Introduction

This student guide is a resource to assist you with payroll reporting adjustments.

Disclaimer

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

Training Opportunities

Prior to taking a myCalPERS System Training instructor-led class, new users should review the Introduction to myCalPERS for Business Partners (PDF) student 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: Review Employee Posted Payroll History

Prior to processing a payroll adjustment, review the employee’s posted payroll record through one of the following options:

- View Service History link
- View Transaction History link
- Reported Member-Detail Report

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Scenario 1: View Service History Link

The View Service History link generates a summary page that captures the payroll records including earnings, contributions, and detailed special compensation (amount, category, and type) information for each earned period. Service history displays records by start date order. You may also view zero-payroll records and adjustment records.

Step Actions

Step 1  From the home page, select the Person Information global navigation tab.

Step 2  Complete the Person Search section.

Step 3  Select the Search button.

Step 4  Within the Menu left-side navigation folder, select the View Service History link.

Step 5  Select the appropriate fiscal year check box(es).

Step 6  Select a View History button.
Step 7  Within the Display Criteria section, you may use the filters to find the payroll record needed.

Step 8  Within the Service History section, select the appropriate **Start Date** link to display payroll record details.

Step 9  View the earned period payroll record.

You have completed this scenario.
Scenario 2: View Transaction History Link

The View Transaction History link generates a summary page that captures all payroll transactions. For each transaction, you can view information such as the transaction type, earnings, special compensation amount (not category and type), contributions, and interest. Transaction history displays records, including zero payroll records, in posting date order.

Step Actions

Step 1  From the home page, select the Person Information global navigation tab.

Step 2  Complete the Person Search section.

Step 3  Select the Search button.

Step 4  Within the Menu left side navigation folder, select the View Transaction History link.

Step 5  Select the appropriate fiscal year check box.
Step 6  
Select a **View History** button.

Step 7  
Within the Transaction History Details to Display section, you may use the filters to find the payroll record needed.

<table>
<thead>
<tr>
<th>Transaction History Details to Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: CxPRS</td>
</tr>
<tr>
<td>Account Type: Member</td>
</tr>
<tr>
<td>Status: Active</td>
</tr>
<tr>
<td>Employees:</td>
</tr>
<tr>
<td>Member Category:</td>
</tr>
<tr>
<td>Division:</td>
</tr>
<tr>
<td>Begin Date:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>Display Payroll Records with Zero Amounts Reported:</td>
</tr>
</tbody>
</table>

**Transaction History Details**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Posting Date</th>
<th>Effective Date</th>
<th>Earnings Period Start Date</th>
<th>Earnings Period End Date</th>
<th>Transaction Type</th>
<th>Member Category</th>
<th>Pay Rate Type</th>
<th>Pay Rate</th>
<th>Earnings</th>
<th>Scheduled Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016/2017</td>
<td>08/05/2017</td>
<td>06/30/2017</td>
<td></td>
<td></td>
<td>Annual Interest</td>
<td>Miscellaneous</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.0</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>07/13/2017</td>
<td>06/30/2017</td>
<td>06/17/2017</td>
<td>06/30/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$1,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>07/03/2017</td>
<td>06/16/2017</td>
<td>06/33/2017</td>
<td>06/16/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$3,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>06/16/2017</td>
<td>05/02/2017</td>
<td>05/20/2017</td>
<td>06/02/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$1,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>05/19/2017</td>
<td>05/02/2017</td>
<td>05/06/2017</td>
<td>05/19/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$1,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>03/19/2017</td>
<td>03/04/2017</td>
<td>03/22/2017</td>
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<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$1,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>03/04/2017</td>
<td>03/01/2017</td>
<td>03/08/2017</td>
<td>04/21/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$1,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>02/21/2017</td>
<td>04/07/2017</td>
<td>03/25/2017</td>
<td>04/07/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$1,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>04/12/2017</td>
<td>03/24/2017</td>
<td>03/11/2017</td>
<td>03/24/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$1,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>03/10/2017</td>
<td>03/20/2017</td>
<td>02/25/2017</td>
<td>02/10/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$3,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>03/10/2017</td>
<td>02/24/2017</td>
<td>02/15/2017</td>
<td>02/24/2017</td>
<td>Earned Period</td>
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<td>$50.21</td>
<td>$3,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>02/27/2017</td>
<td>02/10/2017</td>
<td>02/28/2017</td>
<td>02/10/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$1,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>02/17/2017</td>
<td>02/17/2017</td>
<td>02/14/2017</td>
<td>02/27/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$50.21</td>
<td>$3,765.50</td>
<td>37.5</td>
<td>(</td>
</tr>
<tr>
<td>2016/2017</td>
<td>02/10/2017</td>
<td>01/13/2017</td>
<td>12/31/2016</td>
<td>01/13/2017</td>
<td>Earned Period</td>
<td>Miscellaneous</td>
<td>$48.28</td>
<td>$1,620.71</td>
<td>37.5</td>
<td>(</td>
</tr>
</tbody>
</table>

**Export to Excel**

Step 8  
Select the **Export to Excel** button on the bottom of the page to view the data in Microsoft Excel.

You have completed this scenario.
Scenario 3: Reported Member-Detail Report

The Reported Member-Detail Report provides posted earnings and member contributions by fiscal year including special compensation details.

The report is only located in the Cognos application. For more information on Cognos and learn its functionality, review the myCalPERS Employer Reports (Cognos) (PDF) student guide on the CalPERS website.

Step Actions

Step 1  From the home page, select the Common Tasks left-side navigation link.

Step 2  Select the Reports left-side navigation link.

Step 3  From the left-side navigation, select the Team content folder.

Step 4  Select PSR_REPORTS_Env98.

Step 5  Locate the Reported Member-Detail report.
Step 6  Select the **Reported Member-Detail Report** link.

Step 7  Complete the report criteria. You must select the **Reprompt** button after entering the employee's CalPERS ID.

Step 8  Select the **Finish** button.

Step 9  **Optional**: Select the **Run as** icon in the top left corner of the page.

Step 10  Select the desired format.

*You have completed this scenario.*
Unit 2: Adjustment Report

Adjustment records may be submitted through myCalPERS by either file upload or by manual entry. Records can be submitted in an earned period report or in an adjustment report.

You may add a name to a report to help identify which employee records are in the report.

Scenario: Create an Adjustment Report

Create an adjustment report to manually enter adjustment records.

Step Actions

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

Step 2   Select the **Adjustment Reports** left-side navigation link.

Step 3   Within the Create New Adjustment Report section, select **Manually Enter Adjustment Records** from the **Method** drop-down list.

Step 4   Complete the Create Report section.

Step 5   Select **Save & Continue** button.

You have completed this scenario.
Unit 3: Retroactive Salary Adjustment

• The Retroactive Salary Adjustment (RSA) transaction type is used to report positive retroactive salary increases or to reverse a posted retroactive salary adjustment record for both contributory and non-contributory members.
• The RSA transaction may be used to report multiple prior periods only if the periods have the same pay rate and are within the same fiscal year reporting due to employer rate change.
• Using the RSA transaction type captures a new higher pay rate and difference in the reportable earnings and contributions for contributory members. This rule is the same when using an RSA transaction type for non-contributory members except contributions should not be reported.

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**Scenario 1: Positive Retroactive Salary Adjustment**

The Retroactive Salary Adjustment (RSA) transaction type is used to report positive salary increases for one or more earned periods.

**Step Actions**

**Step 1**  
Within the Search and Add New Record to the Report section, enter the employee’s **SSN** or **CalPERS ID** in the appropriate field.

**Search and Add New Record to the Report**

To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

- **SSN**:  
- **CalPERS ID**:  
- **First Name**:  
- **Last Name**:  
- **Record Type**:  
- **Member Category**:  
- **Division**:  
- **Record Status**:  
- **Error Message**:

**Select All**  |  **Delete**  |  **Edit Selected Records**  |  **Save Selection**

**Records Present in the Report**

<table>
<thead>
<tr>
<th>SSN</th>
<th>CalPERS ID</th>
<th>Name</th>
<th>Earned Period</th>
<th>Member Category</th>
<th>Status</th>
<th>Earnings</th>
<th>Special Compensation</th>
</tr>
</thead>
</table>

**Step 2**  
Select the **Add New** button.

**Step 3**  
Complete the Maintain Record Details section.

**Maintain Record Details**

To add details to the record select Display after entering dates.

- **Begin Date**:  
- **End Date**:  
- **Payroll Record Memo**:  

**Select All**  |  **Delete**  |  **Edit Selected Records**  |  **Save Selection**

**Records Present in the Report**

<table>
<thead>
<tr>
<th>SSN</th>
<th>CalPERS ID</th>
<th>Name</th>
<th>Earned Period</th>
<th>Member Category</th>
<th>Status</th>
<th>Earnings</th>
<th>Special Compensation</th>
</tr>
</thead>
</table>

**Step 4**  
Select the **Display** button to expand the section.
Step 5  Complete the Maintain Record Details section.

Note:

- **Pay Rate**: Enter the new increased rate
- **Reportable Earnings**: Enter the difference in what should have been reported
- **Contributions**: Report the difference for the contributions

Step 6  Select the **Save & Exit** button.

**You have completed this scenario.**
Scenario 2: Retroactive Salary Adjustment – Reverse an Adjustment

The Retroactive Salary Adjustment (RSA) transaction type may be used to reverse a retroactive salary adjustment record for one or more prior periods.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee’s SSN or CalPERS ID in the appropriate field.

Step 2 Select the Add New button.

Step 3 Complete the Maintain Record Details section.

Step 4 Select the Display button to expand the section.
Step 5  Complete the Maintain Record Details section.

Note: When reversing an RSA record, only the Reporting Earnings and Contributions should be negative amounts.

Step 6  Select the Save & Exit button.

You have completed this scenario.
Unit 4: Retroactive Special Compensation Adjustment

- The Retroactive Special Compensation Adjustment (RSC) transaction is used to report positive retroactive special compensation or to reverse a posted retroactive special compensation adjustment record for both contributory and non-contributory members.
- The RSC transaction may be used to report for one or more earned periods only if the periods are within the same fiscal year due to the employer rate change.
- Using the RSC transaction type captures the new special compensation and the difference in contributions. This rule is the same when using an RSC transaction type for non-contributory members except contributions should not be reported.
- To contact the Compensation Compliance & Review Unit for special compensation questions, email MOU_Review@CalPERS.CA.GOV

System Logic

Effective June 17, 2017, you are no longer required to report the Pay Rate Type and Pay Rate when reporting retroactive special compensation adjustments.

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Scenario 2: Retroactive Special Compensation – Reverse an Adjustment ..................................... 19
Scenario 1: Positive Retroactive Special Compensation Adjustment

The Retroactive Special Compensation Adjustment (RSC) transaction type may be used to report positive special compensation values for one or more prior periods.

System Logic

- Each earned period within a multiple pay period record must be within the same fiscal year (same employer rate).
- Partial earned periods should be reported separately.

Step Actions

Step 1 Within the Search and Add New Record to the Report section, enter the employee’s SSN or CalPERS ID in the appropriate field.

Step 2 Select the Add New button.

Step 3 Complete the Maintain Record Details section.

Step 4 Select the Display button to expand the section.
Step 5  Complete only the following fields in the Maintain Record Details section, Earning subsection:

- Appointment
- Transaction Type
- Scheduled Full Time Hours Per Week

Step 6  Within the Maintain Records Details section, select the View Special Compensation link.

Step 7  Within the View the Special Compensation section, select an Add New button.

Step 8  Complete the Maintain Special Compensation Details section.

Step 9  Does additional special compensation need to be reported?

Yes: Continue to step 10

No: Skip to step 12

Step 10  Select Save and Add Another button.

Step 11  Return to step 8.

Step 12  Select the Save button.

Step 13  Select the Return link at the bottom right.
Step 14  Within the Maintain Record Details section, Contributions subsection, report the contribution amount(s) in the appropriate field(s).

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Taxed Member</th>
<th>$0.0</th>
<th>Tax Deferred Member</th>
<th>$0.0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paid Contributions:</td>
<td>$0.0</td>
<td>Tax Deferred Employer Paid</td>
<td>$0.0</td>
</tr>
<tr>
<td></td>
<td>Member Contributions:</td>
<td>$0.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 15  Do you need to add another adjustment record for this same employee?

Yes: Continue to step 16

No: Skip to step 18

Step 16  Select Save and Continue button.

Step 17  Return to step 3.

Step 18  Select the Save & Exit button.

You have completed this scenario.
Scenario 2: Retroactive Special Compensation – Reverse an Adjustment

The Retroactive Special Compensation Adjustment (RSC) transaction type may be used to reverse a posted retroactive special compensation adjustment record for one or more prior periods.

System Logic
Pay rate and pay rate type are only required if the original record you are trying to adjust was reported with values in those fields.

Step Actions
Step 1 Within the Search and Add New Record to the Report section, enter the employee’s **SSN** or **CalPERS ID** in the appropriate field.

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

Step 4 Select the **Display** button to expand the section.
Step 5 Complete the Maintain Record Details section, Earnings subsection to match the original record that needs to be reversed.

Step 6 Within the Maintain Records Details section, select the View Special Compensation link.

Step 7 Within the View the Special Compensation section, select an Add New button.

Step 8 Complete the Maintain Special Compensation Details section.

Note: Add a negative sign to the special compensation amount to reverse the original record.

Step 9 Does additional special compensation need to be reversed?

Yes: Continue to step 10

No: Skip to step 12

Step 10 Select the Save and Add Another button.

Step 11 Return to step 8.

Step 12 Select the Save button.
Step 13 Select the **Return** link at the bottom right.

Step 14 Within the Maintain Record Details section, Contributions subsection, report the contribution amount(s) in the appropriate field(s).

### Contributions

<table>
<thead>
<tr>
<th>Taxed Member</th>
<th>$0.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Contributions:</td>
<td></td>
</tr>
<tr>
<td>Tax Deferred Member</td>
<td>$0.0</td>
</tr>
<tr>
<td>Paid Contributions:</td>
<td></td>
</tr>
<tr>
<td>Tax Deferred Employer Paid</td>
<td>$0.0</td>
</tr>
<tr>
<td>Member Contributions:</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Add a negative sign to the contribution amount to reverse the original record.

Step 15 Do you need to add another adjustment record for this same employee?

**Yes:** Continue to step 16

**No:** Skip to step 18

Step 16 Select the **Save and Continue** button.

Step 17 Return to step 3.

Step 18 Select the **Save & Exit** button.

**You have completed this scenario.**
Unit 5: Prior Period Adjustment

The Prior Period Adjustment (PPA) transaction type is used to report either positive or negative adjustments for one earned period at a time for contributory members.

Using the PPA transaction type captures all components of the payroll record that may be modified.

The following methods may be used to correct payroll:

- Report the positive difference of the earnings, special compensation, and contributions in one record.
- Report two records. One record to reverse the original payroll record, then report another record to resubmit the correct payroll information (preferred method for better audit trail).

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**Scenario 1: Prior Period Adjustment – Due to Missing Payroll Record**

**Scenario**
You will report an employee's payroll that was not previously reported in an earned period report.

**Step Actions**

**Step 1**
Within the Search and Add New Record to the Report section, enter the employee’s **SSN** or **CalPERS ID** in the appropriate field.

<table>
<thead>
<tr>
<th>Report Type:</th>
<th>Payroll - Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>CalPERS</td>
</tr>
<tr>
<td>Report Name:</td>
<td></td>
</tr>
<tr>
<td>Adjustment Date:</td>
<td>09/16/2020</td>
</tr>
<tr>
<td>Report Status:</td>
<td>Pending Release</td>
</tr>
<tr>
<td>Test Report:</td>
<td>No</td>
</tr>
</tbody>
</table>

**Search and Add New Record To the Report**
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>CalPERS ID</td>
<td></td>
</tr>
<tr>
<td>Record Type</td>
<td></td>
</tr>
<tr>
<td>Member Category</td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td></td>
</tr>
<tr>
<td>Record Status</td>
<td></td>
</tr>
<tr>
<td>Error Message</td>
<td></td>
</tr>
</tbody>
</table>

**Records Present in the Report**

To add details to the record select Display after entering dates.

<table>
<thead>
<tr>
<th>SSN</th>
<th>CalPERS ID</th>
<th>Name</th>
<th>Earned Period</th>
<th>Member Category</th>
<th>Status</th>
<th>Earnings</th>
<th>Special Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Process Report**

**Generate Report Summary**

**View Payroll Report Summary**

**Step 2**
Select the **Add New** button.

**Step 3**
Complete the Maintain Record Details section.

**Step 4**
Select the **Display** button to expand the section.
Step 5 Complete the Maintain Record Details section, Earning subsection.

Step 6 Is there special compensation that needs to be added?

**Yes:** Continue to step 7

**No:** Skip to step 15

Step 7 Within the Maintain Records Details section, select the View Special Compensation link.

Step 8 Select the Add New button.

Step 9 Complete the Maintain Special Compensation Details section.

Step 10 Does additional special compensation need to be reported?

**Yes:** Continue to step 11

**No:** Skip to step 13

Step 11 Select Save and Add Another button.

Step 12 Return to step 9.
Step 13  Select the **Save** button.

Step 14  Select the **Return** link at the bottom right.

Step 15  Within the Maintain Record Details section, Contributions subsection, report the contribution amount(s) in the appropriate field(s).

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Tax Deferred Member</th>
<th>Tax Deferred Employer Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.0</td>
<td>$0.0</td>
</tr>
</tbody>
</table>

Step 16  Do you need to add another adjustment record for this same employee?

   **Yes**: Continue to step 17

   **No**: Skip to step 19

Step 17  Select **Save and Continue** button.

Step 18  Return to step 3.

Step 19  Select the **Save & Exit** button.

   **You have completed this scenario.**
Scenario 2: Prior Period Adjustment – Due to Under Reported Earnings

Scenario
Underpaid earnings were incorrectly posted to an employee’s account. Within one adjustment record, you will report the increased difference in earnings and contributions.

Step Actions
Step 1 Within the Search and Add New Record to the Report section, enter the employee’s SSN or CalPERS ID in the appropriate field.

Step 2 Select the Add New button.

Step 3 Within the Maintain Record Details section, enter the prior earned period Begin Date and End Date.

Step 4 Select the Display button to expand the section.
Step 5  Complete the Maintain Record Details section, Earning subsection.

<table>
<thead>
<tr>
<th>Maintain Record Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>To add details to the record select Display after entering dates.</td>
</tr>
<tr>
<td>Payroll Record Name:</td>
</tr>
<tr>
<td>Earnings:</td>
</tr>
<tr>
<td>Appointment:</td>
</tr>
<tr>
<td>Transaction Type:</td>
</tr>
<tr>
<td>Pay Rate Type:</td>
</tr>
<tr>
<td>Pay Rate:</td>
</tr>
<tr>
<td>Reportable Earnings:</td>
</tr>
<tr>
<td>Total Hours Worked:</td>
</tr>
<tr>
<td>Special Compensation:</td>
</tr>
<tr>
<td>Contributions:</td>
</tr>
<tr>
<td>Taxed Member Paid Contributions:</td>
</tr>
<tr>
<td>Tax Deferred Member Paid Contributions:</td>
</tr>
<tr>
<td>Service Credit Purchase Deductions:</td>
</tr>
<tr>
<td>Taxed Member Paid Contribution:</td>
</tr>
<tr>
<td>Tax Deferred Member Paid Contribution:</td>
</tr>
</tbody>
</table>

**Note:** Only report the positive difference of the reportable earnings.

Step 6  Is there special compensation that needs to be added?

**Yes:** Continue to step 7

**No:** Skip to step 15

Step 7  Within the Maintain Records Details section, select the **View Special Compensation** link.

Step 8  Select an **Add New** button.

Step 9  Complete the Maintain Special Compensation Details section.

Step 10  Does additional special compensation need to be reported?

**Yes:** Continue to step 11

**No:** Skip to step 13

Step 11  Select **Save and Add Another** button.
Step 12  Return to step 9.

Step 13  Select the **Save** button.

Step 14  Select the **Return** link at the bottom right.

Step 15  Within the Maintain Record Details section, Contributions subsection, report the contribution amount(s) in the appropriate field(s).

![Contributions Table]

Step 16  Do you need to add another adjustment record for this same employee?

**Yes:** Continue to step 17

**No:** Skip to step 19

Step 17  Select **Save and Continue** button.

Step 18  Return to step 3.

Step 19  Select the **Save & Exit** button.

**You have completed this scenario.**
Scenario 3: Prior Period Adjustment – Reverse & Resubmit

You can use the Prior Period Adjustment type to report two records to fix any payroll reporting issue. Process one record to reverse the original payroll record, then process another to resubmit the correct payroll information. This method is preferred for a better audit trail.

Scenario
Overpaid earnings were incorrectly posted to an employee’s account.

Step Actions

Step 1  Within the Search and Add New Record to the Report section, enter the employee’s SSN or CalPERS ID in the appropriate field.

Step 2  Select the Add New button.

Step 3  Complete the Maintain Record Details section.

Step 4  Select the Display button to expand the section.
Step 7  Complete the Maintain Record Details section, Earnings subsection.

**Reversing:** Report negative earnings and contributions

**Resubmitting:** Report positive earnings and contributions

![Maintain Record Details screenshot]

Step 8  Is there special compensation that needs to be reversed and/or reported?

**Yes:** Continue to step 9

**No:** Skip to step 17

Step 9  Within the Maintain Records Details section, select the **View Special Compensation** link.

Step 10  Select an **Add New** button.

![View Special Compensation screenshot]

Step 11  Complete the Maintain Special Compensation Details section.

**Reversing:** Report a negative amount

**Resubmitting:** Report a positive amount

![Maintain Special Compensation Details screenshot]
Step 12  Does additional special compensation need to be reported?

Yes: Continue to step 13

No: Skip to step 15

Step 13  Select the **Save and Add Another** button.

Step 14  Return to step 11.

Step 15  Select the **Save** button.

Step 16  Select the **Return** link at the bottom right.

Step 17  Within the Maintain Record Details section, Contributions subsection, report the contribution amount(s) in the appropriate field(s).

Step 18  Do you need to add another adjustment record for this employee?

Yes: Continue to step 19

No: Skip to step 21

Step 19  Select **Save and Continue** button.

Step 20  Return to step 3.

Step 21  Select the **Save & Exit** button.

You have completed this scenario.
Unit 6: Prior Period No Contribution and No Service Adjustment

The Prior Period No Contribution & No Service (PPN) transaction type is used to report both positive and negative adjustments for one earned period at a time for non-contributory positions, i.e., retired annuitants (RA), local Alternate Retirement Program (ARP) members, and overtime positions.

Using the PPN transaction type captures all components of the payroll record that may be modified.

The following methods may be used to correct payroll:

- Report the positive difference of the earnings and special compensation in one record.
- Report two records. Process one record to reverse the original payroll record (including negative total hours worked for retired annuitants to avoid exceeding 960 hours), then resubmit the correct payroll information in a second record.

Contents

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Scenario 2: Prior Period No Contribution and No Service Adjustment – Reverse & Resubmit .... 36
**Scenario 1: Prior Period No Contribution and No Service Adjustment: Difference Earned**

**Scenario**

Earnings and hours worked were underreported for your retired annuitant (RA). Within one adjustment record, you will report the difference of additional reportable earnings and total hours worked for an RA.

**System Logic**

Only report the difference in total hours worked for RAs to ensure they do not exceed the 960 hours limit within a fiscal year.

**Step Actions**

**Step 1**
Within the Search and Add New Record to the Report section, enter the employee’s **SSN** or **CalPERS ID** in the appropriate field.

<table>
<thead>
<tr>
<th>Report Type: Payroll - Adjustments</th>
<th>Adjustment Date: 09/16/2020</th>
<th>Report Status: Pending Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: CalPERS</td>
<td>Schedule Name:</td>
<td>Test Report: No</td>
</tr>
<tr>
<td>Report Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 2**
Select the **Add New** button.

**Step 3**
Complete the Maintain Record Details section.

**Step 4**
Select the **Display** button to expand the section.
Step 5  Complete the Maintain Record Details section.

Step 6  Is there special compensation that needs to be reversed and/or reported?

Yes: Continue to step 7

No: Skip to step 18

Step 7  Select the View Special Compensation link.

Step 8  Select the Add New button.

Step 9  Complete the Maintain Special Compensation Details section.

Reversing: Report a negative amount

Resubmitting: Report a positive amount

Step 10 Does additional special compensation need to be reported?

Yes: Continue to step 11

No: Skip to step 13

Step 11 Select the Save and Add Another button.

Step 12 Return to step 11.

Step 13 Select the Save button.

Step 14 Select the Return link at the bottom right.
<table>
<thead>
<tr>
<th>Step 15</th>
<th>Do you need to add another adjustment record for this employee?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Yes</strong>: Continue to step 16</td>
</tr>
<tr>
<td></td>
<td><strong>No</strong>: Skip to step 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 16</th>
<th>Select <strong>Save and Continue</strong> button.</th>
</tr>
</thead>
</table>

| Step 17 | Return to step 3.                                           |

<table>
<thead>
<tr>
<th>Step 18</th>
<th>Select the <strong>Save &amp; Exit</strong> button.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>You have completed this scenario.</strong></td>
</tr>
</tbody>
</table>


Scenario 2: Prior Period No Contribution and No Service Adjustment: Reverse & Resubmit

Scenario
Overreported earnings and total hours worked were reported for your retired annuitant. You will create two adjustment records: (1) reverse the original payroll record, (2) resubmit with the correct payroll information.

Step Actions
Step 1   Within the Search and Add New Record to the Report section, enter the employee’s **SSN** or **CalPERS ID** in the appropriate field.

Step 2   Select the **Add New** button.

Step 3   Complete the Maintain Record Details section.

Step 4   Select the **Display** button to expand the section.
Step 5 Complete the Maintain Record Details section, Earnings subsection.

**Reversing**: Report negative earnings (and negative hours worked for an RA)

**Resubmitting**: Report positive earnings (and hours worked for an RA)

Step 6 Is there special compensation that needs to be reversed and/or reported?

**Yes**: Continue to step 7

**No**: Skip to step 18

Step 7 Select the **View Special Compensation** link.

Step 8 Select the **Add New** button.

Step 9 Complete the Maintain Special Compensation Details section.

**Reversing**: Report a negative amount

**Resubmitting**: Report a positive amount

Step 10 Does additional special compensation need to be reported?

**Yes**: Continue to step 11

**No**: Skip to step 13

Step 11 Select the **Save and Add Another** button.

Step 12 Return to step 11.
<table>
<thead>
<tr>
<th>Step 13</th>
<th>Select the <strong>Save</strong> button.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 14</td>
<td>Select the <strong>Return</strong> link at the bottom right.</td>
</tr>
</tbody>
</table>
| Step 15 | Do you need to add another adjustment record for this employee?  
**Yes:** Continue to step 16  
**No:** Skip to step 18 |
| Step 16 | Select **Save and Continue** button. |
| Step 17 | Return to step 3. |
| Step 18 | Select the **Save & Exit** button.  
**You have completed this scenario.** |
Unit 7: Process an Adjustment Report

The Process Report button may be accessed through the Payroll Report Detail page or View Payroll Records page which will initiate a series of validations on the records within the report.

Payroll Report Statuses

Pending Release

This is a new report that needs to be validated and posted. The report can be cancelled.

Processing

The report undergoes a level 2 validation (Record/Field):

- If one error is detected, the status will change from “Processing” to “Suspended.” You will need to delete or correct the error(s), then select the Process Report button to resubmit the report.
- If no errors are found, the status will change from “Processing” to “Posted.”

Posted

- The report has been processed and all records have posted to the members’ accounts.
- Once posted, an adjustment is required to correct employees’ accounts.

Suspended

- The report may be suspended if there are error(s) or arrears detected. When this occurs, you may accept valid records (recommended) and correct the errors later. You may use the Accept Valid Records button once per report.
- The report can be cancelled if no records have posted.
- In a suspended report, if you delete all the remaining errors, it will still have a “Suspended” status. Process the report again to reflect a “Posted” status.
Payroll Report Detail Page

Within the Work On Existing Payroll Reports section, select the Earned Period/ Adjustment Date link.

Within the Payroll Report Detail page, you can view the payroll report statistics (number of records reported, posted, and unposted, errors) of the selected payroll report.
Accept Valid Records Button
If the report suspends due to records with errors, you can accept the valid records to post to member accounts and correct and/or delete the error records later. You will then have 60 days to fix or delete errors to avoid a $200 late correction fee.

If the report suspends due to arrears, then select the Accept Valid Records button to post both the valid records and the Arrears Apply - Employer Paid records.

The Accept Valid Records button is displayed for specific report types (Earned, Adjustment, and/or Gap) and if the report has one record with a ‘Valid’ or ‘Arrears Apply – Employer Paid’ status and no records in ‘Posted’ status (See figure below). You may use the Accept Valid Records button once per report.

Payroll Report Summary
This section allows you to view the total contributions of a payroll report without having to generate a Cognos report.

Generate Report Summary Button
The Generate Report Summary button is used to view a financial data summary of the payroll report in a Cognos report.

Override Report Details
This section allows you to override the report name to help identify which records are in the adjustment report. Complete the Report Name field, select the Update Report Name button, then select the Yes button to confirm the new name. A report name cannot be changed once the report has posted.
Cancel Report Button
You can cancel reports without posted records. For example:

- File reporters who need to cancel a test or non-test report prior to a new file submission for the same earned period
- Cancel adjustment reports created in error
- Cancel copy forwarded reports that are pending release or in suspended status

Employer Paid Arrears Records

- Employer Paid Arrears records will post after the arrears determination appeal window closes. You may contact CalPERS to waive your appeal rights and close the determination window.
- It is recommended that you post Employer Paid Arrears records in an adjustment report instead of an earned period report to avoid late reporting fees for outstanding suspended earned period reports. In addition, you can easily reconcile your receivable when the records are in a separate adjustment report.

Scenario: Process an Adjustment Report

Process your report through the Payroll Report Detail page or the View Payroll Records page.

Step Actions

Process from the Payroll Report Detail Page

Step 1 Select the Reporting global navigation tab.

Step 2 Within the Work On Existing Payroll Reports section, select the appropriate Earned Period / Adjustment Date link.

Step 3 From the Payroll Report Detail page, select the Process Report button.
Step 4  Select the **Yes** button under the Confirmation Page section to confirm the request to process the report.

```
Confirmation Page
Do you want to process this report?

Yes  |  No
```

Step 5  Select the **Save & Exit** button.

You have completed this scenario.

**Process from the View Payroll Records Page**

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

**Step 2**  Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.

**Step 3**  Select the **View Records** link at the bottom right of the page.

**Step 4**  Select the **Process Report** button.

**Step 5**  Select the **Yes** button under the Confirmation Page section to confirm the request to process the report.

You have completed this scenario.
Unit 8: Simplified Payroll Adjustment Process

In this unit, you will learn how to reverse and modify one or multiple posted payroll records without having to manually enter each reversal record.

**System Logic**

- The Simplified payroll adjustment process may be used for records posted with myCalPERS (July 2011 – present).
- To adjust records prior to July 2011, you must use the standard adjustment process as those records will not be displayed for modifications in this functionality.
- The system will automatically create an adjustment report and add the reversal record(s).

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Scenario 2: Modify Posted Payroll Records ................................................................. 49
Scenario 1: Reverse Posted Payroll Records

Scenario
Using the simplified payroll adjustment process, you will identify and reverse misreported payroll for two employees who were on a leave of absence.

System Logic
- To reverse a record that contains a service credit purchase deduction, use the standard adjustment process.
- Multiple records for the same period will be truncated. To view all records that encompass one earned period, select the earned period link.

Step Actions
Step 1 Select the Reporting global navigation tab.

Step 2 Select the Maintain Payroll Records left-side navigation link.

Step 3 Complete the Search Payroll Records by Participant section.

Step 4 Select the Search button.
Step 5  If necessary, in the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.

Step 6  Select the Display button.

Step 7  In the Posted Records for the Participant section, select the checkbox(es) for the posted payroll record(s) that need to be reversed.

Step 8  Select the Reverse Record button.

Step 9  Are there additional records to reverse?

Yes: Continue to step 10

No: Skip to step 12
Step 10  Select the **Add Records** link.

Step 11  Return to step 3.

Step 12  Select the **View Report Summary** link.

*Note:* The link may be located next to the **Add Records** link in different internet browser windows.

Step 13  Do you want to update the report name?

**Yes:** Within the Override Report Details section, enter your new report name in the Report Name field

**No:** Skip to step 16

Step 14  Select the **Update Report Name** button.
Step 15  Select the Yes button to confirm your request to update the report name.

Step 16  Do you have additional posted payroll records to reverse?

Yes: Continue to step 17

No: Skip to step 19

Step 17  Select the Correct Posted Records link at the bottom right.

Step 18  Return to Step 3.

Step 19  Select the Process Report button to process the adjustment report.

Step 20  Select the Yes button to confirm the request to process the report.

You have completed this scenario.
Scenario 2: Modify Posted Payroll Records

Scenario
You will modify the erroneously posted payroll records by using the simplified payroll adjustment process to override the original payroll information.

System Logic
- Do not use this function for a mid-earned period retroactive salary increase because the system will reverse the full earned period.
- Begin and end dates can be modified outside of the originally reported range.

Step Actions

Step 1 Select the Reporting global navigation tab.

Step 2 Select the Maintain Payroll Records left-side navigation link.

Step 3 Complete the Search Payroll Records by Participant section.

Step 4 Select the Search button.
**Step 5** In the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.

**Step 6** Select the **Display** button.

**Step 7** In the Posted Records for the Participant section, select the checkbox(es) for the posted payroll record(s) that need to be reversed.

**Step 8** Select the **Modify Record** button.
Step 9  Within the Maintain Record Details section, change the fields as necessary to report a correct payroll record.

Step 10  Is there special compensation that needs to be added or modified?

Yes: Continue to step 11

No: Skip to step 19

Step 11  Within the Maintain Records Details section, select the View Special Compensation link.

Step 12  Does the employee already have a special compensation item that needs to be modified?

Yes: Select the Special Compensation Category link

No: Select the Add New button
Step 13 Complete the Maintain Special Compensation Details section.

Step 14 Does additional special compensation need to be reported?

Yes: Continue to step 15

No: Skip to step 17

Step 15 Select Save and Add Another button.

Step 16 Return to step 13.

Step 17 Select the Save button.

Step 18 Select the Return link at the bottom right.

Step 19 Within the Maintain Record Details section, Contributions subsection, report the contribution amount(s) in the appropriate field(s).

Step 20 Select the Save & Continue button to see the pending transactions.

Step 21 Are there additional records to reverse?

Yes: Continue to step 22

No: Skip to step 24

Step 22 Select the Add Records link.

Step 23 Return to step 3.
Step 24  Select the **View Report Summary** link.

*Note:* The link may be located next to the **Add Records** link in different internet browser windows.

Step 25  Do you want to update the report name?

**Yes:** Within the Overide Report Details section, enter your new report name in the Report Name field and continue to step 26.

**No:** Skip to step 28

Step 26  Select the **Update Report Name** button.

Step 27  Select the **Yes** button to confirm your request to update the report name.
Step 28  Do you have additional posted payroll records to reverse?

Yes: Continue to step 29

No: Skip to step 31

Step 29  Select the **Correct Posted Records** link at the bottom right.

Step 30  Return to Step 3.

Step 31  Select the **Process Report** button to process the adjustment report.

Step 32  Select the **Yes** button under the Confirmation Page section to confirm the request to process the report.

You have completed this scenario.
CalPERS Resources

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

- **myCalPERS Student Guides & Resources**
  
  **Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides

- **Online Classes for Employers (PDF)**
  
  **Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides > Online Classes for Employers (PDF)

- **Employer Education Schedule (PDF)**
  
  **Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides > Employer Education Schedule (PDF)

- **myCalPERS Technical Requirements**
  
  **Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements

- **Public Agency & Schools Reference Guide (PDF)**
  
  **Pathway:** CalPERS website > Employers > Policies & Procedures > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)

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

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

- **myCalPERS Employer Reports (Cognos) Catalog**
  
  **Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements > myCalPERS Employer Reports (Cognos) Catalog
CalPERS Contacts

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
- To contact CalPERS Membership Unit for questions regarding membership eligibility or if a non-contributory employee does not have the Earned Period No Contribution and No Service in the Transaction Type drop-down list, email Membership_Reporting@CalPERS.CA.GOV
- To contact the Compensation Compliance & Review Unit for special compensation questions and inquiries, email MOU_Review@CalPERS.CA.GOV

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.