Prefunding Programs (CEPPT/CERBT) myCalPERS User Guide

This guide will assist business partners contracted with the California Employers’ Pension Prefunding Trust (CEPPT) and California Employers’ Retiree Benefit Trust (CERBT) with access to see the Programs Agreements in myCalPERS and the process to facilitate voluntary contributions to the two Internal Revenue Code Section 115 Trusts. Effective December 2020, the CEPPT and CERBT Programs were added to myCalPERS to improve transparency for contracted business partners and support a more efficient operation of the two programs. For any questions or assistance needed with this process, email CEPPT4U@calpers.ca.gov or CERBT4U@calpers.ca.gov and a Prefunding Programs Team Member will be happy to assist.

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Unit 1: Setting up CEPPT/CERBT Access in myCalPERS

**myCalPERS Access for CEPPT/CERBT**

To access the CEPPT and CERBT Agreements pages, the Business Partner contact will need the “Business Partner CERBT/CEPPT” role assigned to the contact. This may be completed by the Business Partner’s myCalPERS System Administrator. The “Business Partner CERBT/CEPPT” permission set will allow the contact to view Agreement information and initiate a contribution. It is also recommended, but not required, to check the CEPPT and/or CERBT Programs which the contact will support on the “Maintain Contacts Details” panel.

For greater detail on setting up access, please review the [myCalPERS System Access Administration Student Guide](mailto:myCalPERS System Access Administration Student Guide) for step by step instructions. If any questions arise or if assistance is needed, please email [CEPPT4U@calpers.ca.gov](mailto:CEPPT4U@calpers.ca.gov) or [CERBT4U@calpers.ca.gov](mailto:CERBT4U@calpers.ca.gov) and we will be happy to assist.
Unit 2: Reviewing CEPPT/CERBT Agreements Pages

CEPPT and CERBT Agreement Information

Once access is set up, you will now be able to view the Agreements pages for CEPPT, CERBT, or both. The Agreements pages provides the effective date of agreement, account number(s), investment strategy, a link to a copy of the signed Agreement, and a link to a copy of the most recent Delegation of Authority to Request Disbursement Form (if provided by the Business Partner).

Below are the steps to view the CEPPT and CERBT Agreements pages in myCalPERS.

**Step Action**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log in to myCalPERS</th>
</tr>
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<tbody>
<tr>
<td>Step 2</td>
<td>Select global navigation link titled “Profile”.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select the local navigation link titled “Agreements”</td>
</tr>
<tr>
<td>Step 4</td>
<td>Select the California Employers’ Pension Prefunding Trust (CEPPT) Fund Agreement, or California Employers’ Retiree Benefit Trust (CERBT) Fund Agreement.</td>
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Step 5  **View the Agreements Page.**

<table>
<thead>
<tr>
<th>Agreement Summary</th>
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<tbody>
<tr>
<td>Agreement: California Employers' Retirement Benefit Trust (CERS) Fund Agreement</td>
</tr>
<tr>
<td>Agreement ID: 1000607026</td>
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<tr>
<td>Agreement Effective Date: 01/01/2021</td>
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<tr>
<td>Status: Active</td>
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<tr>
<td>Super Funded: No</td>
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*Super Funded status means the market value of assets is currently greater than the fund's liability calculation. The state of California's卡拉帕拉斯(CALR) identifies OPEB as the first priority. Contributions cannot be made at this time due to the OPEB plan's fund imbalance. Please contact CALRETAC at 1-877-767-2038 for more information.*

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<table>
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<td></td>
<td>CERS Delegation of Authority</td>
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<td>Authority</td>
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</table>

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Unit 3: CEPPT/CERBT Contribution Reporting

Process to Initiate a Contribution to the CEPPT and CERBT

The following steps will provide you direction on navigating the pages to initiate a contribution to the CEPPT and/or CERBT. Contributions to these Trusts are voluntary and never required. Contributions may be sent by electronic funds transfer (EFT) or check. For EFT, you may send contributions by wire transfer, credit method, or debit method.

MyCalPERS will produce a Remittance Advice Form replacing the manual contributions forms for both Trusts. The banking information for the wire and credit methods remain the same and will be provided on the Remittance Advice Form.

Below are the steps to initiate a contribution to the CEPPT and/or CERBT.

Step Action
Step 1 From the CEPPT or CERBT Agreements page, select Contribution Reporting.

Step 2 Select the Account Number.
Step 3 Enter projected date of contribution, amount of contribution, and select method of contribution. Click save.

Note:

- The projected payment date should be within two weeks of entering the contribution in myCalPERS. The system will not allow for a date outside of this parameter or a past date.
- The Notes field is optional; not a required field to complete.
Step 4  
A receivable has been created in myCalPERS. To view the Remittance Advice Form, select the Remittance Advice Form link.

Note: Contributions are voluntary and as such, the receivables created in myCalPERS may be edited until payment has been received and processed (please see Unit 4).
Step 5  Sample of Remittance Advice Form. The Remittance Advice Form replaces the previous program Contribution Forms and provides account information, contribution amount, CalPERS bank account information for credit and wire transfer contribution methods and address information for check contribution submission.

Step 6  If EFT credit method, wire transfer, or check methods were chosen for contribution submission, the steps are completed in myCalPERS and you may send in the contribution. If submitting a check, attach the Remittance Advice Form with the check in the mailed envelope to ensure accurate and expeditious processing by CalPERS upon receipt. If EFT debit method was chosen, continue to Step 7.

Note: Since initiating in myCalPERS, we no longer ask Business Partners to email us when a contribution will be sent. Initiation in myCalPERS provides the appropriate notification.
Step 7  If EFT debit method was chosen for sending the contribution, select the “Start myCalPERS Electronic Payment by EFT” link.

Step 8  To initiate the debit method contribution, confirm the contribution amount, date, and account information. You may enter a new bank account or use an already existing bank account in myCalPERS. The debit method process is a consistent process for all CalPERS program areas. Therefore, the following pages will look the same when payments for other CalPERS programs are submitted using this method. Click save and continue.
Step 9  Read the Terms and Conditions for Electronic Payments and Automatic Payments. Select the two boxes on this page to confirm your understanding and agreement and select save and continue at the bottom of the screen.

Step 10  You will see the Payment Request Acceptance, which will notify you the payment has been accepted. You may print the employer payment report.
Step 11  The contribution will be displayed on the contribution reporting CEPPT/CERBT pages once initiated, under Contribution Activity. Upon CalPERS receipt of contribution, total payment will be updated, and status will be updated to processed.
Unit 4: Changing a CEPPT/CERBT Contribution

Process to Change the CEPPT/CERBT Contribution

Contributions to the CEPPT and CERBT Programs are always voluntary and determined by the Business Partner. Changes or adjustments to the contribution may be made in myCalPERS until the payment is received.

Below are the steps to change the voluntary receivables for a contribution to the CEPPT and/or CERBT.

Step Action

Step 1 Under the Contributions Reporting page, Contribution Activity panel, select the Contribution Amount hyperlink of the receivable you wish to adjust.
Step 2  Edit the field(s) to update the contribution. When making an edit, the system will now require a note to be entered. There are no system limitations in the notes field; therefore, any note will be accepted. The Receivable ID will remain the same. Select save.

Note: The voluntary receivables cannot be deleted. The amount may be updated to $0.00 if a contribution will not be submitted.

Step 3  The Contribution Activity panel will show the changes made.
Prefunding Programs Resources and Contacts

The Prefunding Programs Team is available to answer any questions you may have and provide assistance with this process for the CEPPT and CERBT Programs. Below, please find additional resources and contact information for the CEPPT and CERBT Programs.

Resources
For more information about the CEPPT Program, visit www.calpers.ca.gov/CEPPT.
For more information about the CERBT Program, visit www.calpers.ca.gov/CERBT.

Contacts
To contact the CEPPT Program, please email CEPPT4U@calpers.ca.gov.
To contact the CERBT Program, please email CERBT4U@calpers.ca.gov.