

# School Employer Advisory Committee

August 3, 2022

# Housekeeping (1 of 2)

Webinar is being recorded

Attendee mics are muted

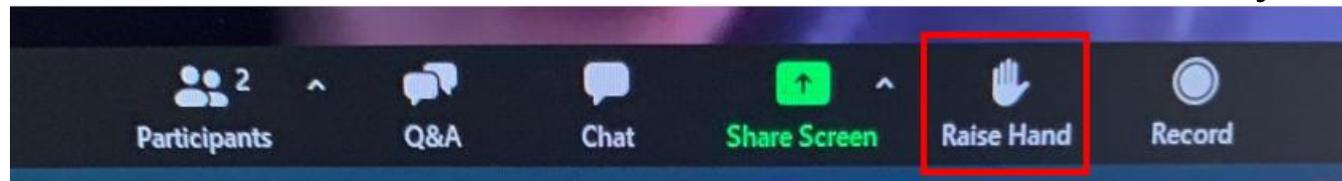
Meeting materials available on [www.calpers.ca.gov](http://www.calpers.ca.gov)

Email: [CalPERS\\_SEAC@calpers.ca.gov](mailto:CalPERS_SEAC@calpers.ca.gov)

# Housekeeping (2 of 2)

Options to submit a question for panelist(s):

- Q&A feature
- Raise hand feature
  - Use raise hand feature to indicate you have a question. The host will call on you to unmute your mic and pose your question.
  - While unmuted, your profile picture and name will display to the host and panelists
  - Only your name will display to the other attendees
  - Select **Lower Hand** to lower, if needed. **Note:** this will not mute yourself if you're unmuted



# Agenda (1 of 2)

Legislation Update – Andrea Peters

School Pay Rates – Brad Hanson

Employer Review Overview – Steve McKee

Post-Retirement Determinations – Heather Porter

State Social Security Administrator Update – Heather Porter

Break – 10 minutes

# Agenda (2 of 2)

myCalPERS System Enhancements – Meghan Korte

Technical Education Resources – Lindsey Doll

CalPERS Educational Forum Update – Joshua Robinson

Questions and Answers – Brad Hanson and Christina Rollins

# Legislative Update

Andrea Peters  
Legislative Affairs Division

# School Pay Rates

Brad Hanson

Employer Account Management Division

# Pay Rates

## Government Code (Gov. Code) 20636.1(b)(1)

Full-time employment for school employees is 40 hours per week regardless of their schedule

Report pay rate based on a 40-hour equivalent or hourly rate of pay

# Service Credit

## Gov. Code 20962

### Full-time service credit

- 10 Months
- 215 Days
- 1,720 Hours

Earnings/pay rate = service credit

# Pay Rate Reporting (1 of 3)

## Example

Full-time employees: 225 Days (7.5 hours per day)

Annual earnings: \$120,000

Daily earnings: \$533.33

- $\$120,000.00 / 225 \text{ days} = \$533.33 \text{ per day}$

Hourly pay rate: \$71.11

- $\$533.33 / 7.5 \text{ hours} = \$71.11 \text{ per hour}$

# Pay Rate Reporting (2 of 3)

## Example - Incorrect

Monthly pay rate: \$10,000

- $\$120,000 / 12 = \$10,000$  monthly pay rate

Service credit: 0.1 per month

- $\$10,000 (E) / \$10,000 = 1.0/10 = 0.1$  per month

$0.1 \times 12 \text{ months} = 1.2$  service credit (capped at 1.0 per FY)

Retirement calculation based on 2% at 20 years:

- $40\% \text{ of } \$10,000 = \$4,000.00$

# Pay Rate Reporting (3 of 3)

## Example - Correct

Monthly pay rate: \$12,325.93

- $\$71.11 \times 2080 \text{ hours} = \$154,793.60$  per year/12 months

Service credit: 0.0811 per month

- $\$10,000 \text{ (E)} / \$12,325.93 = 0.811/10 = 0.0811$  per month

$0.0811 \times 12 \text{ months} = 0.9732$  service credit

Retirement calculation based on 2% at 20 years:

- $38.928\% \text{ of } \$12,325.93 = \$4,798.24$

# Comparison

| Reported           | Final Comp  | Allowance  |
|--------------------|-------------|------------|
| Incorrect Pay Rate | \$10,000.00 | \$4,000.00 |
| Correct Pay Rate   | \$12,325.93 | \$4,798.24 |
| <b>Differences</b> |             |            |
|                    | \$2,325.93  | \$798.24   |

# Pay Rate Questions

# Pay Schedules and Pay Rates – School Employers Review Overview

Steve McKee

Office of Audit Services, Employer Compliance Reviews

# Office of Audit Services

Conduct public agency and school reviews for compliance with the Public Employees' Retirement Law (PERL)

Pay Schedules and Pay Rates – School Employers Review, part of our fiscal year 2020-21 audit plan

Released report in December 2021

# Review Objective and Scope

## Objective

- School employer pay schedules and reported pay rates comply with:
  - Gov. Code section 20636.1 (b)(1) and (d)
  - Title 2 of the California Code of Regulations (CCR) section 570.5
- Pay schedules and reported pay rates represent correct full-time pay rate based on 40 hours per week for 52 weeks for classic classified members

Selected 60 school employers

Review period January 1, 2016, to December 31, 2020

# Review Criteria (1 of 2)

## Gov. Code section 20636.1 (b)(1) and (d)

Pay rate is the normal monthly rate of pay or base pay paid in cash for services rendered on a full-time basis during normal working hours, pursuant to a publicly available pay schedule

For classified members, full-time is 40 hours per week, and payment for services rendered, not to exceed 40 hours per week, shall be reported as compensation earnable for all months of the year in which work is performed

# Review Criteria (2 of 2)

## Title 2 of the CCR section 570.5

### Identifies requirements for pay schedules

- Example of requirements – Pay schedule must be duly approved by the employer's governing board, be publicly available, identify position title for every employee position, and indicate the time base, etc.

Pay rates shall be limited to amount listed on pay schedule

# Review Results

Identified 58 out of 60 school employers:

- Did not have pay schedules that met requirements of CCR section 570.5
- Did not report pay rates that complied with Gov. Code section 20636.1 and CCR section 570.5

# Pay Schedule Observations

52 school employers' pay schedules were not compliant

Pay schedules:

- Were not properly approved by the Superintendent of School Districts of the County Office of Education or Board of Education
- Did not include position titles for all employee positions
- Did not identify the full-time pay rate for each identified position
- Did not indicate the time base for the identified positions
- Referenced another document in lieu of disclosing the pay rate
- Did not identify an effective date or revision date

# Pay Rate Observations (1 of 2)

26 school employers reported pay rates that did not reflect a full-time pay rate.

- Reported pay rates incorrectly reflected earnings based on the number of contracted days worked in an academic year

Reported pay rates should reflect earnings based on 40 hours per week for 52 weeks per year

# Pay Rate Observations (2 of 2)

19 school employers reported pay rates that included additional compensation

- Reported pay rates incorrectly included additional compensation, such as amounts for post-retirement health benefits, professional growth stipends, overtime, and longevity pay

Reported pay rate should be the base pay and not include any items of additional compensation

# Non-Compliance Impacts

Employer contribution miscalculations

Delays with processing member retirement benefits

Inaccurate retirement estimates

Incorrect benefit payments

Benefit reductions

Increased employer administrative costs for processing corrections

# Employer Review Questions

# Post-Retirement Determinations Update

Heather Porter

Employer Account Management Division

# Governing Body for Retired Annuitant Appointments

Policy change effective June 2022 (CL release date)

- A district's governing body is the school board at the district level for:
  - Retired annuitants 180-day resolutions
  - Vacant position – Gov. Code 21221(h)
- Questions

# Executive Order Suspensions End

Effective April 1, 2022, all suspended requirements, due to the Executive Orders relating to the pandemic, have ended

## Reminders:

- Ensure all employment has been reported in myCalPERS regardless of suspensions
- Send emails to [Working\\_After\\_Retirement@calpers.ca.gov](mailto:Working_After_Retirement@calpers.ca.gov) to identify appointments related to the Executive Order

# Post-Retirement Determination Questions?

# State Social Security Administrator Update

Heather Porter  
Employer Account Management Division



# Topics

School AIR

Invoices

School police positions



# Annual Information Request (AIR)

## Fiscal Year 2021-22

- Issued 1112 AIR
- Received 607 responses (about 55%)

## Findings:

- Medicare being withheld for CalSTRS members who were hired prior to April 1, 1986, and the district does not have a Medicare Agreement
- County Offices of Education withholding social security taxes and they do not have their own Social Security Agreement



# Invoices

For 2022-2023 Fiscal year, no invoices will be issued

Refer to Circular Letter 200-028-22



# School Police Positions (1 of 2)

SSSA team received notification from the Social Security Administration (SSA), school police positions at the San Diego Community College (SDCC) are covered for social security

## SDCC:

- Covered under modification 839
- Entered into a safety pension contract on February 1, 2017
- School police position started as a security officer and later reclassified as a peace officer position
- Social security coverage continued until February 1, 2017



# School Police Positions (2 of 2)

Based on SSA's determination SDCC will:

- Collect social security taxes for school police positions
- Submit social security taxes for open tax years to the Internal Revenue Service (IRS) and corrected w2 forms for all years from 2017 to SSA
- Retrieve employees amended tax returns and contact SSA to have their social security benefits reviewed if they are already collecting

If your school district has a similar SDCC situation, contact the SSSA team for assistance

Refer to Circular Letter 200-047-22 for additional information



# SSSA Team Contact

Email: [sssa@calpers.ca.gov](mailto:sssa@calpers.ca.gov)

Call: (916) 795-0810

Mail: CalPERS

State Social Security Administrator

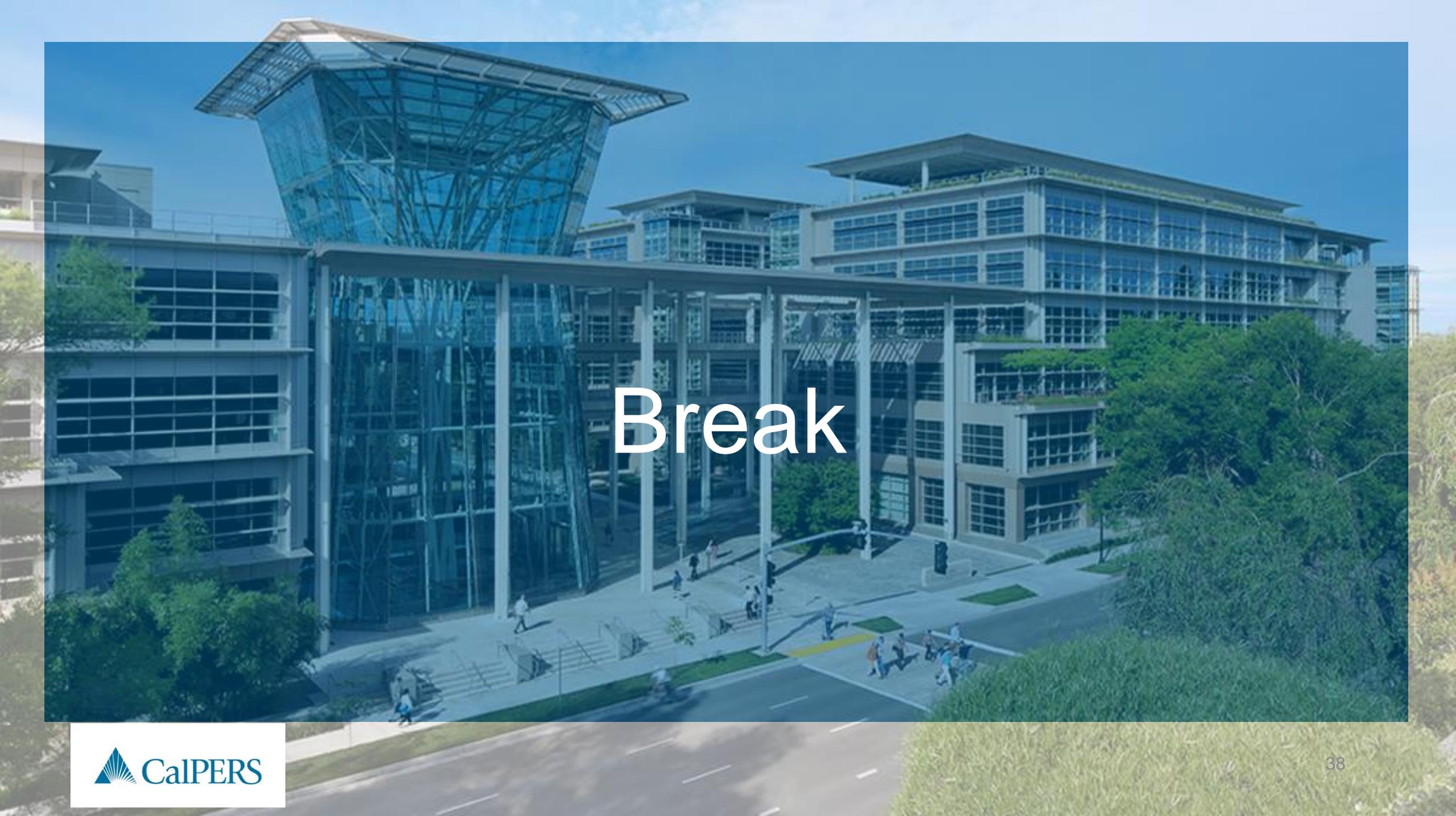
P.O. Box 720720

Sacramento, CA 94229



# State Social Security Administrator Questions



An aerial photograph of a modern university building. The building features a prominent glass tower on the left side, supported by a steel frame. The main building has multiple stories with large windows and a green roof. The building is surrounded by lush green trees and a paved walkway with people walking. The sky is clear and blue.

Break

# myCalPERS System Enhancements

Meghan Korte

Employer Account Management Division

# myCalPERS Enhancements

Arrears Receivable Detail Report

Notification for payroll adjustments on completed arrears determinations

Certificated member reminder

# Other Enhancements

Reciprocal salary redesign

Electronic certification for reciprocal agencies

# Reminders

Undeliverable Address Cognos Report

Recent system security enhancement reminders

Primary contact for Arrears Administrator, Financials, General, Human Resources, Payroll, Social Security Administrator

Retirement appointment reconciliation compliance

# System Support Questions

# myCalPERS Technical Resources

Lindsey Doll

myCalPERS Employer Education & Training Unit

# Stay Informed

## Circular Letters

- Inform you of CalPERS rules, regulations, and processes
- Posted and searchable on the CalPERS website

## Employer Bulletin

- Stay up-to-date on news, Circular Letters, and events
- Receive personalized emails based on your location, agency, and program type

## Get Prepared for Open Enrollment 2022



Confirming your email address will ensure you receive our updates.

[Log In to myCalPERS](#)



### I Want To . . .

- [Attend Training & Events](#)
- [Calculate My Retirement Estimate](#)
- [Designate a Power of Attorney](#)
- [Find a Job](#)
- [Learn About Open Enrollment](#)
- [Make a Payment](#)
- [Make an Appointment](#)
- [Purchase Service Credit](#)



### Life Events

- [Birth or Adoption](#)
- [Death or Terminal Illness](#)
- [Domestic Partnership](#)
- [Injury/Disability](#)
- [Leave of Absence](#)
- [Leaving CalPERS-Covered Employment](#)
- [Marriage or Divorce](#)



### Forms & Publications

- [2022 Health Benefit Summary \(PDF\)](#)
- [Health Benefit Plan Enrollment Form \(Active\) \(HBD-12\) \(PDF\)](#)
- [Planning Your Service Retirement \(PUB 1\) \(PDF\)](#)
- [Service Credit Purchase Options \(PUB 12\) \(PDF\)](#)
- [Service Retirement Election Application \(BSD-369-S\) \(PDF\)](#)



Home

Active Members

Retirees

Employers

myCalPERS Log In

Actuarial Resources | Benefit Programs | Contracts | myCalPERS Technical Requirements | Policies & Procedures

## Employers

### Payroll Deadline Near For the 2021-22 Fiscal Year

Timely reporting ensures your employees' myCalPERS account is accurate.

[Learn More About the Deadline \(PDF\)](#)



### I Want To . . .

- [Access myCalPERS Student Guides](#)
- [Attend Training & Events](#)
- [Contract with CalPERS for Health & Retirement](#)
- [Ensure I'm Complying with CalPERS Policies](#)
- [Learn About Open Enrollment](#)
- [Search Actuarial Reports](#)
- [View Employer Contributions](#)



### Resources

- [CalPERS 457 Plan](#)
- [California Employers' Pension Prefunding Trust \(CEPPT\) Fund](#)
- [California Employers' Retiree Benefit Trust \(CERBT\) Fund](#)
- [Circular Letters](#)
- [Governmental Accounting Standards Board \(GASB\)](#)
- [Health Plan ZIP Codes](#)
- [myCalPERS Employer Reports \(Comps\)](#)



### Forms & Publications

- [CalPERS Employer News \(PDF\)](#)
- [Health Benefits Plan Enrollment for Active Employees \(HBD-12\) \(PDF\)](#)
- [Public Agency & Schools Reference Guide \(PDF, 3.04 MB\)](#)
- [State Reference Guide \(PDF, 2.26 MB\)](#)
- [Summary of PEPR \(PDF\)](#)
- [Workplace Wellness \(PDF\)](#)

[View All](#) →



[Home](#)

[Active Members](#)

[Retirees](#)

[Employers](#)

[myCalPERS Log In](#)

[Actuarial Resources](#) | [Benefit Programs](#) | [Contracts](#) | [myCalPERS Technical Requirements](#) | [Policies & Procedures](#)

[Home](#) > [Employers](#) > [Policies & Procedures](#) > [Circular Letters](#)

## Circular Letters

Browse or search Circular Letters from 1996 to present. You can also subscribe to [Employer Bulletins](#) to receive email notifications when new Circular Letters are posted.

Show  entries

Search

| Letter No.                       | ↑↓ | Subject   | ↑↓ | Audience   | ↑↓ | Date      | ↑↓ |
|----------------------------------|----|---|----|--|----|-----------|----|
| <a href="#">200-034-22 (PDF)</a> |    | 2022-23 School Employer and Employee Contribution Rates                                 |    | <ul style="list-style-type: none"><li>All School Employers</li></ul>   |    | 5/23/2022 |    |
| <a href="#">600-032-22 (PDF)</a> |    | 2023 Contracting Agency Minimum Employer Contribution Calculation                       |    | <ul style="list-style-type: none"><li>Contracting Agency Health Benefits Officers</li><li>Assistant Health Benefits Officers</li></ul> |    | 5/13/2022 |    |
| <a href="#">200-028-22 (PDF)</a> |    | State Social Security Administrator Program Funding                                     |    | <ul style="list-style-type: none"><li>Public Employers with an Existing Section 218 Agreement</li></ul>                                |    | 5/11/2022 |    |
| <a href="#">200-030-22 (PDF)</a> |    | Payroll Reporting Deadlines, 2021-22 Fiscal Year  |    | <ul style="list-style-type: none"><li>All CalPERS Employers</li></ul>  |    | 5/6/2022  |    |
| <a href="#">200-029-22 (PDF)</a> |    | Hiring CalPERS Retirees: Post-Retirement Employment Webinars                            |    | <ul style="list-style-type: none"><li>All CalPERS Employers</li></ul>  |    | 4/22/2022 |    |
| <a href="#">600-016-22 (PDF)</a> |    | Eligibility Criteria, Responsibilities, and Certification Forms for Disabled Dependents |    | <ul style="list-style-type: none"><li>All Health Benefits Officers</li><li>All Assistant Health Benefits Officers</li></ul>            |    | 4/4/2022  |    |
| <a href="#">200-027-22 (PDF)</a> |    | Save 3.5% Interest Through a UAL Lump-Sum Prepayment                                    |    | <ul style="list-style-type: none"><li>All Contracting Public Agencies</li></ul>  |    | 3/30/2022 |    |



Home

Active Members

Retirees

Employers

myCalPERS Log In

Home > Email Subscriptions

## Email Subscriptions

- **All Board Meeting Notices and Agenda Alerts**  
Access Board meeting notices and agendas as soon as they are available.
- **Ambassador Program Newsflash**  
Know the best practices for communicating the facts about pensions.
- **CalPERS Legislative News**  
Receive updates on CalPERS policy issues and actions.
- **CalPERS Long-Term Care Program Alert**  
Stay up-to-date with Long-Term Care Program news and updates.
- **CalPERS News**  
Get updates on important issues and events as the news happens.
- **Employer Bulletin**  
Get customized employer news, Circular Letters, and event updates.
- **Member Education Bulletin**  
Learn when our member education events, webinars, and instructor-led classes will be held.
- **State Social Security Administrator Program Newsletter**  
Learn about Social Security and Medicare coverage for state and local government employees.

Subscribe to our newsletters and alerts

To get started, enter your email address below and select **Subscribe**. You'll choose or change your subscriptions on the next page.

**Email Address**



Subscribe



We serve those who serve California.

Copyright © 2022 California Public Employees' Retirement System (CalPERS) | State of California



Home

Active Members

Retirees

Employers

myCalPERS Log In

## Email Subscriptions

Subscriptions (select one or more) *(required)*

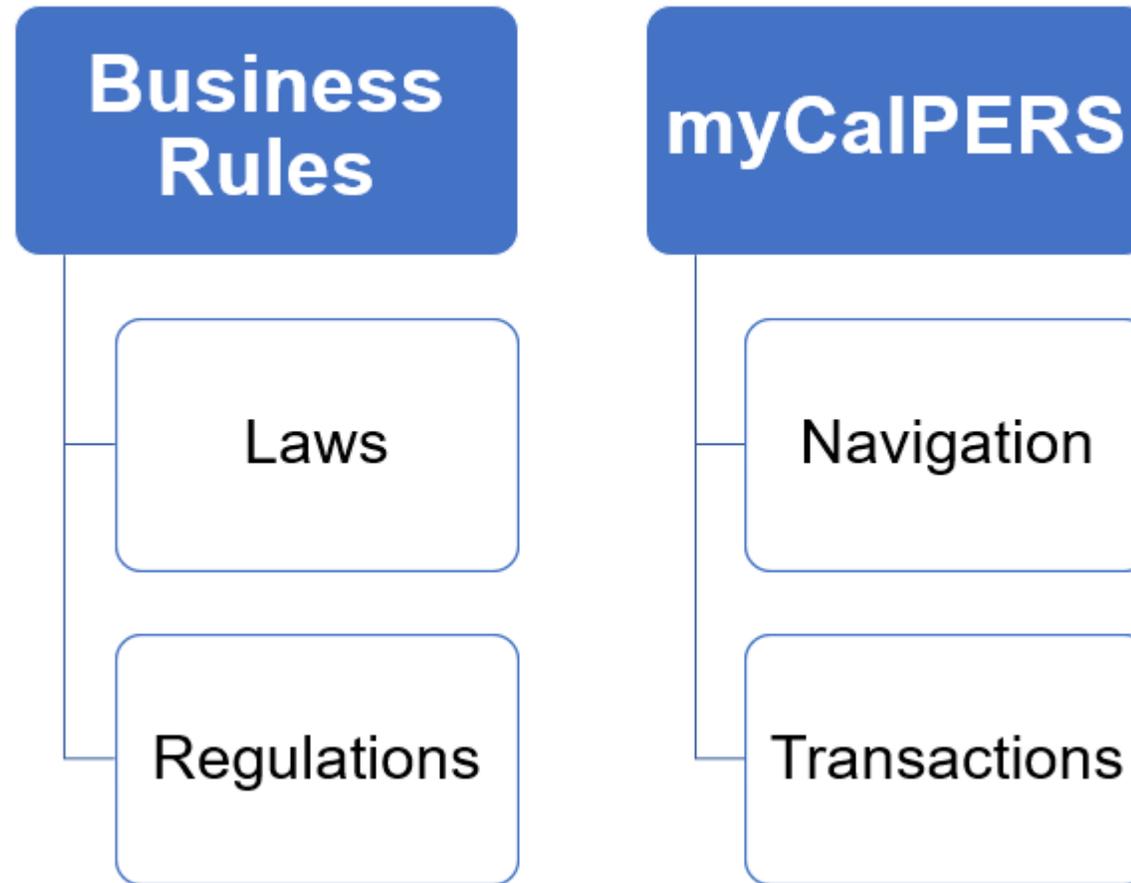
- All Board Meeting Notices and Agenda Alerts
  - Board Governance Committee
  - Board Meeting Notice
  - Finance & Administration Committee
  - Full Board of Administration
  - Global Governance Policy Ad Hoc Subcommittee
  - Investment Committee
  - Pension & Health Benefits Committee
  - Performance, Compensation, & Talent Management Committee
  - Risk & Audit Committee
- Ambassador Program Newsflash
- CalPERS Legislative News
- CalPERS Long-Term Care Program Alert
- CalPERS News
- Employer Bulletin
- Member Education Bulletin
- State Social Security Administrator Program Newsletter

Subscribe

Cancel



# Stay Educated (1 of 2)



# Stay Educated (2 of 2)

## Online Classes

24/7 Access

Self Guided

## Instructor-Led Classes

Virtual &  
In Person

Live &  
Interactive

## Resources

Business Rules  
Reference &  
Health Guides

myCalPERS  
Student Guides

## Specials

- Flexible scheduling
- myCalPERS and business rules training, in-person or virtual
- Tailored trainings based on your agency's contract and needs



[Home](#)

[Active Members](#)

[Retirees](#)

[Employers](#)

[myCalPERS Log In](#)

## Changing Jobs?

Learn how working for a new employer could impact your retirement.

[Get the Key Things to Know](#)



### I Want To ...

- [Attend Training & Events](#)
- [Calculate My Retirement Estimate](#)
- [Designate a Power of Attorney](#)
- [Find a Job](#)
- [Learn About Open Enrollment](#)
- [Make a Payment](#)



### Life Events

- [Birth or Adoption](#)
- [Death or Terminal Illness](#)
- [Domestic Partnership](#)
- [Injury/Disability](#)
- [Leave of Absence](#)
- [Leaving CalPERS-Covered](#)



### Forms & Publications

- [2022 Health Benefit Summary \(PDF\)](#)
- [Planning Your Service Retirement \(PUB 1\) \(PDF\)](#)
- [Service Credit Purchase Options \(PUB 12\) \(PDF\)](#)
- [Service Retirement Election Application \(BSD-369-S\) \(PDF\)](#)



## Employers

Offering Early Retirement Incentives to Your Employees?

We can help your employees get the information they need.

[Contact Us](#)



### I Want To . . .

- [Access myCalPERS Student Guides](#)
- [Attend Training & Events](#)
- [Contract with CalPERS for Health & Retirement](#)
- [Learn About Open Enrollment](#)
- [Search Actuarial Reports](#)
- [Stay Up to Date on Policies & Procedures](#)



### Resources

- [CalPERS 457 Plan](#)
- [California Employers' Pension Prefunding Trust \(CEPPT\) Fund](#)
- [California Employers' Retiree Benefit Trust \(CERBT\) Fund](#)
- [Circular Letters](#)
- [Governmental Accounting Standards Board \(GASB\)](#)



### Forms & Publications

- [Health Benefits Plan Enrollment for Active Employees \(HBD-12\) \(PDF\)](#)
- [Public Agency & Schools Reference Guide \(PDF, 3.04 MB\)](#)
- [State Reference Guide \(PDF, 2.26 MB\)](#)
- [Summary of PEPRA \(PDF\)](#)
- [Workplace Wellness Guide \(PDF\)](#)

[View All](#) →



## Employer Education

We offer a variety of training and informational events to assist you with your CalPERS-related business responsibilities. Our classes, workshops, and meetings are offered on multiple dates. Select the class or event name for complete schedules and more information.

Subscribe to our [Employer Bulletin](#) for customized news and event updates. If you're interested in member-related training for employees, refer to [Member Education](#).

### Upcoming Events

| Name   | Description  | Format     |
|--|--|------------|
| <a href="#">2022 Pathways for Women Conference</a> | Join us this summer for a dynamic forum meant to inspire women who aspire to reach new heights in their careers.<br><br>The event will be held on August 23 at the Hilton Anaheim.   | Conference |
| <a href="#">CalPERS Educational Forum 2022</a>     | Attend this annual event to learn more about CalPERS benefit programs and services. Highlights include informative sessions, exhibits, and individual, private consultations.<br><br>The next event will be held November 1-3 at the Anaheim Marriott. | Conference |

[Education Center](#)

[Employer Education](#)

[Member Education](#)

[Using myCalPERS](#)

[Subscribe to Our Newsletters and Alerts](#)

Subscribe to the Employer Bulletin to receive emails when new training and events are offered.

Email Address

[Subscribe](#)

[Resources](#)

[Employer Education Resources \(PDF\)](#)

[Headquarters & Regional Offices](#)

## Classes & Workshops

| Name  | Description   | Format                            |
|---|---|-----------------------------------|
| <a href="#">Prefunding Programs Workshops</a>   | <p>Learn about the trust funds, to prefund employer pension contributions, retiree health, and Other Post Employment Benefit (OPEB) liabilities.</p> <p>To register, complete the form on <a href="#">Prefunding Programs Workshops</a>.</p>  | Instructor-Led                    |
| <a href="#">Local Safety Disability Employer Webinars</a>   | <p>Learn about the disability retirement application process for local safety members, medical determination, working after disability retirement, and other related processes.</p> <p>This two-part webinar is for public agency employers who make CalPERS disability retirement medical determinations for their safety employees.</p> <p>To register, complete the form on <a href="#">Local Safety Disability Employer Webinars</a>.</p> | Online                            |
| <a href="#">CalPERS Health Program Workshops</a>  | <p>Learn about the CalPERS health program, health plans, rates, and contracting options.</p> <p>To register, complete the form on <a href="#">CalPERS Health Program Workshops</a>.</p>   | Instructor-Led                    |
|  <a href="#">Employer Training Classes (Business Rules and myCalPERS)</a> | <p>Learn about business rules and procedures as well as how to utilize myCalPERS for reporting.</p> <p>View our instructor-led <a href="#">Employer Education Schedule (PDF)</a> for class dates.</p> <p>View the list of our <a href="#">Online Classes for Employers (PDF)</a>.</p> <p>Register in <a href="#">myCalPERS</a>.</p>   | Instructor-Led, Online, and Video |
| <a href="#">Post-Retirement</a>   | Learn about Post-Retirement Employment.   | Online                            |

[myCalPERS Employer Reports \(Cognos\)](#)  
[myCalPERS Student Guides](#)  
[myCalPERS Technical Requirements](#)  
[Reference & Health Guides](#)  
[System Access Administrators](#)

### Forms & Publications

[Disability Retirement/ Industrial Disability Retirement Resource Guide \(PDF\)](#)  
[Local Safety Disability Retirement Resource Guide \(PDF\)](#)  
[Public Agency & Schools Health Benefits Guide \(PDF, 1.18 MB\)](#)  
[Public Agency & Schools Reference Guide \(PDF, 3.04 MB\)](#)  
[State Health Benefits Guide \(PDF, 1.24 MB\)](#)  
[State Reference Guide \(PDF, 2.26 MB\)](#)

### Frequently Asked Questions

- [+ How do I cancel my enrollment in a class?](#)
- [+ When will I receive my class materials?](#)
- [+ Where can I find office locations and directions?](#)

[View All](#) →



## Employer Training Classes

Our instructor-led and online classes teach business rules and procedures as well as how to use myCalPERS for reporting. View a list of our [Online Classes for Employers \(PDF\)](#) or view our instructor-led [Employer Education Schedule \(PDF\)](#) for class dates. You can also view [CalPERS' Education & Training Classes by Business Role \(PDF\)](#). Quickly and easily view dates and enroll in classes in myCalPERS [☞](#); simply log in and select the **Education** tab.

If you don't have myCalPERS [☞](#) access, contact your [system access administrator](#).

You can use the table below to search for classes by title, audience, format, and/or subject. Visit [myCalPERS Student Guides](#) to access corresponding course materials, or find them in the relevant class descriptions below.

Show  entries

Search



| Class  | Audience   | Format         | Subject  |
|--|--|----------------|----------|
| <b>Business Rules</b><br>Learn about the CalPERS website, reference guide, retirement contracts, membership, payroll, special compensation, retirement benefits, and employer reporting responsibilities.  | <ul style="list-style-type: none"><li>Public Agency</li><li>School</li><li>State/CSU</li></ul> | Instructor-Led | Overview |
| <b>Business Rules: Health</b><br>Learn about the CalPERS website, health benefits guide, health plan options, eligibility and enrollment requirements, health benefits into retirement, and employer health benefits officer reporting responsibilities. | <ul style="list-style-type: none"><li>Public Agency</li><li>School</li><li>State/CSU</li></ul> | Instructor-Led | Overview |
| <b>Health Business Rules:</b>  | <ul style="list-style-type: none"><li>Non-central State Agency</li></ul>                       | Online         | Health   |



## Employer Training Classes

Our instructor-led and online classes teach business rules and procedures as well as how to use myCalPERS for reporting. View a list of our [Online Classes for Employers \(PDF\)](#) or view our instructor-led [Employer Education Schedule \(PDF\)](#) for class dates. You can also view [CalPERS' Education & Training Classes by Business Role \(PDF\)](#). Quickly and easily view dates and enroll in classes in myCalPERS [↗](#); simply log in and select the **Education** tab.

If you don't have myCalPERS [↗](#) access, contact your [system access administrator](#).

You can use the table below to search for classes by title, audience, format, and/or subject. Visit [myCalPERS Student Guides](#) to access corresponding course materials, or find them in the relevant class descriptions below.

Show  entries

Search

| Class  | Audience   | Format         | Subject  |
|--|--|----------------|----------|
| <b>Business Rules</b><br>Learn about the CalPERS website, reference guide, retirement contracts, membership, payroll, special compensation, retirement benefits, and employer reporting responsibilities.  | <ul style="list-style-type: none"><li>Public Agency</li><li>School</li><li>State/CSU</li></ul> | Instructor-Led | Overview |
| <b>Business Rules: Health</b><br>Learn about the CalPERS website, health benefits guide, health plan options, eligibility and enrollment requirements, health benefits into retirement, and employer health benefits officer reporting responsibilities. | <ul style="list-style-type: none"><li>Public Agency</li><li>School</li><li>State/CSU</li></ul> | Instructor-Led | Overview |
| <b>Health Business Rules:</b>  | <ul style="list-style-type: none"><li>Non-central State Agency</li></ul>                       | Online         | Health   |



## myCalPERS Student Guides & Resources

Take advantage of these resources to help you navigate and report information through myCalPERS. Each section below has a listing of student guides to assist you with system functionality related to job functions. Check back often for the most current student guide versions.

To learn myCalPERS through instructor-led, hands-on training, view our [Employer Education Schedule \(PDF\)](#) for upcoming classes in your area. To register for a class, log in to myCalPERS with your business partner login, then select the Education tab to view the schedule.

- [+ New Users](#)
- [+ Retirement](#)
- [+ Financials](#)
- [+ Health](#)
- [+ Payroll](#)
- [+ Reports](#)
- [+ System Access](#)

Share This Page



### Resources

- [Employer Education Resources \(PDF\)](#)
- [Employer Education Schedule \(PDF\)](#)
- [myCalPERS Employer Report \(Cognos\) Catalog](#)
- [Online Classes for Employers \(PDF\)](#)
- [Reference & Health Guides](#)
- [System Access Administrators](#)
- [System Enhancements](#)



## myCalPERS Student Guides & Resources

Take advantage of these resources to help you navigate and report information through myCalPERS. Each section below has a listing of student guides to assist you with system functionality related to job functions. Check back often for the most current student guide versions.

To learn myCalPERS through instructor-led, hands-on training, view our [Employer Education Schedule \(PDF\)](#) for upcoming classes in your area. To register for a class, log in to myCalPERS with your business partner login, then select the Education tab to view the schedule.

- + New Users
- + Retirement
- + Financials
- + Health
- + Payroll
- + Reports
- + System Access

### Resources

- [Employer Education Resources \(PDF\)](#)
- [Employer Education Schedule \(PDF\)](#)
- [myCalPERS Employer Report \(Cognos\) Catalog](#)
- [Online Classes for Employers \(PDF\)](#)
- [Reference & Health Guides](#)
- [System Access Administrators](#)
- [System Enhancements](#)

Share This Page





Home

Active Members

Retirees

Employers



myCalPERS Log In

[Home](#) > [Education Center](#) > [Employer Education](#) > [Employer Training Classes](#) > [myCalPERS Student Guides & Resources](#)

## myCalPERS Student Guides & Resources

Take advantage of these resources to help you navigate and report information through myCalPERS. Each section below has a listing of student guides to assist you with system functionality related to job functions. Check back often for the most current student guide versions.

To learn myCalPERS through instructor-led, hands-on training, view our [Employer Education Schedule \(PDF\)](#) for upcoming classes in your area. To register for a class, log in to myCalPERS with your business partner login, then select the Education tab to view the schedule.

- [+ New Users](#)
- [+ Retirement](#)
- [+ Financials](#)
- [+ Health](#)
- [+ Payroll](#)
- [+ Reports](#)
- [+ System Access](#)

Share This Page



### Resources

- [Employer Education Resources \(PDF\)](#)
- [Employer Education Schedule \(PDF\)](#)
- [myCalPERS Employer Report \(Cognos\) Catalog](#)
- [Online Classes for Employers \(PDF\)](#)
- [Reference & Health Guides](#)
- [System Access Administrators](#)
- [System Enhancements](#)

# Contact Us

Employer educators' email

[calpers\\_employer\\_communications@calpers.ca.gov](mailto:calpers_employer_communications@calpers.ca.gov)

# CalPERS Educational Forum 2022 Update

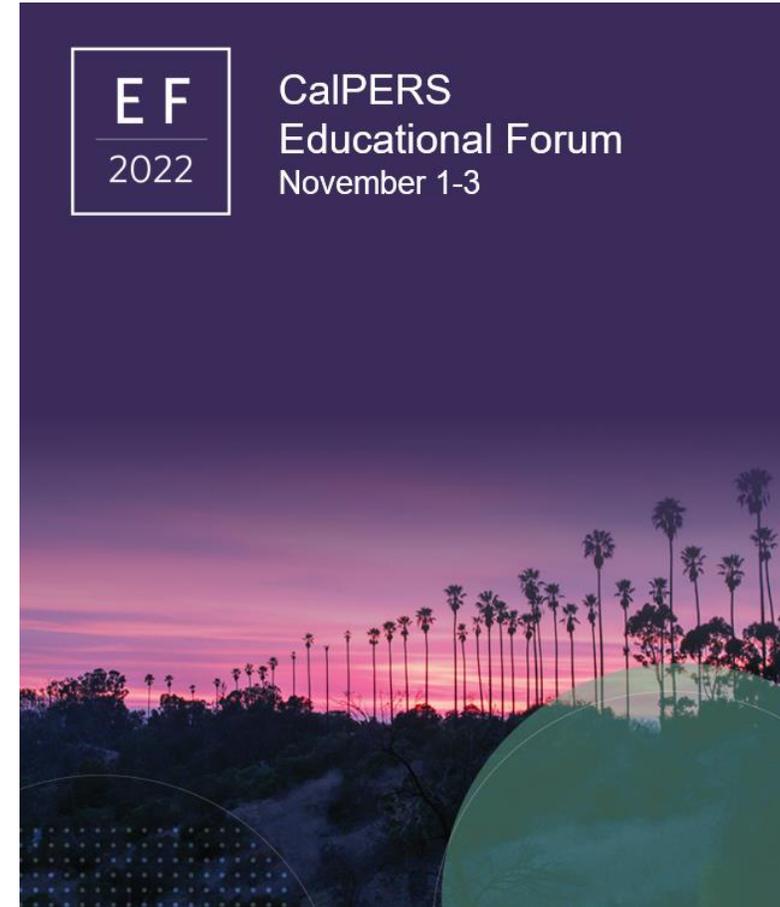
Joshua Robinson  
Office of Stakeholder Relations

# CalPERS Educational Forum

## 4 Reasons to Attend

- **Educational Offerings:** Choose from over 30 sessions tailored to your needs
- **Advance Your Career:** Earn Continuing Education Credit, acquire new skills and knowledge
- **Partnerships:** Share best practices with colleagues across the state
- **Personal Connections:** Schedule a consultation, speak directly with experts in the exhibit hall, and participate in interactive discussions

[calpers.ca.gov/educationalforum](https://calpers.ca.gov/educationalforum)



# Open Questions and Answers

Brad Hanson and Christina Rollins  
Employer Account Management Division

Thank you for joining us!

CalPERS School Employer Advisory Committee