

**Revision Date:** August 2016 – Public Agency & Schools Reference Guide  
**Chapter:** Payroll Reporting

**Section:** Payroll Reporting  
**Page:** 101

**Legend:** ~~Deleted/Replaced~~ – Added/Revised

**TRANSACTION TYPE**

Each payroll record will have one of the following transaction types to describe the type of contribution, deduction, or adjustment being reported:

- Retroactive Salary Adjustment – A retroactive salary adjustment is to capture a salary increase covering a **single or multiple earned** period(s).
- Retroactive Special Compensation Adjustment – Retroactive special compensation adjustment record is to report or correct special compensation for **covering a single or** multiple ~~prior~~ **earned** period(s).

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**RETIRED ANNUITANTS**

At this time, RA records are not included in files that are submitted via the copy forward method. Therefore, you will need to add each RA record to the file if using this method. my|CalPERS will track their hours as their agency posts their records. A letter will be sent to the RA and the agency when the RA reaches ~~800~~ **700** and ~~900~~ **800** hours.

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**MISSING/LATE EARNED PERIOD REPORTS**

~~Effective July 1, 2012,~~ Earned Period Reports must be submitted by each Business Partner on or before 30 calendar days after the end of the ~~previous~~ earned period. If a Business Partner fails to submit their Earned Period Reports on time, CalPERS will assess an administrative fee of \$200.00 for every Earned Period Report that is delinquent. The \$200.00 administrative fee will be assessed **monthly every** ~~additional 30 calendar days~~ until the late or missing Earned Period Report is **posted** submitted. ~~Adjustment reports will not be subject to this part of administrative fees.~~

**INCOMPLETE EARNED PERIOD REPORTS**

Each Business Partner has 60 calendar days from the date the my|CalPERS gives an error message on the payroll record to correct and post the suspended payroll file. ~~Any payroll error(s) remaining in the staging~~

area uncorrected after 60 calendar days will generate a \$200.00 administrative fee until all errors are corrected and posted. For each 30 day period after that, if the same error(s) continue to remain in the staging area and are not corrected, an additional \$200.00 administrative fee will be assessed. Any un-posted payroll records or errors that have not been corrected after 60 calendar days will generate a monthly \$200.00 administrative fee until all records and errors are correct and posted.

## PAYROLL REPORTING EXTENSIONS AND WAIVERS

CalPERS may, for good cause, grant an extension of time for the ~~payment of contributions and/or the~~ posting of an Earned Period Report. This is provided that the Business Partner sends a payroll schedule extension request for the Earned Period Report via my|CalPERS Payroll Schedule page at least 10 working days before the due date. ~~Each payroll extension request must be for one Earned Period Report at a time. An extension request covering multiple Earned Period Reports will be rejected.~~

CalPERS may waive assessed fees upon satisfactory proof of conditions existing beyond the Business Partner's control. Normally, CalPERS does not consider internal procedures ~~or payment processes~~ used by a Business Partner as acceptable justification for incomplete or erroneous ~~late~~ reporting ~~and/or underpayment of contributions~~. Requests to waive assessed fees should be submitted via my|CalPERS Fee Details **Billing & Payment** page.

The Fees List will ~~list all~~ **display the status of all** assessed **and waived** fees and can be viewed from the **Billing and Payment Summary** page under "Admin/Other Fees." The payroll schedule extension status **can be viewed from the Payroll Schedules** page under the appropriate "View Periods" link, ~~and the Payroll Schedule page in my|CalPERS. Extensions and Fee Waivers are submitted from the Billing and Payment Summary page and Payroll Schedule page in my|CalPERS.~~

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