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**
- How to Navigate
- Log in & Reset Your Password
- Upload & View Documents

**Payroll**
- Adjustment Reports
- Copy Forward an Earned Period Report
- How to Reverse a Payroll Record
- Reporting & Adjusting Special Compensation
- Reporting Earnings Over the Compensation Limit
- Request Extension for an Earned Period Report
- Search & Reverse Posted Payroll Records
- Simplified Payroll Adjustment Process
- Upload & Submit a Report
- View Transaction History

**Payments**
- Add a Payment Account
- Paying a Receivable
- Payment Through Employer Reporting
- Projected Contributions
- 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
- Out-of-Class: Reporting
- Reports: Generate & Manage Cognos Reports
- Retirement Appointment Reconciliation

**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

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

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