

Online Classes for Employers



Online classes provide a convenient, self-directed, and self-paced training experience. You can enroll through the **Education** tab in myCalPERS. Log in as a business partner to register. If you don't have myCalPERS access, contact your agency's system access administrator (SAA).

myCalPERS Training

Retirement Enrollment

- Add a New Appointment
- Correcting Appointment & Demographic Information
- Correcting Unused Sick Leave Balances
- Enrolling a Retired Annuitant
- Permanent Separation
- Process a Leave of Absence
- Searching for a Participant
- Upload & Submit a Retirement Enrollment
- Verification of Membership Eligibility

Health

- Add a New COBRA Enrollment
- Change/Cancel Health Plans & Delete Dependent
- Dental Enrollment Into Retirement
- Exporting the Health Billing Roster
- New, Add a Dependent & Rescind a Health Enrollment
- Non-CalPERS Enrollment
- Set Up Direct Pay
- Upload & Submit a Health Enrollment File

System Access Administration

- Add & Maintain a Business Partner Contact
- Managing Your Agency's Access & Communication Information
- Reset Password & Change Username

Overview

- Navigation

Payroll

- Adjustment Reports
- Copy Forward an Earned Period Report
- Maintain Payroll Records
- Manage Records in a Payroll Report
- Reporting & Adjusting Special Compensation
- Reporting Earnings Over the Compensation Limit
- Request Extension for an Earned Period Report
- Upload & Submit a Report
- View Service & Transaction History

Payments

- Add a Payment Account
- Paying a Receivable
- Projected Contributions
- View Billing & Payment Summary & Payment History
- View Health Statements & Billing Roster

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myCalPERS 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

Business Rules

Payroll Reporting

- Special Compensation for Public Agencies & Schools
- The Importance of Accurately Reporting Payroll

Health

- Contracting Agency Health Billing (public agency & schools only)
- Health Benefits Into Retirement
- Health Benefits Officer
- Health Eligibility Requirements
- Health Enrollment
- Health Plan Options
- Retiree Dental & Vision Coverage (state only)
- Survivor Health Benefits

Other Topics

- Audits: Business Partner Review Functionality
- Out-of-Class: Reporting
- Reports: Generate & Manage Cognos Reports
- Retirement Appointment Reconciliation

About CalPERS

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

Membership

- Qualifications for California State Universities (CSU)
- Qualifications for Public Agencies, State Agencies & Schools