

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

Contracts

- Adding a Position Title
- Navigate Your Retirement Contract Benefits
- Request a Valuation & Contract Amendments

Health

- Add a Dependent
- Cancellation
- Change Plan
- COBRA Enrollment for Employees
- COBRA Enrollment for Deleted Dependents
- Delete Dependent
- Dental Enrollment Into Retirement
- New Enrollment
- Non-CalPERS Enrollment
- Rescission
- Set Up Direct Pay
- View & Export Monthly Employer Billing Roster

Other Topics

- Out-of-Class Reporting
- Reports: Generate & Schedule Cognos Reports
- Retirement Appointment Reconciliation

Overview

- Navigation

Payments

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

Payroll

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

Retirement Enrollment

- Adding Appointment Events
- Add a New Appointment
- Enrolling a Retired Annuitant

System Access Administration

- Add & Maintain a Business Partner Contacts
- Change Username, Unlock Account & Reset Password
- Maintain Your Agency's Address & Communication Information

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Business Rules

About CalPERS

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

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

Membership

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

Payroll Reporting

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