enrollment Student Guide \(PDF\)](#): Provides information to assist with adding, modifying, and reconciling retirement appointments
- [Technical Resources](#): Web page with pertinent information for XML files

## Questions

As a contracted school employer, it is your responsibility to ensure all reportable information is compliant with the Public Employees' Retirement Law. If you have any questions or need assistance, contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief  
Employer Account Manager Division