School Employer Advisory Committee

February 5, 2020
Legislative Update

Andrea Peters
Legislative Affairs Division
Payroll Reporting for Certificated Members

Kevin Lau
Employer Account Management Division
Overview

Government Code section 20962(a)(1)
Recommendation for equal payments reporting
Future updates
Government Code section 20962(a)(1)

Certificated members may earn one year of service credit for services rendered and compensated in a fiscal year in full-time employment of one academic year.
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Reporting as Equal Payments

Will ensure one year of service credit is granted for certificated members

Be aware of the members’ designated schedule/contract
  • Example: A nine-month certificated member may work over ten months
# Example: Equal Payment Reporting

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Payrate</th>
<th>Earnings</th>
<th>Service Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2018</td>
<td>7/31/2018</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8/1/2018</td>
<td>8/31/2018</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
</tr>
<tr>
<td>9/1/2018</td>
<td>9/30/2018</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
</tr>
<tr>
<td>10/1/2018</td>
<td>10/31/2018</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
</tr>
<tr>
<td>11/1/2018</td>
<td>11/30/2018</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
</tr>
<tr>
<td>12/1/2018</td>
<td>12/31/2018</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
</tr>
<tr>
<td>1/1/2019</td>
<td>1/31/2019</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
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<tr>
<td>2/1/2019</td>
<td>2/28/2019</td>
<td>$10,000</td>
<td>$10,000</td>
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<tr>
<td>3/1/2019</td>
<td>3/31/2019</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
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<tr>
<td>4/1/2019</td>
<td>4/30/2019</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
</tr>
<tr>
<td>5/1/2019</td>
<td>5/31/2019</td>
<td>$10,000</td>
<td>$10,000</td>
<td>0.1000</td>
</tr>
<tr>
<td>6/1/2019</td>
<td>6/30/2019</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$100,000</td>
<td>$100,000</td>
<td>1.0000</td>
</tr>
</tbody>
</table>
Future Updates

System enhancements

• Identification for certificated members
• Payroll validations

Circular Letter
Questions
Reciprocal Compensation Review

Spencer Halsey
Employer Account Management Division
Reciprocal Determination Process

Member must retire on same date from all systems

• If last employed by CalPERS
  o CalPERS will calculate retirement based on compensation reported to CalPERS

• If last employed by reciprocal agency
  o CalPERS sends reciprocal retirement system a Retirement Salary Request form prior to calculating retirement
  o New requirements – Circular Letter 200-009-18 (Feb. 1, 2018)
Identification of:

- Membership & retirement date
- Type & years of service
- Confirmation of a pending disability application
- Position title
Retirement Salary Request (2 of 2)

Member’s Final Average Compensation (FAC)

Breakdown of all compensation components

Pay schedule and written labor policy or agreement
Compensation Review Process

Compliance Review

• Verify compliance with PERL
• Make a determination
• Send Reciprocal System and Member Determination Letter (if compensation has been excluded)
Excluding Compensation

Impact to member

- CalPERS cannot validate reciprocal compensation
  - Retirement benefit calculated with highest verifiable compensation
  - Frequently, this is compensation from the member’s CalPERS employer

- Non-compliant compensation excluded
  - Member receives warrant calculated with reduced FAC
  - Member receives determination letter with appeal rights
Applicable Codes and Regulations (1 of 2)

Government Codes (Gov. Codes)

- Gov. Code section 20630 – Compensation
- Gov. Code sections 20636 & 20636.1 – Compensation Earnable
- Gov. Code section 7522.34 – Pensionable Compensation
Applicable Codes and Regulations (2 of 2)

California Code of Regulations (CCR)

- CCR section 570 – Final Settlement Pay
- CCR section 570.5 – Requirements of Publicly Available Pay Schedule
- CCR section 571 – Special Compensation (Classic)
- CCR section 571.1 – Special Compensation (PEPRA)
Late Enrollments

Kristina Bozzo-Baldenegro & Reana Hlawaty
Employer Account Management Division
Overview (1 of 2)

What is a late enrollment?
What does employer paid arrears mean?
Automation of late enrollments
Notification of Reported Late Appointment letter
Notification of Employer Paid Arrears Processing letter
Who receives these letters?
Overview (2 of 2)

New myCalPERS screens
Additional myCalPERS enhancements
Resources
Late Enrollment in myCalPERS

Business partners have 90 days to establish membership in myCalPERS (Gov. Code section 20283)

Enrollment(s) entered outside the 90-day time frame are considered late enrollment(s)

• Subject to employer paid arrears
Employer Paid Arrears

Defined in Gov. Code section 20283

Employer is liable for all arrears costs

- Employer contributions
- Member contributions
- $500 administrative cost

Arrears costs are not passed to the employee
Automation of Late Enrollments

Arrears determinations for late enrollments

• Automated beginning early March 2020
Notification of Reported Late Appointment Letter

Replacing current Notification of Reported Late Appointment letter (myCalPERS 0847)

- Mailed to the business partner and participant
- Notifies the employer paid arrears time frame
- Gives 30-day appeal time frame
Notification of Employer Paid Arrears Processing Letter

New letter (myCalPERS ####)

- Mailed 30 days after the Notification of Reported Late Appointment letter
- Notifies the processing of the arrears determination
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Letter Recipients

Agency contacts will receive the letter in this sequence:

1. Arrears Administrator
2. Payroll
3. Human Resources
4. General

Important: Ensure your agency contact information is updated in myCalPERS
New myCalPERS Screen (1 of 2)

*Arrears Determinations* panel added to the appointment list page

- Permission Set Required: Retirement Enrollment
- View determinations associated with your agency

<table>
<thead>
<tr>
<th>Employer</th>
<th>BP ID</th>
<th>Appointment ID</th>
<th>Type</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Determination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>California State University at Chico</td>
<td>1033971744</td>
<td>28145330</td>
<td>Employer Paid</td>
<td>8/20/2003</td>
<td>6/16/2019</td>
<td>7/16/2019</td>
</tr>
<tr>
<td>California State University at Chico</td>
<td>1033971744</td>
<td>92685117</td>
<td>Employer Paid</td>
<td>8/31/2018</td>
<td>11/25/2019</td>
<td></td>
</tr>
</tbody>
</table>
New myCalPERS Screen (2 of 2)

Example: *Arrears Details* panel

- No changes can be made by the business partner
Additional myCalPERS Enhancements

Arrears determinations and membership reviews

Expanded information and tools
Resources

Public Agency & Schools Reference Guide

Membership_Resting@calpers.ca.gov

CalPERS Customer Contact Center

• 888 CalPERS (or 888-225-7377)

Upcoming Circular Letter

myCalPERS Student Guides
Questions
Post-Retirement Employment System Enhancements

Christina Rollins
Membership and Post-Retirement Employment Determinations Team
School Employer Advisory Committee

Team Objectives

Assist with hiring and retaining retired annuitants

Ensure compliance with CalPERS’ post-retirement employment laws

Provide education and resources for employers
Upcoming myCalPERS System Enhancements

Welcome letter to all new retired annuitants

960-hour limit

Special compensation reporting

180-day wait period

Wildfire exemption appointments

Member Self-Service (MSS) for retired annuitant hours
Post-Retirement Employment Webinars

What You Need to Know About Hiring CalPERS Retirees

MyCalPERS Post-Retirement Employment System Enhancements for Employers

Hot Topics for Post-Retirement Employment

Post-Retirement Employment and Social Security for Employers
Assembly Bill 672 for Disability Retirees
Gov. Code Section 21233

Effective January 1, 2020

Prohibits a person who has retired from disability from being employed by any employer without reinstatement from retirement if the position is the position from which the person retired, or if the position includes duties that the person was previously restricted from performing at the time of their disability retirement.

Employer must provide to CalPERS the nature of the employment and duties the person will perform
Communication Efforts

Circular Letter 200-054-19

• Issued December 10, 2019

Letters to disability retirees

• Retirees working as a retired annuitant and also receiving a Disability/Industrial Disability Retirement benefit
• 500+ letters mailed December 17, 2019
Next Steps

Identify non-compliance

Contact CalPERS with any questions
  • How new law may affect you and retired annuitants you hire
Questions
Post-Retirement Employment Resources

Public Agency and Schools Reference Guide

CalPERS Circular Letters

Customer Contact Center
  • 888 CalPERS (or 888-225-7377)

Working After Retirement@calpers.ca.gov
myCalPERS System Enhancements

Meghan Korte
Employer Account Management Division
Employer Education for Schools

Andrea Harris
Customer Education and Outreach Division
Educational Options for Schools

Computer Based Trainings (CBTs)
  • 24x7 availability

myCalPERS Training
  • System training
  • Small computer lab

Business Rules
  • Public Employees’ Retirement Law (PERL)
  • Public Employees' Medical & Hospital Care Act (PEMHCA)
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Classes

Sign up for an instructor-led class at a location near you, or take an online class at your own pace. View your Education Activity & History to see classes you've enrolled in or completed.

Class

Duration

Action

myCalPERS Retirement Enrollment: Searching for a Participant
1 Hour
Start

myCalPERS Retirement Enrollment: Verification of Membership Eligibility
1 Hour
Start

Instructor-Led
Online

Search
myCalPERS Training

Hands-on experience in a computer lab

- Hosted at regional offices
- Classes range from 1-3 hours
Enrollment Courses

Retirement Enrollment

• Keying retirement appointments
• Verify membership
• Add, modify, reconcile retirement enrollments

Health Enrollment

• Key health enrollments
• View health enrollment details
Specialized Courses

Payroll Reporting
  • Create, modify, and submit
  • Reconcile earned period payroll report

Payroll Adjustments
  • View posted payroll
  • When to apply
  • Simplified adjustment process

Employer Reports (Cognos)
  • Run reports
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Business Rules

Retirement Business Rules

• Membership qualifications
• Payroll reporting
• Special compensation
• Retirement benefits

Health Business Rules

• Eligibility & enrollment
• Health benefit officer roles
Customized Business Rules

County Office of Education

- On-site presentations
- All districts attending
- Provides cohesive message
Collaborative Training Attendance

Los Angeles - 59
Orange - 74
Ventura - 69

Multiple Schools - 50 students
  • Santa Cruz
  • Monterey
  • San Benito
Questions
Survivor Benefits

Angelica Santillan
Disability and Survivor Benefits Division
Reporting a Death

Call 888 CalPERS (or 888-225-7377)

- Date of death
- Name, address, and phone number of closest survivor
- If spouse/registered domestic partner, need their birthdate and date of marriage/registration

Complete Report of Separation for Death – Request for Payroll Information (myCalPERS 0697)
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Report of Separation for Death (1 of 10)

Request for payroll information

- Obtained at www.calpers.ca.gov
- Required for all member deaths
- Completed and submitted timely
- Used to verify time-base, unused sick leave, and health coverage
Report of Separation for Death (2 of 10)
Separation information, time-base and required hours should be provided in Part I.
## PART I. EFFECTIVE DATES REGARDING SEPARATION

<table>
<thead>
<tr>
<th>Separation Date:</th>
<th>10/02/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Note: The last day the member was considered an employee)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Day on Pay Status:</th>
<th>10/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Note: This date cannot be after the DOD or Separation date)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Separation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Death</td>
</tr>
<tr>
<td>□ Illness</td>
</tr>
<tr>
<td>□ Contract/Assignment Ended</td>
</tr>
<tr>
<td>□ Other (please explain):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Base:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Fulltime</td>
</tr>
<tr>
<td>□ Part-time</td>
</tr>
<tr>
<td>□ Indeterminate</td>
</tr>
<tr>
<td>□ Intermittent</td>
</tr>
<tr>
<td>□ Substitute</td>
</tr>
<tr>
<td>□ Seasonal</td>
</tr>
<tr>
<td>□ Worked as needed</td>
</tr>
<tr>
<td>□ Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Hours for entire membership period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(For part-time members, only)</td>
</tr>
</tbody>
</table>

**Example:** 11/10/2008 – 2/14/2012- 6hrs/day

<table>
<thead>
<tr>
<th>From/To:</th>
<th>08/01/2012 – 12/31/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td># of hours:</td>
<td><strong>30 hrs/week</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From/To:</th>
<th>01/01/2015 – 10/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td># of hours:</td>
<td><strong>20 hrs/week</strong></td>
</tr>
</tbody>
</table>
Unused sick leave and educational leave at the time of separation should be provided in Part II.
Report of Separation for Death (6 of 10)

PART II. UNUSED SICK AND EDUCATIONAL LEAVE AT TIME OF SEPARATION

TOTAL UNUSED SICK LEAVE: 36 DAYS [ ] HOURS X
BALANCE OF EDUCATIONAL LEAVE CREDITS: 4 DAYS X HOURS [ ]
Health and Dental Insurance information should be provided in Part III.
<table>
<thead>
<tr>
<th>Type of Coverage</th>
<th>Plan Name</th>
<th>Name(s) of Covered Dependents</th>
<th>Coverage Group (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEALTH INSURANCE</td>
<td>Kaiser</td>
<td>Jane Doe</td>
<td></td>
</tr>
<tr>
<td>DENTAL INSURANCE</td>
<td>Delta Dental</td>
<td>Jane Doe</td>
<td></td>
</tr>
</tbody>
</table>
Certification of Employer should be provided in Part IV
# Report of Separation for Death (10 of 10)

## PART IV. CERTIFICATION OF EMPLOYER

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Title</th>
<th>Direct Telephone Number and Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra Johnson</td>
<td>Personnel Specialist</td>
<td>(999) 555-1234, ext. 2</td>
</tr>
</tbody>
</table>

Debra Johnson  
Signature of Payroll Officer  
10/03/2019  
Date
Lump-Sum Benefits
Lump-Sum Benefits (1 of 3)
Return of Contributions and Interest

Always payable or electable
Includes member contributions
Includes interest through date of death
Minimum amount a beneficiary will receive
Lump-Sum Benefits (2 of 3)
Return of Contributions and Interest

Minimum amount paid if:

- Separated from CalPERS covered employer
- Separation not due to continuous illness or injury
- Passed more than four months from separation date
Lump-Sum Benefits (3 of 3)
Employer Share

Not the employer’s contributions
Payable if death was within four months of separation
Payable if separation was due to illness or injury
One month’s average earnings for each year worked
Maximum of six months
Monthly Benefits
Monthly Benefits (1 of 3)

Eligibility Requirements

Spouse/partner must be married/registered at least one year, or prior to the onset of illness or injury

If no spouse/partner, payable to unmarried, biological, or adopted children under 18
Monthly Benefits (2 of 3)
1957 Survivor Benefit

Equal to 50% of the service retirement unmodified allowance

Calculated as though member retired on date of death

Credit for unused sick leave, if contracted
Monthly Benefits (3 of 3)
Monthly 1959 Survivor Benefit

Levels of payment

• Schools: 5th level

Eligible survivors

• Spouse/registered domestic partners
• Children/step, including disabled adults
Death Benefits

Your Death Benefits

We understand how important it is to make sure you're aware of what benefits are payable and who the beneficiary may be upon a death. We're here to ease this process.

Report a Death

888 CalPERS (or 888-225-7377)
Questions
Thank you for joining us!

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