



California Public Employees' Retirement System  
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## Announcements

# Circular Letter

September 23, 2021

Circular Letter: 200-058-21

Distribution: IV, V, VI, X, XII, XVI

**To:** All CalPERS Employers  
**Subject:** New Employment Certification Upload Functionality in myCalPERS

### Purpose

This Circular Letter is a follow up to [Circular Letter 200-042-20 \(PDF\)](#) to provide additional information regarding recent employment certification updates in myCalPERS. New myCalPERS functionality will be available in late September 2021.

### Employment Certification Reporting Options

Beginning September 27, 2021, you can upload a CSV data file in myCalPERS, in addition to the existing XML file upload and manual entry options. This new functionality streamlines the process for our employers to enter the associated payroll pertaining to the certification and decreases the need for manual entry into myCalPERS.

Information regarding XML and CSV file specifications including descriptions, field values, conditions, and character requirements can be found in the CalPERS Review file in the **Payroll** section under the [Data Element Definitions \(DED\) \(PDF\)](#) on the CalPERS website. In addition to the DED file, a sample CSV file is provided in the **CalPERS Review Reports** folder of the [Employer Technical Toolkit](#). The sample file should be used as a reference model to help you develop and format data requested by service credit or membership reviews.

**Note:** The CalPERS Review Report folder has several other sample files to assist in this process. The test environment should be utilized to test the CalPERS Review CSV files before uploading to the live myCalPERS system.

## Employer Responsibilities

You must submit employment certification and service period details through myCalPERS utilizing one of the methods listed above. In addition, you must electronically complete the required certification questions and upload the employee's request form. You are responsible for completing all employment certification requests within 30 calendar days. It is important you provide this information timely to ensure the member can continue the cost request process. Failing to complete this step can result in a higher cost as the member will have to resubmit their request.

## System Access Roles in myCalPERS

To complete employment certifications, you must have the Business Partner Arrears role along with any of the following roles:

- Business Partner Payroll
- Business Partner Payroll RO
- Business Partner Retirement Enrollment
- Business Partner Retirement Enrollment RO

**Note:** The combination of system access roles will depend on the individual's role at your agency.

Notify your system access administrator to request the required access role(s) if you are responsible for entering this data. It is important the roles in myCalPERS are correctly established to provide the necessary access to complete the required tasks.

## Additional Resources

The following resources are available on the CalPERS website for employers:

- [Data Element Definitions Payroll – CalPERS Review File \(PDF\)](#): Provides electronic file data element definitions found within a CalPERS review report
- [Technical Resources](#): Provides pertinent technical information for file development and reporting in myCalPERS
- [myCalPERS Employment Certification Functionality Student Guide \(PDF\)](#): Provides detailed steps on how to submit the employment certification in myCalPERS
- [myCalPERS Retirement Enrollment Student Guide \(PDF\)](#): Provides information to assist with adding, modifying, and reconciling retirement appointments
- [myCalPERS System Access Administration Student Guide \(PDF\)](#): Provides information on maintaining system access
- [myCalPERS System Privileges for Business Partner Roles Supplemental Guide \(PDF\)](#): Provides a list of privileges for each user role

## Questions

If you have any questions, visit our website at [www.calpers.ca.gov](http://www.calpers.ca.gov), or contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

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Employer Account Management Division