

# Online Classes for Employers



Online classes provide a convenient, self-directed, and self-paced training experience. You can enroll through the Education tab in my|CalPERS. Log in as a Business Partner to register. If you don't have my|CalPERS access, contact your agency's System Access Administrator (SAA).

## my|CalPERS Training

### Retirement Enrollment

- Correcting Unused Sick Leave Balances
- Add a New Appointment
- Permanent Separation
- Searching for a Participant
- Upload & Submit a Retirement Enrollment
- Update Record
- Enrolling a Retired Annuitant

### Health

- Add a Dependent
- Add a New COBRA Enrollment
- Add a New Enrollment Transaction
- Add a New Non-CalPERS Enrollment Transaction
- Cancel Health Plan
- Change of Health Plan
- Continuing Non-CalPERS into Retirement
- Delete a Dependent
- Dental Enrollment into Retirement
- Exporting the Health Billing Roster
- Rescind a Health Enrollment Transaction
- Set up Direct Pay
- Upload & Submit a Health Enrollment File

### System Access Administration

- Adding a Business Partner Contact
- Deactivating a Business Partner Contact
- Maintaining a Business Partner Username & Password
- Update System Access Administrator

### Overview

- How to Navigate
- Log in & Password Reset
- Maintain Business Partner Profile
- Upload & View Documents

### Payroll

- Adjustment Reports
- Copy Forward & Submit a Report
- Making Adjustments to Posted Records in my|CalPERS
- Reporting & Adjusting Special Compensation
- Reporting Past the Compensation Limit
- Request an Extension
- How to Reverse a Payroll Record
- Upload & Submit a Report
- View Transaction History in my|CalPERS

### Payments

- Add a Payment Account
- Paying a Receivable
- Payment Through Employer Reporting
- Scheduling Automatic Payments
- View Billing & Payment Summary
- View Health Statements & Billing Roster
- View Payment History

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## my|CalPERS Training, continued

### Contracts

- Adding a Position Title
- Contract Amendments
- How to Request a Valuation
- Navigate your Retirement Contract Benefits
- Public Agency Golden Handshake
- Schools Golden Handshake
- Submitting Tax-Deferred EPMC Resolution

### Other Topics

- Audits: Business Partner Review Functionality
- Reports: How to generate

## Retirement Business Rules

### Payroll Reporting

- Special Compensation for Public Agency and School Employers
- The Importance of Accurately Reporting Payroll

### Other Topics

- Employer Contracts for Public Agencies and Schools
- CalPERS 101: More Than Just a Retirement System

### Membership

- CalPERS Membership Qualifications for California State Universities
- CalPERS Membership Qualifications for Schools
- CalPERS Membership Qualifications for Public Agencies
- CalPERS Membership Qualifications for State Agencies

## Health Business Rules

### Public Agencies & Schools

- Health Benefits Officer
- Health Plan Options
- Health Eligibility Requirements
- Health Enrollment
- Health Benefits into Retirement
- Survivor Health Benefits
- Public Agencies and Schools Health Billing

### State Agencies

- Health Benefits Officer
- Health Plan Options
- Health Eligibility Requirements
- Health Enrollment
- Health Benefits into Retirement
- Survivor Health Benefits
- Retiree Dental & Vision Coverage