

Completing an Employment Certification State Agencies

Employer Account Management Division &
Member Account Management Division

Topics (1 of 2)

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Required Roles in myCalPERS

Required Roles in myCalPERS (1 of 2)

Must be assigned the Business Partner Arrears role along with one or more of the following roles:

- Business Partner Payroll
- Business Partner Payroll Read Only
- Business Partner Retirement Enrollment
- Business Partner Retirement Enrollment Read Only

Required Roles in myCalPERS (2 of 2)

State Agencies who report payroll through the State Controller's Office (SCO) will only have the options below in addition to the Business Partner Arrears role:

- Business Partner Payroll Read Only
- Business Partner Retirement Enrollment Read Only

Note: Contact your System Access Administrator to request the required roles.

Employment Certifications

When is an Employment Certification required?

Service Credit Purchase (SCP) requests initiated by:

- Member through their myCalPERS account
- Member submitting a paper request to their employer for upload and certification

Membership reviews initiated by:

- CalPERS team members
- Employer
- Member

Completing the Employment Certification

Employment Certification (1 of 14)

Steps for when an employee submits an SCP request, or a membership review is needed:

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



Step 2: Select the **Member Requests** local navigation link

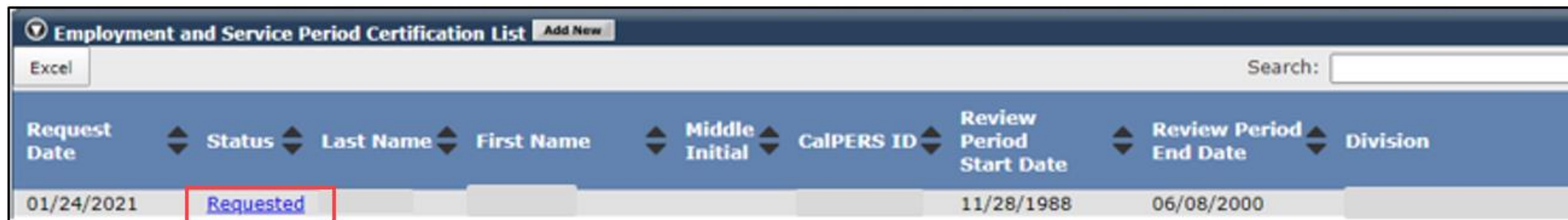


Employment Certification (2 of 14)

Step 3: Review the Employment and Service Period Certification List panel

Is the employee on the list?

- No: Continue to **Step 4**
- Yes: Select the **Requested** status link and continue to **Step 5**



Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division
01/24/2021	Requested					11/28/1988	06/08/2000	

Employment Certification (3 of 14)

Step 4: Select **Add New** in the Employment and Service Period Certification List panel

Employment and Service Period Certification List **Add New**

Excel Search:

Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division	Submitted By
No results found.									

Showing 0 to 0 of 0 entries Previous Next

Employment Certification (4 of 14)

Steps to assist with completing the Employment Information section

Employment Information

Participant: *

Participant's Email Address: *

Business Partner: *

Participant's Phone Number: (999) 888-7777

Dates of Employment: *

From: 10/01/1989 To: 12/03/1989

Employment Category: *

Primary Position Title as displayed on your publicly available pay schedule: *

Was the participant's employment excluded from CalPERS membership due to your agency's contract agreement with CalPERS? ☐ Yes ☒ No [View Exclusions](#)

Time Base: *

☐ Full Time ☐ Part Time
☐ Intermittent ☐ Indeterminate
☐ On Call ☐ Work(ed) As Needed

Appointment Tenure: *

☐ Permanent
☐ Indeterminate
☐ Seasonal
☐ Temporary

Months per Year: *

☐ 8 Months ☐ 9 Months ☐ 10 Months
☐ 11 Months ☐ 12 Months

Please upload the participant's hiring document (myCalPERS 2788): [Add Document](#)

Service Credit Purchase Type Requested: ☐ Service Prior to Membership

Is the participant above a member of a reciprocal system? * ☐ Yes ☐ No

Was the service rendered through an independent contractor or paid through a third party or temporary employment agency? * ☐ Yes ☐ No

For teacher's assistants in a credential program only:

Did the employee require a temporary certificate from a California teacher training institution to serve as a teacher's assistant during the requested employment period? * ☐ Yes ☐ No

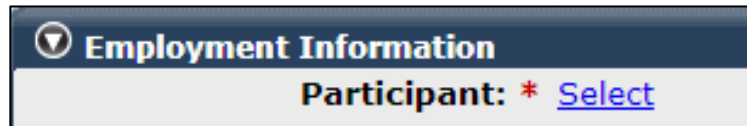
Did the Participant contribute to a retirement plan, other than CalPERS, during the specified time period? * ☐ Yes ☐ No

[Save](#) [Return](#)

Employment Certification (5 of 14)

Step 5: Is the employee's information displayed?

- Yes: Continue to **Step 6**. View employee's contact information if necessary.
- No: Select Participant: **Select** link to add participant's information



Employment Information
Participant: * [Select](#)

Step 6: Confirm the correct business partner and division is listed



Business Partner: Division:

Employment Certification (6 of 14)

Step 7: Enter contact phone number

BP Contact Name:		Phone Number:		Ext:	
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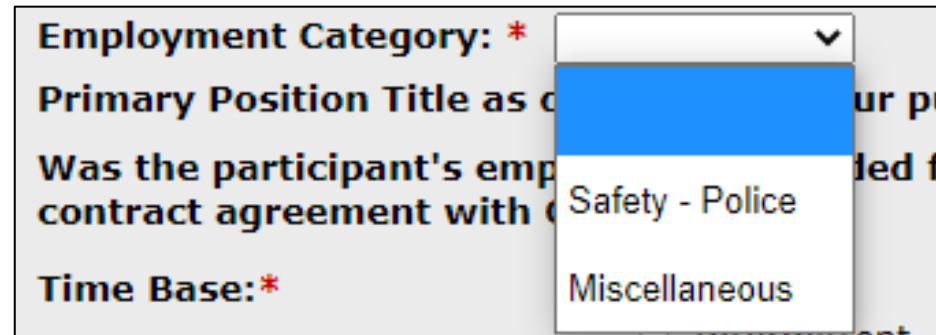
Step 8: Enter or confirm employment dates

Dates of Employment: *	From:		To:	
------------------------	-------	----------------------	-----	----------------------

Note: You may need to correct the Dates of Employment to reflect accurately. If there is a gap of employment you may enter each period as a separate employment periods.

Employment Certification (7 of 14)

Step 9: Select applicable employment category



The screenshot shows a web form with the following fields and labels:

- Employment Category: *** (Dropdown menu is open, showing options: Safety - Police, Miscellaneous)
- Primary Position Title as of** (Text input field)
- Was the participant's employment under a contract agreement with the State?** (Yes/No selection)
- Time Base: *** (Text input field)

This is based on the category the employee would have been if brought into membership for this position

Employment Certification (8 of 14)

Step 10: Enter the position title for the certification

Primary Position Title as displayed on your publicly available pay schedule: *

Step 11: Is employee's employment excluded from CalPERS membership due to your agency's contract agreement or by law under Government Code 20300?

Was the participant's employment excluded from CalPERS membership due to your agency's contract agreement with CalPERS? * ☐ Yes ☒ No [View Exclusions](#)

- No: Continue to **Step 12**
- Yes: Confirm the position is excluded due to a contract exclusion or by law and continue to **Step 12**

Employment Certification (9 of 14)

Step 12: Select time base, CBU, Class Code and tenure at the start of the employment period

The screenshot displays a form with the following fields and options:

- Time Base:** Radio buttons for Full Time, Intermittent (selected), On Call, Part Time, Indeterminate, and Work(ed) As Needed.
- CBU:** A dropdown menu, highlighted with a yellow background and a red border.
- Class Code:** A text input field, highlighted with a yellow background and a red border.
- Appointment Tenure:** Radio buttons for Permanent (selected), Indeterminate, Seasonal, and Temporary.

Example: If request began on January 1, 2019, select time base and tenure effective January 1, 2019.

Employment Certification (10 of 14)

Step 13: Select months per year worked

Months per Year:*	☐ 8 Months	☐ 9 Months	☐ 10 Months
	☐ 11 Months	☐ 12 Months	

Step 14: Select **Add Document**, if necessary, to upload additional information related to the appointment's time base and tenure

Note: This step is optional

Please upload the participant's hiring document (myCalPERS 2788):	Add Document
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Employment Certification (11 of 14)

Step 15: Is the employee requesting to purchase service credit?

- No: This is a membership review, select **Save**
This section is complete

Is the participant requesting to purchase Service Credit?* ☐ Yes ☒ No

Save

- Yes: Answer questions related to the service credit purchase request

Is the participant requesting to purchase Service Credit?* ☒ Yes ☐ No

Service Credit Purchase Type Requested:*

- ☐ Service Prior to Membership
- ☐ Comprehensive Employment and Training Act (CETA)
- ☐ Fellowship
- ☐ Prior Service as Public Service
- ☐ Local System Redeposit
- ☐ Optional Arrears

Employment Certification (12 of 14)

Step 16: Select service credit type the employee is requesting to purchase

Service Credit Purchase Type Requested:*

- ☐ Service Prior to Membership
- ☐ Comprehensive Employment and Training Act (CETA)
- ☐ Fellowship
- ☐ Prior Service as Public Service
- ☐ Local System Redeposit
- ☐ Optional Arrears

Step 17: Select **Add Document** to upload service credit purchase request document

Please upload the participant's *Service Prior to Membership* related signed service credit purchase request form (myCalPERS 1168): *

Add Document

- Skip **Steps 17** and **18** if the SCP request was submitted through myCalPERS account. The request will already be uploaded

Employment Certification (13 of 14)

Step 18: Locate the document and select **Open**

Step 19: Answer the remaining questions

- Default to **No** if unknown

Is the participant above a member of a reciprocal system? *	☐ Yes ☐ No
Was the service rendered under the Comprehensive Employment & Training Act from 1973 to 1982? *	☐ Yes ☐ No
Was the service rendered under a fellowship program? *	☐ Yes ☐ No
Was this position filled by an election or appointment to a fixed term of office? *	☐ Yes ☐ No
Was the service rendered through an independent contractor or paid through a third party or temporary employment agency ? *	☐ Yes ☐ No
For teacher's assistants in a credential program only:	
Did the employee require a temporary certificate from a California teacher training institution to serve as a teacher's assistant during the requested employment period ? *	☐ Yes ☐ No
Did the Participant contribute to a retirement plan, other than CalPERS, during the specified time period? *	☐ Yes ☐ No

Employment Certification (14 of 14)

Step 20: Select **Save**

A screenshot of a web form. The form has a light gray background. At the top, there is a text label "CalPERS, during the specified time period? *" in a dark blue font. Below this label, there is a button with the word "Save" in a dark blue font. The button is highlighted with a red rectangular border.

Step 21: Do you have additional employment periods to add?

- No: This section is complete, proceed to enter the payroll detail
- Yes: Return to **Step 4**

Add Service Period Detail

Add Service Period Detail (1 of 13)

Step 1: Select **Add New Service** in the Service Review Filter panel to submit service period detail

- Confirm you have the correct roles assigned if you are unable to view the Add New Service button



The screenshot shows a 'Service Review Filter' panel with the following fields and buttons:

- Fiscal Year: [dropdown]
- Appointment: [dropdown]
- Division: [dropdown]
- CBU: [dropdown]
- Business Partner: [dropdown]
- Date Range: [text input]
- Position Title: [dropdown]
- Class Code: [dropdown]
- Certified by: [dropdown]
- To: [text input]
- Buttons: Filter Service, Clear Filter, Add New Service (highlighted with a red box)

Add Service Period Detail (2 of 13)

Maintain Record Details (Record 1 of 1)
Enter the preferred values below. Dollar amounts must be greater than zero.

Begin Date: * End Date: * [Display](#)

Payroll Record Memo:

Reported Name and CalPERS ID
CalPERS ID: *
Last Name: * First Name: * Middle Name:

Earnings
Member Category:
Position Title: CBU:
Appointment: ☒ No Appointment
Payroll Schedule: * Approved : Bi-Weekly : 06/20/1982 :
Transaction Type: * Prior Period Adjustment
Pay Rate Type: Pay Rate: \$
Reportable Earnings: \$ 0.00
Scheduled Full Time Hours Per Week: 0.0
Total Hours Worked: * 0.0
Special Compensation: \$0.00 [View Special Compensation](#)

Contributions
Taxed Member Paid Contributions: \$ 0.00
Tax Deferred Member Paid Contributions: \$ 0.00
Tax Deferred Employer Paid Member Contributions: \$ 0.00 [Return](#)

[Save & Continue](#) [Save & Return](#) [Remove Record](#) [Cancel Report](#)

Add Service Period Detail (3 of 13)

Step 2: Enter the begin and end dates of the period in the Maintain Record Details panel

- Payroll details must be entered by pay period and separated by fiscal year
- Multiple pay periods cannot be grouped together

▼ Maintain Record Details (Record 1 of 1)

Enter the preferred values below. Dollar amounts must be greater than zero.

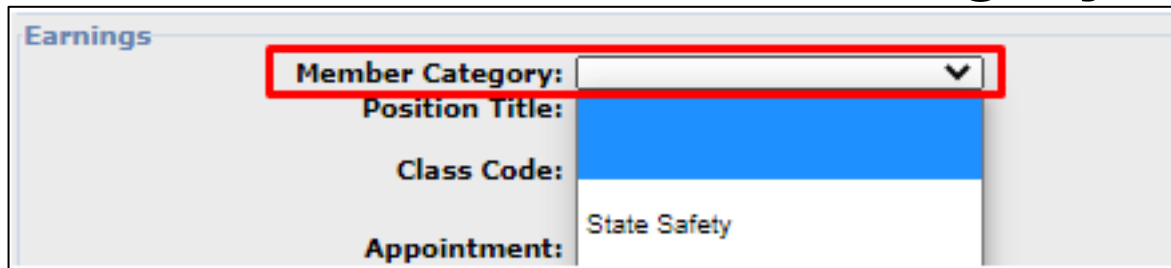
Begin Date:* 

End Date:*  Display

Payroll Record Memo:

Add Service Period Detail (4 of 13)

Step 3: Select from the **Member Category** drop-down menu



The screenshot shows a form titled "Earnings". It contains several fields: "Member Category:" with a drop-down arrow, "Position Title:", "Class Code:", and "Appointment:". The "Member Category:" field is highlighted with a red rectangle. Below it, a blue bar indicates a selection. The "Appointment:" field shows the text "State Safety".

Note: Member category provided in the Employment Information should match member category provided in the Service Period Details.

Step 4: Enter **Position Title**

- The position title must match the title entered in the Employment Information section



The screenshot shows a form with the label "Position Title:" followed by an empty text input field. The input field is highlighted with a red rectangle.

Add Service Period Detail (5 of 13)

Step 5: Select the **No Appointment** radio button when reporting payroll detail for a time frame **not** in myCalPERS



Appointment: ☒ No Appointment

☐ 92139121 : City of Disneyland - Safety - County Peace Officer - 03/21/2015

☐ 92111572 : City of Disneyland - Safety - County Peace Officer - 01/10/2015 - 02/25/2015

If reporting payroll detail for an existing appointment in myCalPERS, select the applicable appointment radio button

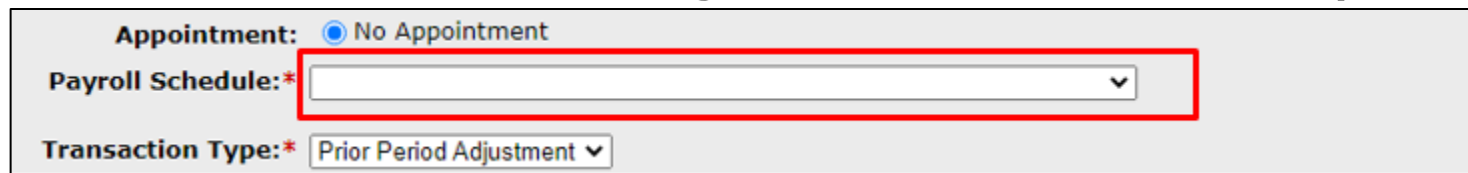


Appointment: ☒ No Appointment

☐ 92139121 : City of District - Safety - County Peace Officer - 03/21/2015

☐ 92111572 : City of District - Safety - County Peace Officer - 01/10/2015 - 02/25/2015

Step 6: Select from the **Payroll Schedule** drop-down menu



Appointment: ☒ No Appointment

Payroll Schedule:*

Transaction Type:* Prior Period Adjustment

Add Service Period Detail (6 of 13)

Step 7: Complete the **Pay Rate Type**, **Pay Rate** and **Reportable Earnings** fields

The screenshot shows a form with the following fields and values:

- Transaction Type:** * Prior Period Adjustment (dropdown)
- Pay Rate Type:** (dropdown menu is open, showing options: Hourly, Daily, Monthly)
- Pay Rate:** \$ (text input field)
- Reportable Earnings:** \$ 0.00 (text input field)

Note: Please provide the full time payrate. If there is a Retroactive Salary Adjustment (RSA), please provide appropriate Service Period Detail after the RSA has been applied. Do NOT enter RSA as a separate line.

Add Service Period Detail (7 of 13)

Step 8: Complete the **Scheduled Full Time Hours Per Week**

OR **Scheduled Full Time Days Per Week** field depending on pay rate type

- Report what is considered full time for the position whether the member works full time or not

Scheduled Full Time Hours Per Week:	0.0	Scheduled Full Time Days Per Week:	0.0
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Add Service Period Detail (8 of 13)

Step 9: Complete the **Total Hours Worked** and **Overtime Hours Worked** fields

- Only report the hours for the period reported in this record.
- Enter overtime hours in the Overtime Hours Worked field. Do not provide overtime hours in the Total Hours Worked field.

Total Hours Worked:*	0.0	Overtime Hours Worked:	0.0
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Step 10: Is there special compensation to be reported?

- Yes: Continue to **Step 11**
- No: Skip to **Step 14**

Special Compensation: \$0.00	View Special Compensation
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Add Service Period Detail (9 of 13)

Step 11: Select the **Add New** in the View Special Compensation panel

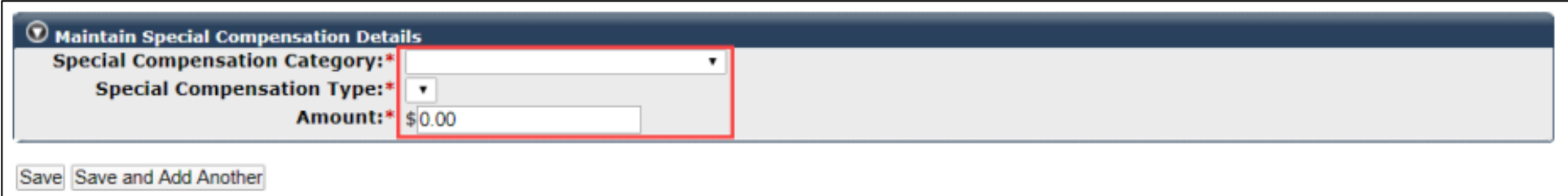


The screenshot shows a web interface titled "View Special Compensation". At the top, there are three buttons: "Select All" (in blue text), "Delete" (in a grey box), and "Add New" (in a red box). Below these buttons is a table with three columns: "Category", "Type", and "Amount". The table is currently empty, displaying the message "No results found." Below the table, there are again three buttons: "Select All" (in blue text), "Delete" (in a grey box), and "Add New" (in a red box). The "Add New" button in the top bar is highlighted with a red rectangular box.

Add Service Period Detail (10 of 13)

Step 12: Complete the **Special Compensation Category**, **Special Compensation Type** and **Amount** fields in the Maintain Special Compensation Details panel

- Special Compensation Category will generate different special compensation types



▼ Maintain Special Compensation Details

Special Compensation Category: *

Special Compensation Type: *

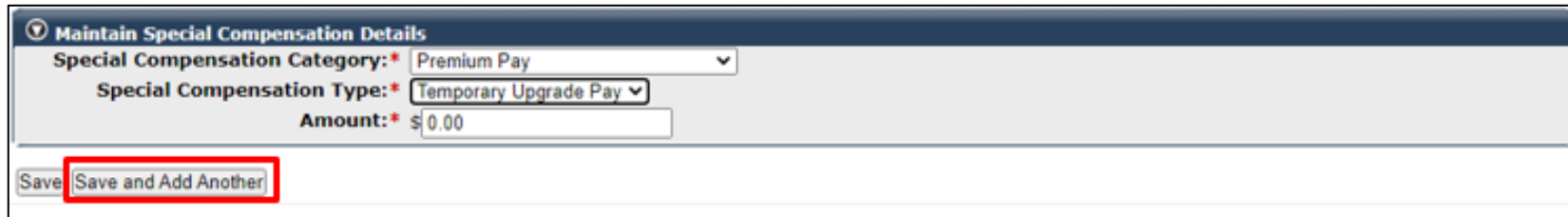
Amount: * \$0.00

Save Save and Add Another

Add Service Period Detail (11 of 13)

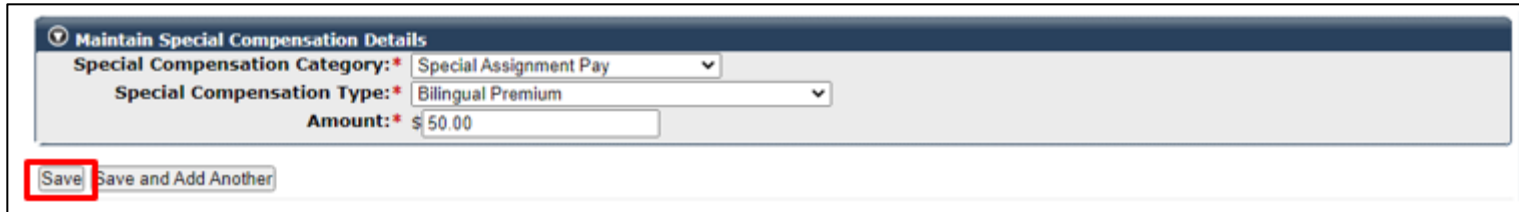
Step 13: Is there additional special compensation to add to this record?

- No: Continue to **Step 14**
- Yes: Select **Save and Add Another**, return to **Step 11**



Add Service Period Detail (12 of 13)

Step 14: Select **Save**



▼ Maintain Special Compensation Details

Special Compensation Category:* Special Assignment Pay

Special Compensation Type:* Bilingual Premium

Amount:* \$ 50.00

Save Save and Add Another

Step 15: Select **Return** located at the bottom right



▼ View Special Compensation

[Select All](#) [Delete](#) [Add New](#)

Category	Type	Amount
☐ Special Assignment Pay	Bilingual Premium	\$50.00

[Select All](#) [Delete](#) [Add New](#)

[Return](#)

Add Service Period Detail (13 of 13)

Step 16: Do you have additional periods to report?

- No: Select **Save & Return**



A screenshot of a web interface showing four buttons: 'Save & Continue', 'Save & Return', 'Remove Record', and 'Cancel Report'. The 'Save & Return' button is highlighted with a red rectangular box.

- Yes: Select **Save & Continue**, return to **Step 2**



A screenshot of a web interface showing four buttons: 'Save & Continue', 'Save & Return', 'Remove Record', and 'Cancel Report'. The 'Save & Continue' button is highlighted with a red rectangular box.

- This section is complete

File Upload Option

File Upload

You can upload a CalPERS Review Report CSV data file in myCalPERS to report Service Periods for the employment certification process.

This is in addition to the existing XML file upload and manual entry option.

Submit the Certification

Submit Certification

Prior to submitting the certification, confirm the information provided in the Employment Information and Service List panels are complete and accurate

Certification

☐ **By signing, I certify the following:**

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of _____ and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:
Submitted Date:

Submit

Error Messages

Error Messages (1 of 4)

CBU/Class Code Error Message: The error message below will display if the exclusion question is marked “No” but the entered class code is excluded from the contract agreement with CalPERS.

The class code you have entered is excluded for Service Prior to Membership (SPM) Service Credit Purchase. Please review your response for "Was this participant's employment excluded from CalPERS membership due to your agency's contract agreement with CalPERS?" and "Class Code" questions.

- Review the exclusion question regarding exclusions and the class code and make the appropriate updates.

Error Messages (2 of 4)

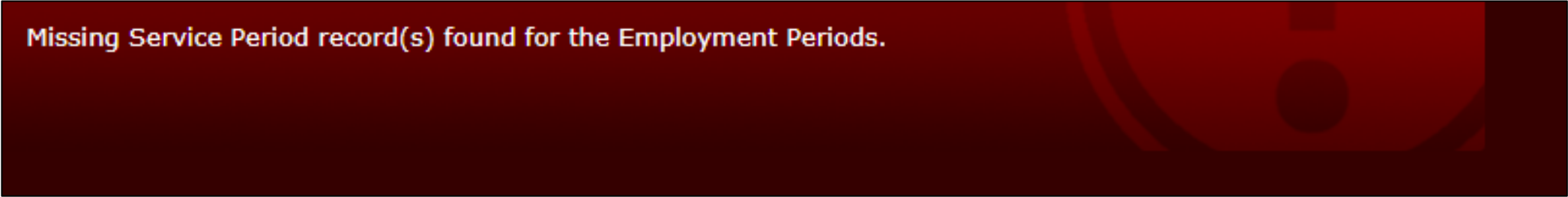
Payroll Outside Employment Error Message: The error message below will display if there are any service periods where the service period end date is after the employment period end date or where the service period begin date is before the employment period begin date.

The payroll you added in the Service Periods List is outside of the requested Employment Period(s) dates. Please review the payroll or employment period(s) and correct before continuing.

- Review the employment period and service periods and make the appropriate updates to the start or end dates.

Error Messages (3 of 4)

Missing Service Period Errors: The error message below will display if any information is missing in the service period detail

A screenshot of a dark red error message box. The text inside is white and reads: "Missing Service Period record(s) found for the Employment Periods." The box has a subtle circular pattern in the background.

Missing Service Period record(s) found for the Employment Periods.

Continued on next slide

Error Messages (4 of 4)

- Common missing items and/or required corrections:
 - Missing service period

Note: Pay rate, earnings, and hours are reported as zero (0) if the participant didn't work during a pay period that falls within the service period requested.
 - Incorrect dates
 - Fiscal year not separated
 - Day missing from a service period
 - Example: Leap year

Certification Status

Certification Status (1 of 2)

Requested

- Certification has been requested, but not started

In-Progress

- Certification has been started, but not completed or submitted

Certification Expired

- Certification is expired
 - This is for a Service Credit Purchase not completed within 30 days

Certification Status (2 of 2)

Rejected

- Request has been rejected by employer

Employer Withdrawn

- Request has been withdrawn by employer

Submitted

- Certification has been certified and submitted to CalPERS for review

Completed

- Certification process is complete

Rejecting or Withdrawing a Request

Rejecting or Withdrawing a Request (1 of 2)

Employers who initiate a certification request (i.e. initiated via “Add New” button) may select the “Withdraw Certification Request” button to cancel the request.

Certification

☒ *** By signing, I certify the following:**

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of County of Humboldt and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:
Submitted Date:

Only the same BP Contact that started the certification can withdraw the certification

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[DataSource: Staffing](#) | [Home Office](#) | [Developer Console](#)
Build: v9.9 - BuildNo: 211225-002151 - v9.9.11410 - U2D1: 1633

Rejecting or Withdrawing a Request (2 of 2)

Employers can reject a certification request that was initiated by the employee by selecting the “Reject Member SCP Request” button and selecting the appropriate Rejection Reason.

The screenshot displays the 'Certification' section of a web form. A red box highlights a checkbox labeled 'By signing, I certify the following:' which is checked. Below this are four numbered statements regarding the accuracy of the information and the employer's liability. To the right of these statements are fields for 'Submitted By:' and 'Submitted Date:'. Below the statements are two buttons: 'Submit' and 'Reject Member SCP Request'. A red box highlights the 'Reject Member SCP Request' button, with a red arrow pointing to it and the text 'Reject button' in red. Below the buttons is the 'SCP Request Rejection Reason' section. It contains a prompt: 'Please select a reason for rejecting the member's Service Credit Purchase request. Only required if certification request is being rejected.' Under 'Rejection Reason:', there is a list of six radio button options. A red box highlights the first option, 'No employment records. Employee never worked for the agency.', which is selected. To the right of this list is the text 'Reject Reasons' in red. At the bottom of the section are fields for 'Rejected By:' and 'Rejected Date:'.

Certification

☒ By signing, I certify the following:

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of Franchise Tax Board and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:
Submitted Date:

Submit Reject Member SCP Request

SCP Request Rejection Reason

Please select a reason for rejecting the member's Service Credit Purchase request. Only required if certification request is being rejected.

Rejection Reason:

- ☒ No employment records. Employee never worked for the agency.
- ☐ Incorrect Service Credit Purchase request type.
- ☐ No payroll records. Purged records, records unavailable, damaged, or destroyed.
- ☐ Duplicate request. Same period already requested or submitted for review.
- ☐ Requested SPM service period previously purchased.
- ☐ Member withdrew the SCP request.

Rejected By:
Rejected Date:

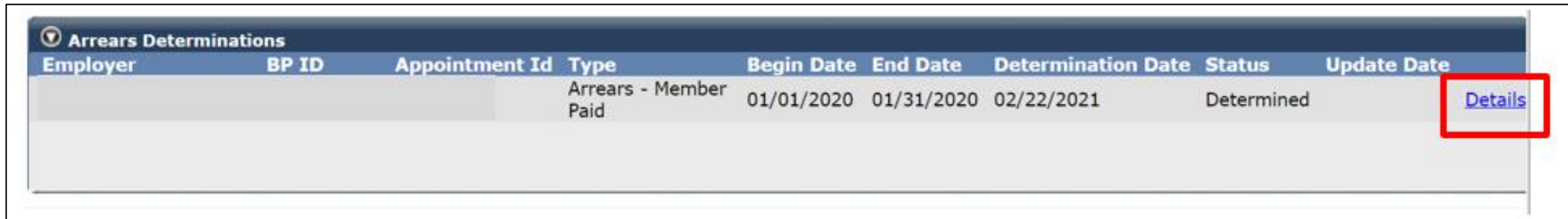
Reject button

Reject Reasons

Arrears Determination Options

Arrears Determination Details

Select **Details** in the Arrears Determinations panel



Arrears Determinations								
Employer	BP ID	Appointment Id	Type	Begin Date	End Date	Determination Date	Status	Update Date
			Arrears - Member Paid	01/01/2020	01/31/2020	02/22/2021	Determined	Details

If arrears is determined, the details are viewable in the employee's account

Waiving Appeal Rights

Arrears Detail

Appointment Information

Employer:

Appointment ID:

CalPERS ID:

Enrollment Date: 01/01/2020

Determination Information

Arrears Period Begin Date: 01/01/2020

Arrears Period End Date: 01/31/2020

Arrears Type: Arrears - Member Paid

Status: Determined

Processing Date: 03/24/2021

Source of Payroll: Service Period Submission in myCalPERS

Reason: 1,000 hours of work within the fiscal year (July 1 to June 30)

Does this determination change the enrollment level from PEPRA to Classic?

No

Create Date: 02/22/2021

Determination Date: 02/22/2021

Waive Appeal

If your agency agrees with this determination, you may choose to waive your appeal rights. Waiving appeal rights will process the arrears calculation overnight.

Waive Appeal

Reconsideration Request

If your agency does not agree with this determination, you must provide CalPERS with sufficient documentation to the contrary and the reason you do not agree with this determination by 03/24/2021

Reason for Reconsideration: *

Please select document type and upload documentation to support your reconsideration request.

Document Type: *

Add Document

Submit

If your agency agrees with the determination, waive the appeal rights

 CalPERS

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Reconsideration Request

Arrears Detail

Appointment Information

Employer:

Appointment ID:

CalPERS ID:

Enrollment Date: 01/01/2020

Determination Information

Arrears Period Begin Date: 01/01/2020

Arrears Period End Date: 01/31/2020

Arrears Type: Arrears - Member Paid

Status: Determined

Processing Date: 03/24/2021

Source of Payroll: Service Period Submission in myCalPERS

Reason: 1,000 hours of work within the fiscal year (July 1 to June 30)

Does this determination change the enrollment level from PEPPRA to Classic?

No

Create Date: 02/22/2021

Determination Date: 02/22/2021

Waive Appeal

If your agency agrees with this determination, you may choose to waive your appeal rights. Waiving appeal rights will process the arrears calculation overnight.

Waive Appeal

Reconsideration Request

If your agency does not agree with this determination, you must provide CalPERS with sufficient documentation to the contrary and the reason you do not agree with this determination by 03/24/2021

Reason for Reconsideration: *

Please select document type and upload documentation to support your reconsideration request.

Document Type: *

Add Document

Submit

Provide reason with documentation to submit a request.

 CalPERS

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Resources

Resources Information

CalPERS Customer Contact Center

- **888 CalPERS** (or **888-225-7377**)

[Circular Letter 200-042-20](#)

[Circular Letter 200-058-21](#)

Membership_Reporting@calpers.ca.gov

[myCalPERS Employment Certification Functionality Student Guide](#)

[myCalPERS System Access Administration](#)

[myCalPERS System Privileges for Business Partner Roles](#)

Questions