

myCalPERS Out-of-Class Reporting

Student Guide

July 3, 2025



Introduction

Using myCalPERS, employers are responsible for reporting out-of-class hours worked in vacant positions.

myCalPERS allows you to:

- Verify out-of-class hours to report
- Submit out-of-class records for employees who meet out-of-class hours worked criteria
- Review penalties that have been assessed in accordance with Gov. Code section 20480
- Associate labor agreements and salary schedules to out-of-class records
- Review and pay out-of-class receivables and administrative penalties

Disclaimer

Business partner and participant information has been masked in this procedure guide.

System Access

If you are unable to process these scenarios, contact your agency's system access administrator to update your myCalPERS access.

Training Opportunities

Prior to taking a myCalPERS training, new users should review the [Introduction to myCalPERS for Business Partners \(PDF\)](#) student guide and take a [Business Rules class](#). Business rules summarize the laws defined by the California Public Employees' Retirement Law (PERL).

Contents

Unit 1: Out-of-Class Reporting.....	3
Unit 2: Maintaining Supporting Documents.....	14
CalPERS Resources	20
CalPERS Contacts	21

Unit 1: Out-of-Class Reporting

An out-of-class appointment is an appointment to an upgraded position or higher classification by an employer or governing board or body that is vacant position for a limited duration.

A vacant position is a position that is **vacant during recruitment** for a permanent appointment. A vacant position does not refer to a position that is temporarily available due to another employee's leave of absence.

Employer Notifications

CalPERS will mail up to two notification letters to all contracting public agency and school employers to their preferred address in myCalPERS.

Annual Notice – (June)

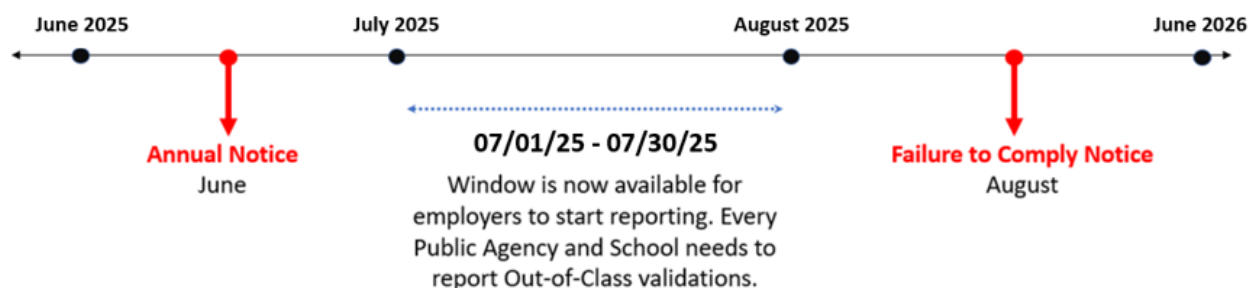
The notice informs employers to report all out-of-class appointments in myCalPERS by July 30 for the prior fiscal year.

Failure to Comply Notice – (August)

This notice informs non-compliant employers that report payroll directly to CalPERS that we have not received the required information. Penalties and/or administrative fees may be assessed.

Out-of-Class Reporting Timeline

- **June 2025:** Annual Notice sent.
- **July 1-30, 2025:** Window is now available for employers to start reporting. Every Public Agency and School needs to report out-of-class validations.
- **August 2025:** Failure to Comply Notification sent.



Penalties

Penalties incurred with reporting out-of-class appointments that exceed 960 hours are anticipated to be generated the following June after the out-of-class review period. For example, reporting out-of-class appointments for fiscal year 2024/2025 completed by July 30, 2025 will be invoiced June 2026.

Employers who violate this provision must make payments to CalPERS equal to three times the amount of the difference between member and employer contributions for the out-of-class appointment and the member and employer contributions reported to the system for the member's permanent position. The penalty shall be applied for the entire period(s) the member served in an out-of-class appointment. In addition, the employer will be responsible for a \$200 fee to cover administrative expenses.

Penalties paid are not normal contributions or additional contributions that are credited to an employee's individual PERS account. The employee shall bear no liability, obligation, or expense because of the unlawful actions of the employer.

Contents

Scenario 1: Report No Out-of-Class Appointments	5
Scenario 2: Report Out-of-Class Appointments.....	6
Scenario 3: Out-of-Class File Upload.....	12

Scenario 1: Report No Out-of-Class Appointments

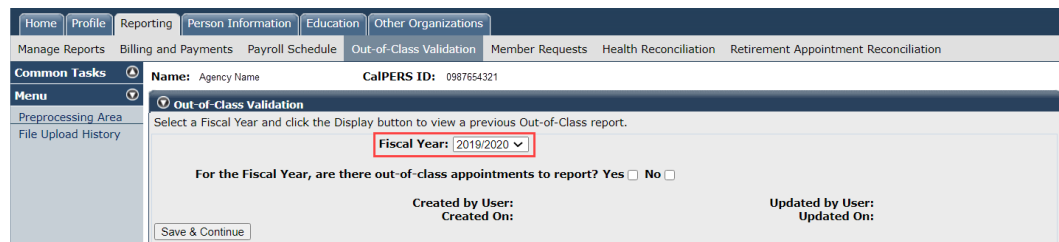
Using the out-of-class validation process, you will report that there are no out-of-class appointments for the fiscal year by July 30.

Step Actions (6 steps)

Step 1 Select the **Reporting** global navigation tab.

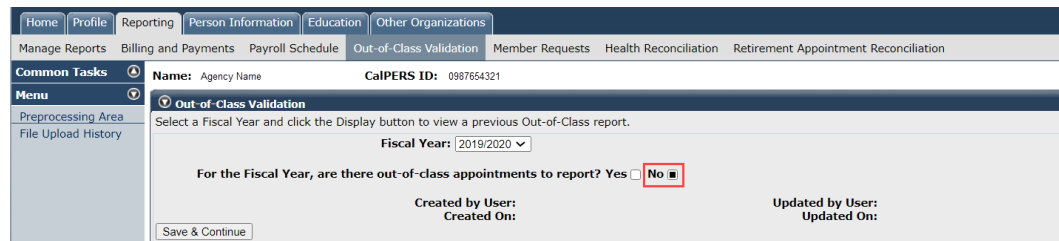
Step 2 Select the **Out-of-Class Validation** local navigation link.

Step 3 Within the Out-of-Class Validation section, select from the Fiscal Year drop-down list.



The screenshot shows the 'Out-of-Class Validation' form. The 'Fiscal Year' dropdown menu is open, showing '2019/2020' selected. The form includes a 'Name' field, 'CalPERS ID', and a 'Save & Continue' button. The 'Fiscal Year' dropdown is highlighted with a red box.

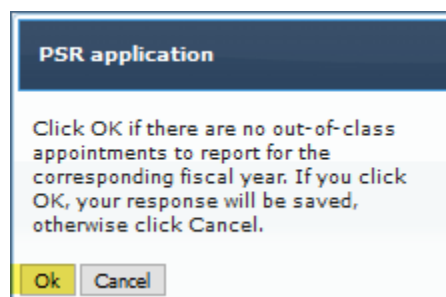
Step 4 Within the Out-of-Class Validation section, select the **No** check box.



The screenshot shows the 'Out-of-Class Validation' form. The 'Fiscal Year' dropdown menu is open, showing '2019/2020' selected. The 'No' radio button is selected. The form includes a 'Name' field, 'CalPERS ID', and a 'Save & Continue' button. The 'No' radio button is highlighted with a red box.

Step 5 Select the **Save & Continue** button.

Step 6 Select the **Ok** button.



The screenshot shows a dialog box titled 'PSR application'. It contains the text: 'Click OK if there are no out-of-class appointments to report for the corresponding fiscal year. If you click OK, your response will be saved, otherwise click Cancel.' There are 'Ok' and 'Cancel' buttons at the bottom.

You have completed this scenario.

Scenario 2: Report Out-of-Class Appointments

CalPERS requires employers to verify the amount of out-of-class hours worked for each qualified out-of-class appointment by July 30.

Scenario

Using the out-of-class validation process, you will:

- Verify there are out-of-class hours to report
- Submit records for employees who meet the out-of-class hours worked criteria
- Review penalties that were assessed in accordance with Gov. Code section 20480
- Associate labor agreements and salary schedules to out-of-class records

System Logic

Begin and end dates must be within the selected fiscal year.

Step Actions (36 steps)

Out-of-Class Validation

Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Out-of-Class Validation** local navigation link.

Step 3 Within the Out-of-Class Validation section, select from the Fiscal Year drop-down list.

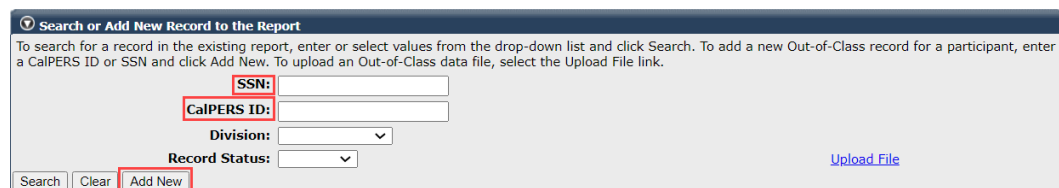



Step 4 Within the Out-of-Class Validation section, keep the **Yes** check box checked.

Step 5 Select the **Save & Continue** button.

Step 6 Within the Search or Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.

Step 7 Select the **Add New** button.



Step 8	<p>Within the Out-of-Class Appointment Validation section, is the Out-of-Class Appointment a vacant position?</p> <p>Yes: Select the Yes check box, then skip to step 10</p> <p>No: Select the No check box. An error message will display: Due to the position not being vacant and recruited for, the record does not meet the criteria for an Out-of-Class appointment and does not require further validation information.</p>
Step 9	<p>Select the Return to View Records link to either add a new person or update the report status to No if no additional record is required.</p> <p>You have completed this scenario.</p>
Step 10	<p>Within the Out-of-Class Appointment Validation section, is the Out-of-Class Appointment in a recruitment?</p> <p>Yes: Select the Yes check box, then skip to step 12</p> <p>No: Select the No check box. An error message will display: Due to the position not being vacant and recruited for, the record does not meet the criteria for an Out-of-Class appointment and does not require further validation information</p>
Step 11	<p>Select the Return to View Records link to either add a new person or update the report status to No if no additional record is required.</p> <p>You have completed this scenario.</p>
Step 12	<p>Within the Maintain Record Details section, complete the Begin and End Date fields.</p>
Step 13	<p>Select the appropriate Appointment radio button.</p> 

Active Appointment

Step 14	<p>Within the Active Appointment subsection, complete all appropriate fields for the member's original appointment before working in an out-of-class appointment.</p> <p>Note: Within the Total Earnings field, enter what the employee would have earned if they worked in the original position during the out-of-class-period.</p>
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Out-of-Class Appointment

Step 15 The Out-of-Class Assignment subsection's **Pay Rate** field refers to the pay rate assigned to the employee's temporary out-of-class (OOC) position while working in the acting/out-of-class appointment. This pay rate must align with the employer's publicly available salary schedule. Depending on how the employee was compensated for the out-of-class assignment, this section should be completed in one of two ways:

- **If the Employee Was Paid an Increased Pay Rate:** Continue to step 16.
- **If the Employee Was Paid Temporary Upgrade Pay (TUP):** Skip to step 18.

Employee Was Paid an Increased Pay Rate

Step 16 Within the Out-of-Class Assignment subsection:

- Enter the increased pay rate in the **Pay Rate** field.
- Total all earnings from the increased pay rate and enter them in the **Total Earnings** field.
- Do not enter anything in the **Total Paid Additional Compensation for the Out-of-Class Appointment** field, as all compensation is already included in the increased pay rate and reflected in the Out-of-Class Total Earnings.

Active Appointment

Position Title: * Office Clerk
Pay Rate Type: * Hourly
Total Earnings: * 25000.00
Pay Rate: * 25.00

Member Contributions: Employer Contributions:

Out-of-Class Assignment

For Total Earnings, if the member is placed into the Out-of-Class appointment and receiving compensation of the position pursuant to the publicly available pay schedule, report the payrate and earnings of the Out-of-Class appointment for the position. For Total Paid Additional Compensation for the Out-of-Class appointment, report any additional compensation associated with the Out-of-Class appointment if the member is not placed into the Out-of-Class appointment and receiving compensation of the position pursuant to the publicly available pay schedule.

Position Title: * Staff Services Manager I
Pay Rate Type: * Hourly
Total Earnings: * 30000.00
Pay Rate: * 30.00
Total Paid Additional Compensation for the Out-of-Class Appointment: *
Member Contributions: Employer Contributions:

Step 17 Skip to step 19.

Employee Was Paid Temporary Upgrade Pay (TUP)

Step 18

Within the Out-of-Class Assignment subsection:

- Enter the **Pay Rate** as the same amount that was entered in the Active Appointment subsection's **Pay Rate** field.
- Enter the **Total Earnings** as the same amount that was entered in the Active Appointment subsection's **Total Earnings** field.
- Calculate the total TUP amount and enter it in the **Total Paid Additional Compensation for the Out-of-Class Appointment** field.

The screenshot shows two sections: 'Active Appointment' and 'Out-of-Class Assignment'. In the 'Active Appointment' section, 'Position Title' is 'Office Clerk', 'Pay Rate Type' is 'Hourly', and 'Total Earnings' is '25000.00'. The 'Out-of-Class Assignment' section has a descriptive paragraph and fields for 'Position Title' ('Staff Services Manager I'), 'Pay Rate Type' ('Hourly'), 'Pay Rate' ('25.00'), 'Total Earnings' ('25000.00'), and 'Total Paid Additional Compensation for the Out-of-Class Appointment' ('1250.00'). Red boxes highlight the 'Pay Rate', 'Total Earnings', and 'Total Paid Additional Compensation for the Out-of-Class Appointment' fields in the 'Out-of-Class Assignment' section.

Note: For PEPRAs members, TUP is not pensionable and should not be reported in payroll for pensionable purposes; however, it must still be recorded in the annual out-of-class report to accurately assess any penalties pursuant to Gov. Code 20480.

Out-of-Class Hours Reported

Step 19

Within the Out-of-Class Hours Reported subsection, complete the **Total Out-of-Class Hours Worked for this Period** field. Include vacation, sick leave, or overtime hours the employee received paid compensation.

The screenshot shows the 'Out-of-Class Hours Reported' section with a descriptive paragraph and a field for 'Total Out-of-Class Hours Worked for this Period' with the value '80'.

Review Penalties

Step 20

Within the Penalty subsection, select the **Calculate** button.

The screenshot shows the 'Penalty' section with a descriptive paragraph and a 'Penalty' field. Below the field are two buttons: 'Calculate' and 'Clear'. The 'Calculate' button is highlighted with a red box.

Associate Labor Agreements/Salary Schedules

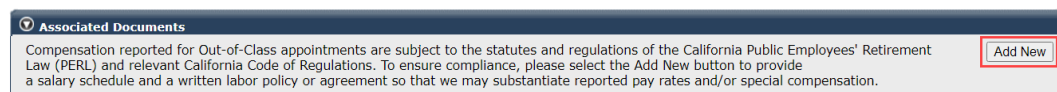
Step 21 Do you need to provide a salary schedule or written labor policy/agreement?

Yes: Continue to step 22.

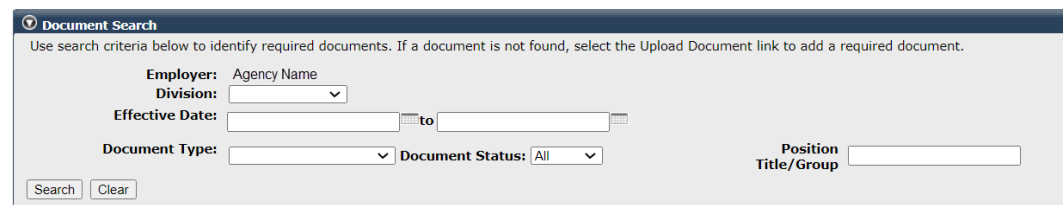
No: Skip to step 36.

Note: The salary schedule/written labor agreement must be submitted for all employees who have worked more than 960 hours in a fiscal year.

Step 22 Within the Associated Documents section, select the **Add New** button.



Step 23 Within the Document Search section, populate the fields as necessary.



Step 24 Select the **Search** button.

Step 25 Do you need to upload a new document?

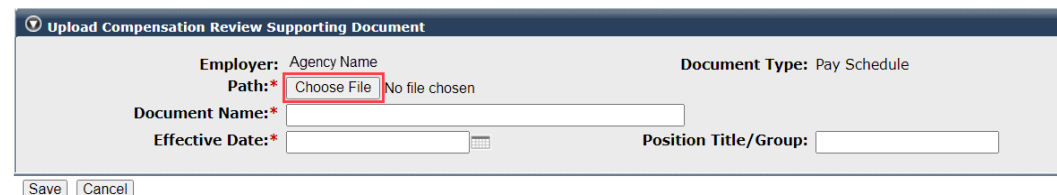
Yes: Continue to step 26.

No: Skip to step 34.

Step 26 In the Search Results section, select the **Upload Document** link.



Step 27 Within the Upload Compensation Review Supporting Document section, select the **Browse** button.



Step 28 Select the supporting PDF document.

Step 29 Select the **Open** button.

Step 30 Within the Upload Compensation Review Supporting Document section, complete the Position Title/Group field.

Upload Compensation Review Supporting Document

Employer: Agency Name Document Type: Pay Schedule

Path: Choose File No file chosen

Document Name: Effective Date: Position Title/Group:

Save Cancel

Step 31 Select the **Save** button.

Step 32 Within the Search Results section, select appropriate document check boxes.

Search Results

Associate to Appointment Inactivate Document Upload Document

Document Name	Document Type	Effective Date	Upload Date	Document Status	Position Title/Group
<input checked="" type="checkbox"/> PaySchedule.01122019.pdf	Pay Schedule	01/01/2018	03/12/2019	Active	

Update Details

Step 33 Select the **Associate to Appointment** button.

Search Results

Associate to Appointment Inactivate Document Upload Document

Step 34 Select the **Return** button in the bottom left corner.

Step 35 Select the **Save & Exit** button.

Step 36 Within the Records Present in the Report section, your out-of-class record displays.

Records Present in the Report

Only records with a status of Reported, Reviewed-Invalid, or Error can be deleted. Please contact the CalPERS Customer Contact Center for assistance deleting records with any other status type.

Select All Delete

Show 25 entries

Showing 1 to 9 of 9 entries

SSN	CalPERS ID	Business Partner	Name	Out-of-Class Position Title	Reporting Period	Total FY Hours Worked	Penalty	Record Status
<input type="checkbox"/> 9999-9999	0123456789	Agency Name	Emily Jones	SSM I	01/09/2019 - 03/09/2019	280.0	0.00	Reported

First Previous 1 Next Last

You have completed this scenario.

Scenario 3: Out-of-Class File Upload

You will report your out-of-class validations through file upload.

Step Actions (14 steps)

Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Out-of-Class Validation** local navigation link.

Step 3 Within the Out-of-Class Validation section, select from the **Fiscal Year** drop-down list.

Home Profile Reporting Person Information Education Other Organizations
Manage Reports Billing and Payments Payroll Schedule Out-of-Class Validation Member Requests Health Reconciliation Retirement Appointment Reconciliation

Common Tasks
Menu
Preprocessing Area
File Upload History

Name: Agency Name CalPERS ID: 0987654321

Out-of-Class Validation
Select a Fiscal Year and click the Display button to view a previous Out-of-Class report.

Fiscal Year: 2019/2020

For the Fiscal Year, are there out-of-class appointments to report? Yes ☒ No ☐

Created by User: Created On: Updated by User: Updated On:

Save & Continue

Step 4 Within the Out-of-Class Validation section, keep the **Yes** check box checked.

Step 5 Select the **Save & Continue** button.

Step 6 Within the Search or Add New Record to the Report section, select the **Upload File** link.

Search or Add New Record to the Report
To search for a record in the existing report, enter or select values from the drop-down list and click Search. To add a new Out-of-Class record for a participant, enter a CalPERS ID or SSN and click Add New. To upload an Out-of-Class data file, select the Upload File link.

SSN:
CalPERS ID:
Division:
Record Status:

Search Clear Add New

Upload File

Step 7 Within the Upload File section, select the **Browse** button.

Upload File
Select **Browse** to locate a file to upload prior to selecting the **Upload File** button.

Path: * No file selected.

Upload File

Step 8 Select the CSV document.

Step 9 Select the **Upload File** button.

Step 10 After your out-of-class appointment has been uploaded and has a Ready file status, select the **F5** key on your keyboard to refresh your totals.

File Upload History						
File Type	Upload Date	File Status	Batch Job Status	File Name	Valid	Error Total
Out-of-Class Appointments	04/19/2019	Ready		20190412125022_000_10055.csv		

Step 11 Your file has been validated and displays the number of records in the Valid and Error columns.

File Upload History							
File Type	Upload Date	File Status	Batch Job Status	File Name	Valid	Error	Total
Out-of-Class Appointments	04/19/2019	Accepted	Completed	20190412125022_000_10055.csv	9	0	9

Review Your Reported Out-of-Class Appointments

Step 12 Select the **Reporting** global navigation tab.

Step 13 Select the **Out-of-Class Validation** local navigation link.

Step 14 Within the Records Present in the Report section, your out-of-class record displays.

Records Present in the Report									
Only records with a status of Reported, Reviewed-Invalid, or Error can be deleted. Please contact the CalPERS Customer Contact Center for assistance deleting records with any other status type.									
Select All Delete									
Show <input type="text" value="25"/> entries									
Showing 1 to 9 of 9 entries									
First Previous <input type="text" value="1"/> Next Last									
SSN	CalPERS ID	Business Partner	Name	Out-of-Class Position Title	Reporting Period	Total FY Hours Worked	Penalty	Record Status	
<input type="checkbox"/> xxx-xxx-9999	0123456789	Agency Name	Emily Jones	SSM I	01/09/2019 - 03/09/2019	280.0	0.00	Reported	

You have completed this scenario.

Unit 2: Maintaining Supporting Documents

In this unit, you will learn how to maintain your supporting documents used for out-of-class validations.

Contents

Scenario 1: Upload New Supporting Documents	15
Scenario 2: Update Supporting Document Details	17
Scenario 3: Inactivate Supporting Documents	18
Scenario 4: Reactivate Supporting Documents	19

Scenario 1: Upload New Supporting Documents

You will upload a new salary schedule or written labor policy/agreement.

Step Actions (10 steps)

Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Maintain Employer Supporting Documents** left-side navigation link.

The screenshot shows the CalPERS system interface. The top navigation bar includes tabs for Home, Profile, Reporting, Person Information, Education, and Other Organizations. The 'Reporting' tab is selected. Below the navigation bar, there are sections for 'Common Tasks' and 'Menu'. The 'Menu' section on the left lists various options, with 'Maintain Employer Supporting Documents' highlighted in a red box. The main content area shows a 'Create or Edit Report' section with a 'Method' dropdown and a 'Continue' button. Below this is a 'Work On Existing Payroll Reports' section with a 'Program' dropdown set to 'CalPERS' and a 'Fiscal Year' dropdown. A table of reports is displayed with columns for Schedule Name, Earned Period / Adjustment Date, Status, Report Type, Due Date, Submit Date, Initial Record Posted Date, Report Posted Date, and Test Report.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report
11/30/2020 - 11/30/2020	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No
11/30/2020 - 11/30/2020	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No
11/30/2020 - 11/30/2020	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No
11/16/2020 - 11/16/2020	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No
11/16/2020 - 11/16/2020	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No
11/03/2020 - 11/03/2020	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No
11/03/2020 - 11/03/2020	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No
10/31/2020 - 11/13/2020	10/31/2020 - 11/13/2020	Posted	Payroll - Earned Period	12/13/2020	11/25/2020	11/30/2020	11/30/2020	No
10/19/2020 - 10/19/2020	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No
10/19/2020 - 10/19/2020	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No

Step 3 Within the Document Search section, complete all necessary fields.

The screenshot shows the 'Document Search' section. It contains a form with the following fields: 'Employer' (Agency Name), 'Division' (dropdown), 'Effective Date' (date range), 'Document Type' (dropdown), 'Document Status' (All), and 'Position Title/Group'. There are 'Search' and 'Clear' buttons at the bottom.

Step 4 Select the **Search** button.

Step 5 In the Search Results section, select the **Upload Document** link.

The screenshot shows the 'Search Results' section. It contains a table with one row and two columns: 'Inactivate Document' and 'Upload Document'. The 'Upload Document' link is highlighted in a red box.

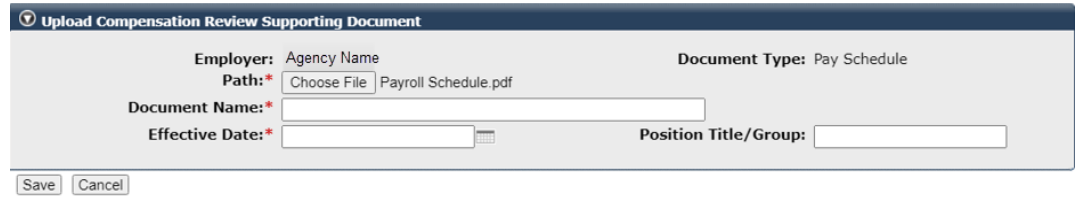
Step 6 Within the Upload Compensation Review Supporting Document section, select the **Choose File** button.

The screenshot shows the 'Upload Compensation Review Supporting Document' section. It contains a form with the following fields: 'Employer' (Agency Name), 'Document Type' (Pay Schedule), 'Path' (Choose File), 'Document Name' (text input), 'Effective Date' (date input), and 'Position Title/Group' (text input). There are 'Save' and 'Cancel' buttons at the bottom.

Step 7 Select the supporting PDF document.

Step 8 Select the **Open** button.

Step 9 Complete the Upload Compensation Review Supporting Document section, including the Position Title/Group field.



The screenshot shows a web form titled "Upload Compensation Review Supporting Document". The form contains the following fields and controls:

- Employer:** A text field containing "Agency Name".
- Document Type:** A text field containing "Pay Schedule".
- Path:** A text field with a red asterisk, containing "Choose File" and "Payroll Schedule.pdf".
- Document Name:** A text field with a red asterisk, currently empty.
- Effective Date:** A text field with a red asterisk, containing a date picker icon.
- Position Title/Group:** A text field, currently empty.
- Buttons:** "Save" and "Cancel" buttons at the bottom left.

Step 10 Select the **Save** button.

You have completed this scenario.

Scenario 2: Update Supporting Document Details

You will update supporting document details such as the type, effective date, status, and position title/group.

Step Actions (7 steps)

Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Maintain Employer Supporting Documents** left-side navigation link.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020		No
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020		No
	10/31/2020 - 11/13/2020	Posted	Payroll - Earned Period	12/13/2020	11/25/2020	11/30/2020	11/30/2020	No
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No

Step 3 Within the Document Search section, complete all necessary fields.

Document Search

Use search criteria below to identify required documents. If a document is not found, select the Upload Document link to add a required document.

Employer: Agency Name

Division: [dropdown]

Effective Date: [date range]

Document Type: [dropdown] Document Status: All [dropdown]

Position Title/Group: [text field]

[Search] [Clear]

Step 4 Select the **Search** button.

Step 5 Within the Search Results section, locate the appropriate supporting document, then select the **Update Details** link.

Document Name	Document Type	Effective Date	Upload Date	Document Status	Position Title/Group
<input type="checkbox"/> PaySchedule.01122019.pdf	Pay Schedule	01/12/2019	02/20/2019	Active	

Step 6 Update the Upload Compensation Review Supporting Document section.

Upload Compensation Review Supporting Document

Employer: Agency Name

Document Type: Pay Schedule

Path: [Choose File] Payroll Schedule.pdf

Document Name: [text field]

Effective Date: [date range]

Position Title/Group: [text field]

[Save] [Cancel]

Step 7 Select the **Save** button.

You have completed this scenario.

Scenario 3: Inactivate Supporting Documents

You will inactivate a supporting document.

Step Actions (6 steps)

Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Maintain Employer Supporting Documents** left-side navigation link.

The screenshot shows the CalPERS Reporting interface. The left sidebar contains a 'Menu' section with various links. The 'Maintain Employer Supporting Documents' link is highlighted with a red box. The main content area shows a 'Create or Edit Report' form with fields for 'Method', 'Program', 'Fiscal Year', 'Report Status', and 'Report Type'. Below the form is a table of existing reports.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020		No
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020		No
	10/31/2020 - 11/13/2020	Posted	Payroll - Earned Period	12/13/2020	11/25/2020	11/30/2020	11/30/2020	No
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No

Step 3 Within the Document Search section, complete all necessary fields.

The screenshot shows the 'Document Search' form. It includes fields for 'Employer' (Agency Name), 'Division' (dropdown), 'Effective Date' (date range), 'Document Type' (dropdown), 'Document Status' (dropdown), and 'Position Title/Group' (text). There are 'Search' and 'Clear' buttons at the bottom.

Step 4 Select the **Search** button.

Step 5 Within the Search Results section, select appropriate document check box(s).

The screenshot shows the 'Search Results' section. It includes a table of documents with columns for 'Document Name', 'Document Type', 'Effective Date', 'Upload Date', 'Document Status', and 'Position Title/Group'. The 'Pay Schedule' document is selected with a checkbox.

Document Name	Document Type	Effective Date	Upload Date	Document Status	Position Title/Group
<input checked="" type="checkbox"/> Pay Schedule	Pay Schedule	03/18/2021	03/18/2021	Active	

Step 6 Select the **Inactivate Document** button.

The screenshot shows the 'Search Results' section. The 'Inactivate Document' button is highlighted with a red box. The table of documents is also visible.

You have completed this scenario.

Scenario 4: Reactivate Supporting Documents

You will reactivate a supporting document.

Step Actions (6 steps)

Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Maintain Employer Supporting Documents** left-side navigation link.

The screenshot shows the 'Reporting' tab selected in the top navigation bar. The left sidebar contains a 'Menu' section with 'Maintain Employer Supporting Documents' highlighted with a red box. The main content area shows a 'Create or Edit Report' form with a 'Method' dropdown and a 'Continue' button. Below this is a 'Work On Existing Payroll Reports' section with a table of reports.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020		No
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020		No
	10/31/2020 - 11/13/2020	Posted	Payroll - Earned Period	12/13/2020	11/25/2020	11/30/2020	11/30/2020	No
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No

Step 3 Within the Document Search section, complete all necessary fields.

The screenshot shows the 'Document Search' form. It includes fields for 'Employer' (Agency Name), 'Division' (dropdown), 'Effective Date' (date range), 'Document Type' (dropdown), 'Document Status' (All), and 'Position Title/Group'. There are 'Search' and 'Clear' buttons at the bottom.

Step 4 Select the **Search** button.

Step 5 Within the Search Results section, find the appropriate inactive supporting document, then select the **Update Details** link.

The screenshot shows the 'Search Results' section. It contains a table with columns: Document Name, Document Type, Effective Date, Upload Date, Document Status, and Position Title/Group. The first row shows a document named 'PaySchedule.01122019.pdf' with a status of 'Active'. The 'Update Details' link is highlighted in yellow.

Step 6 Select the **Reactivate Document** button.

The screenshot shows the 'Upload Compensation Review Supporting Document' form. It includes fields for 'Employer' (Agency Name), 'Document Name' (Pay Schedule), 'Effective Date' (12/28/2019), and 'Document Type' (Pay Schedule). There are 'Save', 'Cancel', and 'Reactivate Document' buttons at the bottom. The 'Reactivate Document' button is highlighted with a red box.

You have completed this scenario.

CalPERS Resources

Obtain more information by visiting the [CalPERS website](http://www.calpers.ca.gov) at www.calpers.ca.gov.

- [Data Element Definitions Out-of-Class Validation Reporting \(PDF\)](#)
Pathway: CalPERS website > Employers > Technical Resources > Employers (+) Reporting Out-of-Class Hours Worked (section) > Data Element Definitions Out-of-Class Validation Reporting (PDF)
- [Out-of-Class Reporting Frequently Asked Questions \(PDF\)](#)
Pathway: CalPERS website > Employers > Technical Resources > Employers (+) Reporting Out-of-Class Hours Worked (section) > Government Code Section 20480: Out-of-Class Reporting Frequently Asked Questions (PDF)
- [myCalPERS Student Guides & Resources](#)
Pathway: CalPERS website > Employers > Employer Education > myCalPERS Student Guides & Resources (*under Resources header*)
- [Business Rules & myCalPERS Classes](#)
Pathway: CalPERS website > Employers > Employer Education > Business Rules & myCalPERS Classes
- [Self-Paced Online Classes](#) (log in to myCalPERS, select the **Education** global navigation tab, then the Classes local navigation link)
 - Business Rules
 - The Importance of Accurately Reporting Payroll
 - myCalPERS
 - Out-of-Class Reporting
- [myCalPERS Technical Requirements](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements
- [Public Agency & Schools Reference Guide \(PDF\)](#)
Pathway: CalPERS website > Employers > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)
- [Circular Letters](#)
Pathway: CalPERS website > Employers > Circular Letters
- [Public Employees' Retirement Law \(PERL\)](#)
Pathway: CalPERS website > About > Laws, Legislation & Regulations > Public Employees' Retirement Law (PERL)
- [myCalPERS Employer Reports \(Cognos\) Catalog](#)
Pathway: CalPERS website > Employers > myCalPERS Employer Reports (Cognos) Catalog

CalPERS Contacts

Email

- To contact the [employer educators](#) for questions and inquiries, email **calpers_employer_communications@calpers.ca.gov**.
- To contact the [Employer Response Team](#) for assistance with your most critical, complex, or time-sensitive issues, email **ert@calpers.ca.gov**.
- To contact [CalPERS Membership Unit](#) for questions regarding membership eligibility or if a non-contributory employee does not have the Earned Period No Contribution and No Service in the Transaction Type drop-down list, email **membership_reporting@calpers.ca.gov**.
- To contact the [Audit Compliance and Resolution Unit](#) for questions regarding Publicly Available Pay Schedules, reportable payrates and special compensation, labor policies or agreements, Out-of-Class reporting, and compensation reportability related to settlement agreements, email **mou_review@calpers.ca.gov**.

Phone or Fax

You can reach CalPERS at **888 CalPERS** (or **888-225-7377**), Monday through Friday, 8:00 a.m. to 5:00 p.m., except on state holidays.

- TTY: (877) 249-7442 (This number does not accept voice calls)
- CalPERS centralized fax number: (800) 959-6545
- Employer Response Team phone number: (800) 253-4594

Submit Inquiry

You can send secure messages through myCalPERS. Expand the **Common Tasks** left-side navigation folder and select the **Submit Inquiry** link to submit a question or request.