myCalPERS Retirement Appointment
Reconciliation
Student Guide

September 26, 2020
Introduction

Employees will show on the retirement appointment reconciliation report because of missing payroll. If the employee is showing on the retirement appointment reconciliation, please report unposted payroll information, update the retirement appointment, or confirm unposted payroll.

Disclaimer

As a security safeguard, identifying information for business partners and participants has been masked.

What’s New

Within Unit 1, Retirement Appointment Reconciliation Search Tools has been added to showcase the search tools available when reconciling by appointments.

Training Opportunities

Prior to taking a myCalPERS System Training instructor-led class, new users should review the Introduction to myCalPERS for Business Partners (PDF) and take a Business Rules training class. The business rules training class, instructor-led or online, covers the simplified explanation of laws defined by the California Public Employees’ Retirement Law (PERL).

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Unit 1: Reconcile by Appointments

Retirement Appointment Reconciliation (RAR) list identifies appointments with unreported payroll records for your agency.

System Logic

- myCalPERS will update the RAR page on the last day of each month.
- Employees with the following appointment types will be excluded from the RAR list:
  - Health-only appointments.
  - Non-qualified appointments due to the purchase of service credit (e.g., Service Prior to Membership or Military Leave)
  - On Leave appointments:
    - Appointments without an End Leave event will be excluded for six months.
    - Appointments with an End Leave event will be excluded for the whole leave.
- myCalPERS allows you to select multiple appointments to maintain at a time.
- Maintaining appointments within the RAR page automatically updates the list.
- Transactions completed outside the RAR page (e.g., updating the appointment within the employee’s profile page) will update the list the following business day.
- To conduct additional research, use the following links when maintaining appointments:
  - View Appointment History will show details in the retirement appointment including any appointment event dates listed. Retirement appointment information cannot be changed on this page.
  - View Transaction History will show the employee’s historical payroll transactions by fiscal year. Once the fiscal year(s) are selected more information will populate regarding payroll history.

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Retirement Appointment Reconciliation Search Tools

Using the Search For Participants To Reconcile section, you can narrow your search for your members with appointments but are missing payroll. Below are the various options.

- **Program**: CalPERS is the default you will search by.
- **Member Category**: Based upon your agency’s retirement contract with CalPERS.
- **Member Account Status**: The member’s account status with CalPERS:
  - **Active**: Actively working for one or more CalPERS agencies in a CalPERS position.
  - **Inactive**: Not currently working for any CalPERS agencies in a CalPERS position.
  - **Deceased**: The member has passed away.
  - **Retired**: The member has retired with CalPERS.
- **Appt Status**: The member’s appointment status with your agency.
  - **Active**: Their appointment with your agency in myCalPERS is active.
  - **Permeant Separation**: Their appointment with your agency in myCalPERS has been permanently separated.
- **Retired Annuitant**: The appointment with your agency is for a Retired Annuitant:
  - **Yes**: They are a retired annuitant.
  - **No**: They are not a retired annuitant.
- **Payroll Past Due**: The member has payroll that has not been reported that is past due with your agency.
- **Last Name**: The member’s full last name as it appears in myCalPERS.
- **SSN**: The member’s full nine-digit Social Security number.
- **Participant CalPERS ID**: The member’s full 10-digit CalPERS ID.
- **Payroll Schedule Type**: Options are based upon the payroll schedule(s) your agency has in myCalPERS.
- **Fiscal Year**: Fiscal years that members are missing payroll under your agency.
- **Earned Period**: Earned periods that members are missing payroll under your agency.
- **From/To Dates**: Captures the missing payroll for a specific date range.
Scenario 1: Process a Permanent Separation

System Logic
The permanent separation date must be entered as at least one day after the last day at your agency, even if the date falls on a weekend or a holiday.

Step Actions
Step 1  Select the Reporting global navigation tab.

Step 2  Select the Retirement Appointment Reconciliation local navigation link.

Step 3  In the Participants With Unposted Payroll section, select the check box for the employee(s) that has an appointment you need to permanently separate.

Step 4  Select the Maintain Enrollment button.

Step 5  Complete the Appointment Event Details section.

Step 6  Select the Save & Go to Next button if needed.

Step 7  Did you select more than one appointment?
Yes: Return to step 5.
No: You have completed this scenario.
Scenario 2: Delete an Appointment

System Logic
You are unable to delete an appointment that has payroll and/or health benefits attached. Contact CalPERS for additional assistance.

Step Actions
Step 1 Select the Reporting global navigation tab.
Step 2 Select the Retirement Appointment Reconciliation local navigation link.
Step 3 In the Participants With Unposted Payroll section, select the check box for the employee(s) that has an appointment you need to delete.
Step 4 Select the Maintain Enrollment button.
Step 5 Select the Delete Appointment button.
Step 6 Select the Save & Go to Next button if needed.
Step 7 Did you select more than one appointment?
Yes: Return to step 5.
No: You have completed this scenario.
Scenario 3: Process a Leave of Absence

System Logic
- The Begin Leave date is entered as at least one day after the last day at your agency, even if it is a weekend or holiday.
- The End Leave date is entered as the date the employee returns to work.

Step Actions
Step 1  Select the Reporting global navigation tab.

Step 2  Select the Retirement Appointment Reconciliation local navigation link.

Step 3  In the Participants With Unposted Payroll section, select the check box for the employee(s) that has an appointment you need to place on a leave of absence.

Step 4  Select the Maintain Enrollment button.

Step 5  Complete the Appointment Event Details section.

Step 6  Select the Save & Go to Next button if needed.

Step 7  Did you select more than one appointment?

Yes: Return to step 5.

No: You have completed this scenario.
Scenario 4: Confirm Unposted Payroll

System Logic

- Once an earned period is confirmed using the Confirm Unposted Payroll button, myCalPERS will stop requesting payroll for that period for that appointment.
- You may still report payroll for a confirmed earned period.
- To view the confirmed earned periods, run the Confirmation of No Payroll Contributions Reportable Report.

Step Actions

Step 1
Select the Reporting global navigation tab.

Step 2
Select the Retirement Appointment Reconciliation local navigation link.

Step 3
Select the Review link for the appoint that has unposted payroll records.

Step 4
Within the Unposted Payroll Periods section, select the check boxes for the earned periods to confirm unposted payroll.

Step 5
Select the Confirm Unposted Payroll button.

You have completed this scenario.
Scenario 5: Post Payroll

System Logic
The Retirement Appointment Reconciliation list will update the following business day after the payroll record is posted.

Step Actions
Step 1  Select the Reporting global navigation tab.

Step 2  Select Adjustment Report from the left-side navigation.

Step 3  Select Manually Enter Adjustment Records from the drop-down list.

Step 4  Select the Continue button.

Step 5  Complete the Create Report section.

Step 6  Select the Save & Continue button.

Step 7  Within the Search a Record in the Report section, complete either the SSN or CalPERS ID field.

Step 8  Within the Search and Add New Record to the Report section, select the Add New button.

Step 9  Complete the Maintain Record Details section.

Step 10  Select the Display button.
Step 11   Complete the Maintain Record Details section.

Step 12   Do you need to add another adjustment record for this employee?

Yes: Select the **Save & Continue** button and return to step 8.

No: Continue to step 13.

Step 13   Select the **Save & Exit** button.

Step 14   Do you need to add additional adjustment record(s) for other employees?

Yes: Return to step 7

No: Continue to step 15

Step 15   Select the Process Report button.

Step 16   Select the **Yes** button to process the report.

You have completed this scenario.
Unit 2: Reconcile by Earned Period Reports

You may reconcile appointments by earned period reports. Within each posted earned period report, you may view a list of appointments that weren’t reported. You may maintain each appointment or confirm unposted payroll for multiple employees at one time.

System Logic

• This option is available 15 days before the earned period end date.
• The day after you post the earned period payroll report, is the earliest you can view the appointments with unposted payroll for that earned period.
• From the Payroll Schedule Detail page, if there is no View link, then there are no appointments to reconcile.

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Scenario 1: Maintain Appointments by Earned Period Reports

Step Actions

Step 1  Select the Reporting global navigation tab.

Step 2  Select the Payroll Schedule local navigation link.

Step 3  Within the Existing Payroll Schedules section, select the appropriate payroll schedule’s View Periods link.

Step 4  Within the Payroll Periods section, select the appropriate Fiscal Year from the drop-down list.

Step 5  Select the Display button.

Step 6  Under the Participants with Unposted Payroll column, select the appropriate View link.
Step 7  The number of appointments listed can be filtered by selecting different fields in the Search for Participants with Unposted Payroll section. If no filters are selected, continue to Participants with Unposted Payroll section.

Step 8  Select the appropriate Participant CalPERS ID check boxes for those appointments you wish to maintain.

Step 9  Select the Maintain Enrollment button.

Step 10  Complete the Appointment Event Details section.

Step 11  Select the Save & Go to Next button.

Step 12  Is there an appointment in the Appointment Event Details section?

Yes: Return to step 10.

No: You have completed this scenario.
Scenario 2: Confirm Unposted Payroll by Earned Period Reports

Step Actions

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

Step 2  Select the **Payroll Schedule** local navigation link.

Step 3  Within the Existing Payroll Schedules section, select the appropriate payroll schedule **View Periods** link.

Step 4  Within the Payroll Periods section, select the appropriate **Fiscal Year** from the drop-down list.

Step 5  Select the **Display** button.

Step 6  Under the Participants with Unposted Payroll column, select the appropriate **View** link.
Step 7  The number of appointments listed can be filtered by selecting different fields in the Search for Participants with Unposted Payroll section. If no filters are selected, continue to Participants with Unposted Payroll section.

Step 8  Select the appropriate Participant CalPERS ID check boxes for those appointments you wish to maintain.

Step 9  Select the Confirm Unposted Payroll button.

You have completed this scenario.
Scenario 3: Confirm Unposted Payroll by Entire Earned Period

Step Actions

Step 1  Select the Reporting global navigation tab.

Step 2  Select the Retirement Appointment Reconciliation local navigation link.

Step 3  Within the Search for Participants to Reconcile section, select from Fiscal Year drop down list.

Step 4  Once the fiscal year is selected, the page will re-load. Select from the Earned Period drop down list.

Step 5  Select the Search button.
Step 6  In the Participants With Unposted Payroll section, select the check box for the employee(s) that have an appointment you want to confirm unposted payroll.

Step 7  Select the **Confirm Unposted Payroll** button.

You have completed this scenario.
Unit 3: Reconcile by Rate Plan Receivables

You may reconcile your appointments by rate plan receivables. Within each receivable, you can view a list of appointments that did not have payroll reported. Maintain each appointment or confirm unposted payroll records for multiple employees at one time.

System Logic

• The receivables will be available at the beginning of each month. After you post the earned period payroll report posts, you’ll be able to view the appointments with unposted payroll within the Receivable List by Rate Plan page.
• Receivables can be sorted by Display Receivables with Projected Contributions located under the search criteria.

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Scenario 1: Maintain Appointments by Rate Plan Receivables

Step Actions

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

Step 2  Select the **Billing and Payments** local navigation link.

Step 3  If needed, select from the **Fiscal Year** drop-down list.

Step 4  Select the **Display** button.

Step 5  Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.

Step 6  Select the **View Receivables Details** link for the appropriate rate plan.

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**Contributions For Defined Benefit CalPERS (Year-to-Date)**

<table>
<thead>
<tr>
<th>Rate Plan</th>
<th>Report Contributions</th>
<th>Projected Contributions</th>
<th>Late Payment Interest</th>
<th>Payments Posted</th>
<th>Transfers</th>
<th>Receivable ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>25845</td>
<td>$1,840,779.57</td>
<td>$3,220.92</td>
<td>$2,262.08</td>
<td>$4,434,808.76</td>
<td>$0.00</td>
<td>1000001600000000</td>
</tr>
</tbody>
</table>

**Projected Contributions**

<table>
<thead>
<tr>
<th>Rate Plan</th>
<th>Projected Member Contributions</th>
<th>Projected Employer Contributions</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>25845</td>
<td>$1,037.72</td>
<td>$1,514.95</td>
<td></td>
</tr>
</tbody>
</table>
Step 11  Use the Search for Participants with Unposted Payroll section to filter your list of employees. If no filters are selected, continue to the Participants without Contribution section.

Step 12  Select the appropriate Participant CalPERS ID check boxes for those appointments you wish to maintain.

Step 13  Select the Maintain Enrollment button.

Step 14  Complete the Appointment Event Details section.

Step 15  Select the Save & Go to Next button.

Step 16  Is there an appointment in the Appointment Event Details section?

Yes: Return to step 14.

No: You have completed this scenario.
Scenario 2: Confirm Unposted Payroll by Rate Plan Receivables

Step Actions

Step 1  
Select the Reporting global navigation tab.

Step 2  
Select the Billing and Payments local navigation link.

Step 3  
If needed, select the Fiscal Year from the drop-down list.

Step 4  
Select the Display button.

Step 5  
Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.

Step 6  
Select the View Receivables Detail link for the appropriate rate plan.

Step 7  
Select the radio button for the earned period you want to reconcile.

Step 8  
Select the View Details button.

Step 9  
Within the Projected Contributions section, select the View Details link.
Step 10  Use the Search for Participants with Unposted Payroll section to filter your list of employees. If no filters are selected, continue to the Participants without Contribution section.

Step 11  Select the appropriate Participant CalPERS ID check boxes for those appointments you wish to maintain.

Step 12  Select the Confirm Unposted Payroll button.

You have completed this scenario.
**CalPERS Resources**

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

- **myCalPERS Student Guides**
  
  **Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides

- **Employer Education Schedule (PDF)**
  
  **Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides > Employer Education Schedule (PDF)

- **Online Classes for Employers (PDF)**
  
  **Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides > Online Classes for Employers (PDF)

- **myCalPERS Technical Requirements**
  
  **Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements

- **Public Agency and Schools Reference Guide (PDF)**
  
  **Pathway:** CalPERS website > Employers > Policies & Procedures > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)

- **Circular Letters**
  
  **Pathway:** CalPERS website > Employers > Policies & Procedures > Circular Letters

- **Public Employees Retirement Law**
  
  **Pathway:** CalPERS website > About > Laws, Legislation & Regulations > Public Employees’ Retirement Law (PERL)

- **myCalPERS Employer Reports (Cognos)**
  
  **Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements > myCalPERS Employer Reports (Cognos)

  – Confirmation of No Payroll Contributions Reportable Report
  – Retirement Appointment Reconciliation Report
  – Separated Retirement Reconciliation Appointments Report
  – Business Partner on Leave Report
  – Payroll Report by Employer
CalPERS Contacts

Contact CalPERS via Email
- To contact the employer educators for questions and requests, 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

Contact CalPERS by 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 and select the Submit Inquiry link to submit a question or request.