Introduction

This student guide is a resource to assist you with projected contributions and receivables.

What’s New?

A new reconciliation tool has been created to assist in resolving discrepancies between reported and projected employer and employee contributions by earned period. This report allows you to identify the appointments with projected contributions due to unposted payroll, and the date projected contributions are reversed by successfully reporting payroll, updating the participant’s appointment, or confirming unposted payroll for each earned period. The my|CalPERS Projected Contributions Detail Report will allow you to identify projected contributions by:

- Receivable number
- Earned period begin and end date
- CalPERS Agency and Appointment identification number
- Projected contribution amount and posted date
- Reversal of projected contribution and posted date

For information on how to navigate through Cognos and learn its functionality, review the my|CalPERS Employer Reports (Cognos) (PDF) student guide on the CalPERS website.

Pathway: CalPERS website > Employers > I Want To...: Find my|CalPERS Student Guides

Disclaimer

As a security safeguard, business partner and participant information has been masked within the figures in this procedure guide.

Training Opportunities

Prior to taking a my|CalPERS System Training instructor-led class, new users should review the Introduction to my|CalPERS for Business Partners (PDF) guide and take a Business Rules training class. The business rules training (instructor-led or online) class covers the simplified explanation of laws defined by the California Public Employees’ Retirement Law (PERL).

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Unit 1: Projected Contributions Timeline

<table>
<thead>
<tr>
<th>Batch Jobs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The second Saturday of each month</td>
<td>myCalPERS creates receivables for pay periods ending the following month</td>
</tr>
<tr>
<td>Last Saturday of each month</td>
<td>myCalPERS identifies the appointments expecting payroll in the following month</td>
</tr>
<tr>
<td>Runs nightly, Monday through Friday</td>
<td>myCalPERS updates projected contributions with resolved appointment status or payroll reporting</td>
</tr>
</tbody>
</table>

- **30 Days after Earned Period End Date**
  - Payroll reporting is due

- **31 Days after Earned Period End Date**
  - If there are projected contributions, it will apply to the receivables and a $200 late reporting fee will apply on a separate receivable

- **45 Days after Earned Period End Date**
  - 10% interest will apply to any unpaid balance and applied again 30 days later

- **60 Days after Earned Period End Date**
  - If the payroll report remains suspended, $200 payroll correction fee will apply on a separate receivable and again 30 days later
On the Second Saturday of Each Month

myCalPERS will create receivables for payroll earned periods ending within the following month.

On the Last Saturday of Each Month

Projected contributions are added to the receivable details, but they are not reflected on the receivable balance or the employee’s payroll record.

Member and employer contributions are automatically projected. A nightly batch runs Monday through Friday to update the projection. Any active appointments without reported payroll or not confirmed missing will remain projected. The projected amount is based on the highest normal contributions reported in the last 90 days.

15 Days after Earned Period End Date

Your contributions payments are due.

30 Days after Earned Period End Date

Payroll reporting is due.

31 Days after Earned Period End Date

Projected member and employer contributions are applied to the receivables. If there is at least one projected appointment, CalPERS will consider the earned period not 100% complete, and a one-time $200 late reporting fee will apply on a separate receivable. There will be an addition $200 administrative fee for each missing Retired Annuitant payroll record.

The projected contributions will not post to the employee’s payroll record and will be reversed when payroll is reported, the appointment is updated, or the earned period is confirmed missing.

45 Days after Earned Period End Date

A 10% late payment interest will apply to any unpaid balance on each contributions receivable and again 30 days thereafter until the balance is paid in full.

60 Days after Earned Period End Date

A $200 payroll correction fee will apply on a separate receivable if the payroll report remains suspended and again 30 days thereafter until the payroll report is in Posted status.
Unit 2: Contributions Receivable Reconciliation

The contributions receivable pages will help you reconcile your billing, payroll reporting, and appointments.

Within this unit, you will learn how to identify and reconcile all the components of your contributions receivable, maintain your projections, and transfer credits.

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Scenario 1: Reconcile Your Contributions Receivable

System Logic
The contributions receivable details are available for earned period receivables created after June 30, 2016.

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

Step 2  Select the **Billing and Payments** local navigation link.

Step 3  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.

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<table>
<thead>
<tr>
<th>Reporting Summary (Year-To-Date)</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year: 2017/2018</td>
<td></td>
</tr>
</tbody>
</table>

- **Contributions For Defined Benefit CalPERS:** $5,064.63
- **Unfunded Accrued Liability:** $0.00
- **Health Premium Deduction:** $131,985.70
- **Other Obligations:** $0.00
- **Admin/Other Fees:** $0.00

- **Total Balance:** $217,050.39

Note: Payments received against receivables with a $0.00 balance will not be posted until the next time contributions are reported.

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<table>
<thead>
<tr>
<th>Contributions For Defined Benefit CalPERS (Year-To-Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rate Plan 25508 - Safety - Police - PEPPA</strong></td>
</tr>
<tr>
<td><strong>Reported Contributions</strong></td>
</tr>
<tr>
<td>Member Contributions: $22,736.93</td>
</tr>
<tr>
<td>Employer Contributions: $23,708.66</td>
</tr>
<tr>
<td>1959 Survivor Contributions: $66.03</td>
</tr>
<tr>
<td>Total: $46,511.62</td>
</tr>
</tbody>
</table>

- **Projected Contributions**
  - Member Contributions - Projection: $3,103.67
  - Employer Contributions - Projection: $3,235.92
  - Total: $6,339.59

- **Payments Posted**
  - Payments: $45,800.35
  - Total: $45,800.35

- **Total Balance:** $6,960.86
Step 7 Review the Contribution and Payment Details section.

Step 8 To reconcile a different rate plan, complete the Search Criteria section.

Step 9 Do you want to see more details for a receivable?

Yes: Continue to step 10

No: You have completed this scenario.

Step 10 Select the radio button for the earned period you want to reconcile.

Step 11 Select the View Details button.

Step 12 Review the receivable details.
Step 13  Do you want to review what was reported for payroll?

Yes: Continue to step 14

No: You have completed this scenario.

Step 14  Within the Reported Contributions section, select the Submission Date link for the Contributions Posted Detail Report.

Step 15  Do you want to view the report in different format?

Yes: Continue to step 16

No: You have completed 16

Step 16  Select the Format icon located near the top right corner of the page.

Step 17  Select the desired format.

You have completed this scenario.
Scenario 2: Maintain Projections

System Logic

• For each earned period, myCalPERS will project contribution amounts and add administrative fees for active appointments with missing payroll. You can avoid being overcharged by confirming missing payroll, permanently separating former employees, or posting payroll.

• Before the earned period end date, you may maintain these appointments from the Payroll Schedule page to avoid inaccurate contributions charges and administrative fees.

• Projected contributions are applied to the receivable 31 days after the earned period end date.

• Any updates made after the projection will adjust the receivable total after a nightly batch; however, administrative fees will remain.

• You may manage your projections from the Billing and Payments page to easily identify the employees whose contributions were charged and the amounts.

• The Begin Leave date must be entered as at least one day after the last paid day at your agency. The End Leave date should be the day they return.

Step Actions

Step 1 Select the Reporting global navigation tab.

Step 2 Select the Billing and Payments local navigation link.

Step 3 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.

![Table showing contributions and receivables detail](image)

**Step 7**  Select the radio button for the earned period you want to maintain projection.

![Radio button selection](image)

**Step 8**  Select the **View Details** button.

**Step 9**  Are there projected contributions?

**Yes:** Continue to step 10.

**No:** You have completed this scenario.
Step 10  Within the Projected Contributions section, select the View Details link.

Step 11  Utilize the Search for Participants without Contributions section to filter your Participants without Contributions section.

Step 12  Do you need to maintain enrollments?

Yes: Continue to step 13.

No: Skip to step 19

Step 13  Select the checkboxes for the appointments you wish to maintain enrollments.

Step 14  Select the Maintain Enrollment button.
Step 15  Complete the Appointment Event Details section.

Step 16  Select the **Save & Go to Next** button.

Step 17  Repeat steps 15-16 until you no longer have appointments to maintain.

Step 18  Return to step 2.

Step 19  Do you need to confirm missing payroll records that are not reportable?

**Yes:** Continue to step 20.

**No:** Skip to step 22.

Step 20  Select the checkboxes for the appointments that will have missing payroll for that earned period.

Step 21  Select the **Confirm Missing Payroll** button.
Step 22  Do you need to report payroll for any employees that are identified as missing payroll?

**Yes:** Continue to step 23

**No:** You have completed this scenario.

Step 23  Submit missing payroll records in the next earned period report or in an adjustment report.

You have completed this scenario.
Scenario 3: Transfer Credits

Scenario
Once you determine if/how much credit is available, you will make an adjusted payment so that any credit balance within the same rate plan will automatically transfer.

System Logic
• The transfer will automatically occur on the report due date
• The credit will not transfer if the balance is zero
• Credit can only be transferred within the same rate plan
• Display Criteria filters
  – Receivable Balance filter allows you to display receivables that are not zero.
  – Once Employer Contribution is selected in the “Receivable Type” dropdown, an additional filter for “Rate Plan Identifier becomes available.

Step Actions
Step 1 Select the Reporting global navigation tab.
Step 2 Select the Billing and Payments local navigation link.
Step 3 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  Do you have a credit balance?

**Yes:** Continue to step 8.

**No:** Repeat steps 1-6 to confirm you have a credit balance for your other rate plans. If not, then you have completed this scenario.

Step 8  Total your credits in your **Total Balance** column.*

*Totaling your credits will assist you to know how much to short pay the current receivable by.

Step 9  Select the **Make Payment** left-side navigation link.
Step 10  Utilize the Display Criteria section to filter your receivables.*

*Distinguishing by rate plan will assist you to know how much to short pay the current receivable by.

Step 11  Select the checkbox for the same rate plan contributions receivable for which you need to make a payment.

Step 12  Select the Make Payment button.

Step 13  Select the Make a Payment button.

Step 14  Within the Receivable Summary section, enter the payment amount.

Payment Amount = Receivable Balance – Credit Total

Step 15  Select the Confirm Total Payment Amount button.

Step 16  Complete the remaining payment information.

Step 17  Select the Save & Continue button.
Step 18  Select the checkboxes to agree to the CalPERS Terms and Conditions for electronic payments.

Step 19  Select the checkboxes to agree to e-Signature for electronic payments.

Step 20  Select **Save & Continue** button.

You have completed this scenario.
CalPERS Resources

Obtain more information by visiting the CalPERS website at www.calpers.ca.gov.

Resources Links

- my CalPERS Student Guides
  Pathway: CalPERS website > Employers > I Want To…: Find my CalPERS Student Guides

- Online Classes for Employers (PDF)
  Pathway: CalPERS website > Employers > I Want To… : Find my CalPERS Student Guides > Online Classes for Employers (PDF)

- Employer Education Schedule (PDF)
  Pathway: CalPERS website > Employers > I Want To… : Find my CalPERS Student Guides > Employer Education Schedule (PDF)

- my CalPERS Technical Requirements
  Pathway: CalPERS website > Employers > my CalPERS Technical Requirements

- CalPERS Public Agency & Schools Reference Guide (PDF)

- Circular Letters
  Pathway: CalPERS website > Employers > Policies & Procedures > Circular Letters

- California Public Employees’ Retirement Law (PERL)
  Pathway: CalPERS website > About > Laws, Legislation & Regulations > Public Employees’ Retirement Law (PERL)

- my CalPERS Employer Reports (Cognos)
  Pathway: CalPERS website > Employers > my CalPERS Technical Requirements
    – Projected Contributions Detail Report
CalPERS Contacts

Contact CalPERS via Email

- To contact the employer educators for questions and inquiries, 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

Contact CalPERS by 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 folder and select the Submit Inquiry link to submit a question or request.