# myCalPERS Payroll Reporting

Student Guide

October 31, 2025



# Introduction

This guide will assist you with earned period payroll reporting. As a business partner with a retirement contract with CalPERS, you must provide and manage payroll information regularly. Payroll reports contain your employees' records that are uploaded or added manually to preprocessing areas before they can be submitted in myCalPERS. After a report is submitted for processing, all records are validated, and errors are identified to allow for corrections.

#### **Disclaimer**

Business partner and participant information has been masked in this procedure guide.

#### What's New

When reporting payroll by the copy-forward method, the following records now copy forward:

- Earned Period No Contribution and No Service records (employees who are retired annuitants, in an alternate retirement plan [Gov. Code 20306], or in overtime positions).
- Zero-payroll records

# **System Access**

If you are unable to process these scenarios, contact your agency's system access administrator to update your myCalPERS access.

# **Training Opportunities**

Prior to taking a myCalPERS training, new users should review the <u>Introduction to myCalPERS for Business Partners (PDF)</u> student guide and take a <u>Business Rules class</u>. Business Rules summarizes the laws defined by the California Public Employees' Retirement Law (PERL).

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#### Unit 1: Person Search Tool

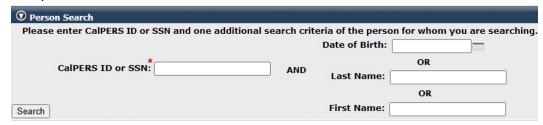
In this unit, you will learn to use the Person Search tool to verify an active employee's appointment details and position information. A new or returning employee must have an appointment with your agency in myCalPERS before submitting payroll for them.

# **System Logic**

The Person Search tool needs to be refreshed in between searches. Clear the last employee's profile information by selecting the **Person Search** left-side link.

# **Step Actions (5 steps)**

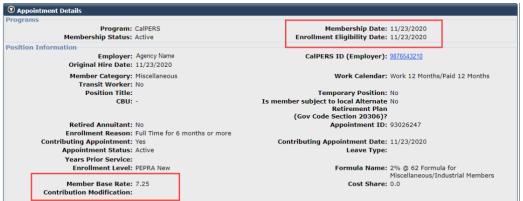
- Step 1 Select the **Person Information** global navigation tab.
- Step 2 Complete the Person Search section.



- Step 3 Select the **Search** button.
- Step 4 Within the Appointment History section, select the **Employer** link that has an Active appointment status.



Step 5 Within the Appointment Details section, review your employee's appointment details, which includes their eligibility date and member base rate.



# **Unit 2: Initiate Payroll Reporting**

In this unit, you will learn how to create an earned period payroll report. A payroll report is not complete until the report has been submitted and posted.

# **Transmitting Payroll Information**

There are two methods for transmitting payroll information through myCalPERS:

- Online Data Entry This method uses myCalPERS to enter your payroll data. There are two online data entry options.
  - Manual Entry Create a new earned period or adjustment payroll report by entering each payroll record. This is used primarily by new agencies for their first payroll report.
  - Copy Forward Copy a posted earned period payroll report to create a new earned period report. Copied records can be modified or deleted, and new records can be added. This is commonly used when earnings are the same (or similar) across earned periods.
- **File Upload** This method uses a payroll report file with data from your internal payroll system and uploads it to myCalPERS.

#### **Reporting Payroll Adjustments Records**

For online-data-entry users, if you are only reporting adjustment records, create an adjustment report. Refer to the <u>myCalPERS Payroll Adjustments (PDF)</u> student guide for step actions.

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# Scenario 1: Online Data Entry - Manual Entry

You will create a payroll report by manually entering information for each payroll record within the report. This method is primarily used by new agencies for their first payroll report.

#### **New Contracting Agencies**

The following must be in myCalPERS before reporting earned period records:

- Your retirement contract: otherwise, you cannot enroll employees in CalPERS and report their payroll.
- Your agency's payroll schedule (Monthly, Semi-monthly, Bi-weekly, or Quadri-weekly)
- Your employees' PERS appointments with your agency

### Step Actions (18 steps)

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Within the Create or Edit Report section, select Manually Create Earned Period Report from the Method drop-down list.



- Step 3 Select the **Continue** button.
- Step 4 Complete the Create Report section.



- Step 5 Select the **Save & Continue** button.
- Step 6 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.

#### Step 7 Select the **Add New** button.

① Search and Add New Record to the Report				
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a				
CalPERS ID or SSN and click A	Add New.			
SSN:		Last Name:		
CalPERS ID:	0123456789			
Record Type:		✓ Transaction Type:	~	
Member Category:	~			
Division:	~	Rate Plan:	~	
Record Status:	~			
Error Message:	~			
Search Clear Add New				

Step 8 If needed, within the Maintain Record Details section, modify the Begin Date and End Date fields.

Maintain Record Details	
To add details to the record select Display after entering dates.	
Begin Date:* 12/28/2019	End Date:* 01/10/2020 Display
Payroll Record Memo:	
	View Employee Rate Summary

#### Step 9 Select the **Display** button.

#### Step 10 Complete the Earnings subsection.

Earnings		
Appointment:* O Agency Name : App	t Id - 9991754018 : 2024-07-15 : Miscellaneous : Regular	
Transaction Type:*		
Pay Rate Type:	Pay Rate: \$ 0.00	
Reportable Earnings: \$ 0.00		
Scheduled Full Time 0.0 Hours Per Week:	Scheduled Full Time 0.0 Days Per Week:	]
Total Hours Worked: 0.0		
Special Compensation: 0.00		View Special Compensation
Contributions		
Taxed Member \$ 0.00 Paid Contributions:	Tax Deferred Member \$ 0.00 Paid Contributions:	
	Tax Deferred Employer Paid \$\\ 0.00 \\ Member Contributions:	
Service Credit Purchase Deductions		
Taxed Member Paid \$ 0.00 Contribution:	Tax Deferred Member \$\\ 0.00 \\ Paid Contribution:	
	7	<u>/iew Employee Rate Summary</u>

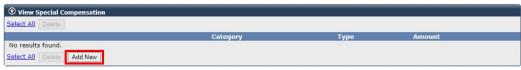
- **Transaction Type:** If the correct transaction type is not in the drop-down list, correct the begin or end dates, then select the **Display** button.
- **Scheduled Full Time Hours Per Week**: This is required for all pay rate types. Enter the number of hours your agency considers full time for this position.
- Scheduled Full Time Days Per Week: If pay rate type is daily, complete in addition to Scheduled Full Time Hours Per Week. Enter the number of days your agency considers full time for this position.
- Total Hours Worked: Enter only if employee is a retired annuitant.

#### Step 11 Do you need to report special compensation?

**Yes**: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 12.

**No**: Skip to step 16.

Step 12 Within the View Special Compensation section, select the **Add New** button.



Step 13 Complete the Maintain Special Compensation Details section.

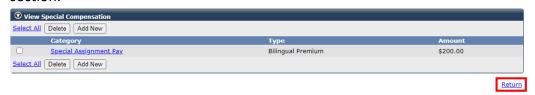
Maintain Special Compensation Details			
Special Compensation Category:*	~		
Special Compensation Type:*	~		
Amount:*	\$ 0.00		
Save Save and Add Another			

Step 14 Do you need to report additional special compensation?

Yes: Select the Save and Add Another button, then return to step 13.

**No**: Select the **Save** button, then continue to step 15.

Step 15 Select the **Return** link at the bottom right under the View Special Compensation section.



Step 16 Is the record for a contributory employee?

**Yes**: Within the Contributions subsection, enter contribution amounts into the appropriate fields, then continue to step 17.

Contributions	
Taxed Member \$ 0.00 Paid Contributions:	Tax Deferred Member \$ 0.00 Paid Contributions:
1959 Survivor \$ 0.00 Contribution:	Tax Deferred Employer Paid \$ 0.00 Member Contributions:

**No**: Continue to step 17.

Step 17 Do you need to report a service credit purchase deduction?

**Yes**: Within the Service Credit Purchase Deductions subsection, enter contribution amounts into the appropriate fields, then continue to step 18.

Service Credit Purchase Deductions	
Taxed Member Paid \$0.0 Contribution:	Tax Deferred Member \$ 0.0 Paid Contribution:

No: Continue to step 18.

Step 18 Select the **Save & Exit** button.

**Note:** Repeat steps 6-18 until all payroll records are in the report.

#### Scenario 2: Online Data Entry - Copy Forward

You will copy forward a previously posted payroll report to create a new earned period report.

Copy forward allows you to copy prior posted payroll records, make changes to the copied records, and then submit the report for a new earned period. This method is commonly used when earnings are the same (or similar) across earned periods.

#### **System Logic**

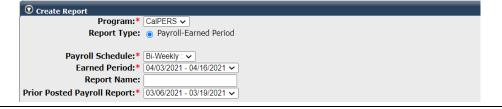
Adjustment records in an earned period report will not copy forward.

# Step Actions (5 steps)

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Within the Create or Edit Report section, select Copy Prior Posted Payroll Report from the Method drop-down list.



- Step 3 Select the **Continue** button.
- Step 4 Complete the Create Report section.



Step 5 Select the **Save & Continue** button.

#### Scenario 3: File Upload

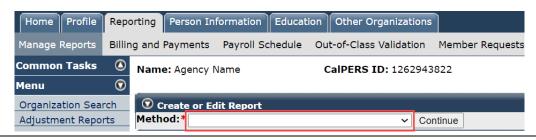
You will create a payroll report by uploading an XML file to myCalPERS.

#### Resources

To start using the file upload method, refer to the <u>myCalPERS Technical Resources webpage</u>. The Toolkit folder contains files to assist you in ensuring your agency can connect to myCalPERS and submit correctly formatted files. If you have questions or issues, contact <u>myCalPERS System Support</u> at <u>employertechnicalsupport@calpers.ca.gov</u>.

#### Step Actions (11 steps)

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Within the Create or Edit Report section, select Upload File from the Method drop-down list.



- Step 3 Select the **Continue** button.
- Step 4 Within the Upload File section, select the **Choose File** button.



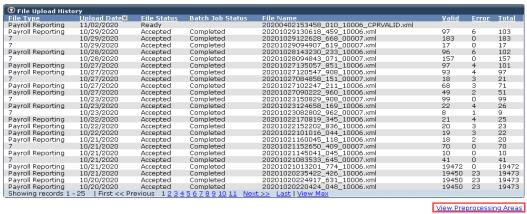
- Step 5 Select the payroll file from your computer.
- Step 6 Select the **Open** button.
- Step 7 Select the **Upload File** button.



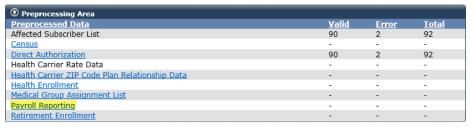
Step 8 Select the **View Preprocessing Areas** link at the bottom right under the File Upload History section.

**Note**: The File Status column will display one of the following:

- Ready: Prepared to go through processing in myCalPERS
- Accepted: Passed first level validations (formatting, required fields, etc.)
- **Rejected**: Failed the first level validations (contribution totals, payroll dates with regards to permanent separations, etc.)

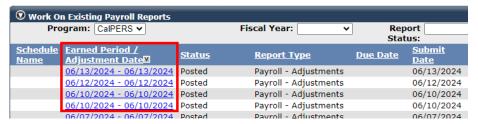


Step 9 Within the Preprocessing Area section, select the **Payroll Reporting** link.



Upload Data File View Upload History

Step 10 Within the Work on Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link to access the report's Payroll Report Detail page.



**Note**: Select the **View Max** link at the bottom of the Work on Existing Payroll Reports section to display all payroll reports.

Step 11 At the bottom right of the Payroll Report Detail page, select the **View Records** link to access the records within the report.



You have completed this scenario.

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# Unit 3: View Payroll Records Page

In this unit, you will navigate to a report's View Payroll Records page to review, maintain, and add records in the report.

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#### Scenario 1: Navigate to the View Payroll Records Page

You left the View Payroll Records page and need to return to it to work on your payroll report.

#### System Logic

Do not use the **Apply Mass Update Link** on the View Payroll Records page.

#### Step Actions (3 steps)

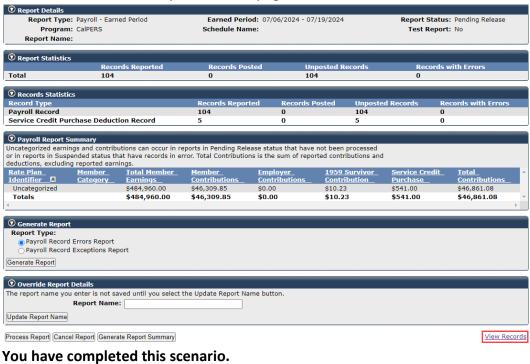
Step 1 Select the **Reporting** global navigation tab.



Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.

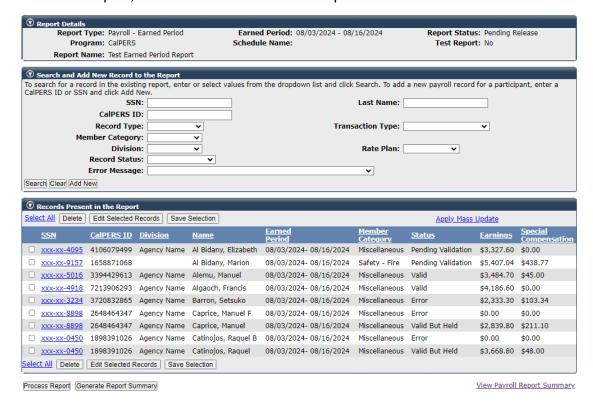


Step 3 At the bottom right of the Payroll Report Detail page, select the **View Records** link to access the View Payroll Records page.



#### Scenario 2: Review the View Payroll Records Page

The View Payroll Records Page contains three sections: Report Details, Search and Add New Records to the Report, and Records Present in the Report.



# **Report Details**

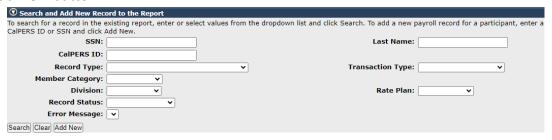
This section displays the payroll report's earned period, status, and name.



# Search and Add New Record to the Report

Use this section to search for a record, filter records, or add records to the report.

- Search for a record by entering the employee's SSN, last name, or CalPERS ID. You may
  apply additional filters before selecting the Search button.
- Add a record to the report by entering an employee's SSN or CalPERS ID before selecting the
   Add New button.



#### **Records Present in the Report**

This section lists records in the report. You can select a column heading to sort it in ascending or descending order.



- Select All: Selects all the records displayed on the current page.
- **Delete:** Deletes any selected records.
- **Edit Selected Records:** Queues the selected records and displays the first record's Maintain Payroll Record page. After saving, the next record in the queue displays.
- Save Selection: Saves selected records on the current page to a queue. You can add more
  records from other pages to the queue by navigating to the page, selecting the record's
  checkbox, and selecting the Save Selection button again. Select the Edit Selected Records
  button to start reviewing the queued records. Alternately, select the View Max link at the
  bottom of the Records Present in the Report section to display all records on one page.
- Apply Mass Update: Do not use this link.
- **Process Report:** Processes the payroll report.
- Generate Report Summary: Runs the Payroll Report Summary report.
- View Payroll Report Summary: Returns you to the Payroll Report Detail page.

#### **Status Column**

The Status column in the Records Present in the Report section will display one of the following:

- Error Record needs to be corrected.
- **Pending Validation** Record has not been validated.
- **Posted** Record is error free, and it has posted to the member's account.
- Valid Record has passed the first level of validation and is most likely error free.
- **Valid But Held** There are two records for one employee for the same earned period, and the other record has an error.
- Valid With Exceptions Does not indicate the record has an error, but it could be an issue. Review the exception and verify that the record details are accurate.

# Unit 4: Maintain Records Within an Earned Period Payroll Report

CalPERS retirement benefits are funded by contributions paid by employers, members, and CalPERS investments. It is your agency's responsibility to ensure your employees' payroll is reported accurately and timely, as earned not paid, to ensure correct payment of benefits.

# **System Logic**

- CalPERS defines the first earned period of a new fiscal year as having an end date of July 1 or later.
- When data is not reportable for a field, that field must be left at its default (blank or 0.0).
- Do not use the **Apply Mass Update** link on the View Payroll Records page.

#### **Reporting Member and Employer Paid Arrears**

- Report payroll records associated to a *member* paid arrears determination through the employment certification process—not through earned period or adjustment reports. Refer to the <u>myCalPERS Employment Certification Functionality (PDF)</u> student guide for more information.
- We recommend reporting payroll records associated to an *employer* paid arrears
  determination in an adjustment report. If they are reported in an earned period report, the
  records will not post until the 30-day appeal period expires, causing the earned period
  report to remain in suspended status past its due date, and resulting in a \$200 late
  reporting fee. To waive your appeal rights so the records will post, refer to the <a href="myCalPERS">myCalPERS</a>
  Employment Certification Functionality (PDF) student guide.
- Arrears Apply Employer Paid records will post the day after they are processed.

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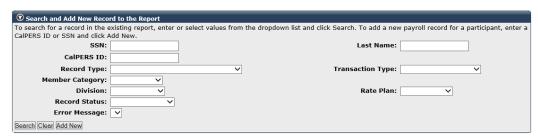
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#### Scenario 1: Delete an Employee's Payroll Record

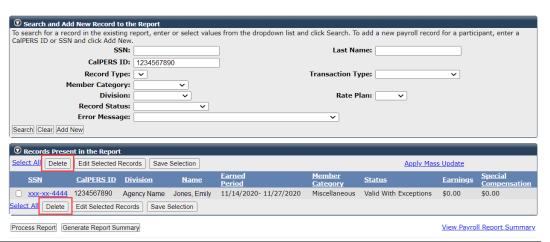
Your employee permanently separated. You will delete their payroll record because they didn't work during the current earned period.

# Step Actions (5 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.



- Step 2 Select the **Search** button.
- Step 3 Within the Records Present in the Report section, select the checkbox next to the **SSN** link of the employee's record you need to delete.
- Step 4 Select a **Delete** button.



Step 5 Confirm the deletion by selecting the **Yes** button.



#### Scenario 2: Add a Payroll Record for a New Active Employee

Your new employee's PERS appointment is in myCalPERS, so you will enter their payroll details in your payroll report.

#### Step Actions (13 steps)

- Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 2 Select the **Add New** button.

Search and Add New Reco	rd to the Report			
		r select values from the dropd	own list and click Search. To add a new	payroll record for a participant, enter a
CalPERS ID or SSN and click A	dd New.			
SSN:			Last Name:	
CalPERS ID:	0123456789			
Record Type:		~	Transaction Type:	~
Member Category:	~			
Division:	~		Rate Plan:	~
Record Status:	~			
Error Message:	~			
Search Clear Add New				

Step 3 If needed, within the Maintain Record Details section, modify the Begin Date and End Date fields.

Maintain Record Details				
To add details to the record select Display after entering dates.				
Begin Date:*	End Date:* Display			
Payroll Record Memo:				
	View Employee Rate Summary			

- Step 4 Select the **Display** button.
- Step 5 Complete the Earnings subsection.



- **Appointment:** Select the appropriate Appointment radio button.
- **Transaction Type:** If the correct transaction type is not in the drop-down list, correct the begin or end dates, then select the **Display** button.
- Scheduled Full Time Hours Per Week: This is required for all pay rate types. Enter the number of hours your agency considers full time for this position.
- Scheduled Full Time Days Per Week: If pay rate type is daily, complete in addition to Scheduled Full Time Hours Per Week. Enter the number of days your agency considers full time for this position.
- **Total Hours Worked**: Report hours if employee is a retired annuitant.
- **Note**: Employees who start in the middle of the earned period may need their earnings and contributions adjusted for the next earned period.

Step 6 Do you need to report special compensation?

**Yes**: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 7.

No: Skip to step 11.

Step 7 Within the View Special Compensation section, select the **Add New** button.



Step 8 Complete the Maintain Special Compensation Details section.

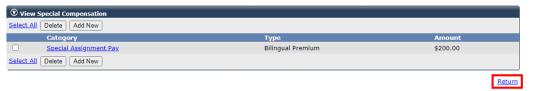


Step 9 Do you need to report additional special compensation?

Yes: Select the Save and Add Another button, then return to step 8.

**No**: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.

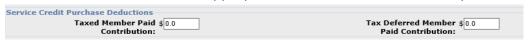


Step 11 Within the Contributions subsection, enter contribution amounts into the appropriate fields.



Step 12 Do you need to report a service credit purchase deduction?

**Yes**: Within the Service Credit Purchase Deductions subsection, enter contribution amounts into the appropriate fields, then continue to step 13.



No: Continue to step 13.

Step 13 Select the **Save & Exit** button.

#### Scenario 3: Add a Payroll Record for a Non-Contributory Employee

Your new retired annuitant (RA) has an active appointment in myCalPERS, so you will enter their payroll details in your payroll report.

Report non-contributory records as an *Earned Period No Contribution and No Service* transaction type. Use this transaction type to report payroll for an employee who is:

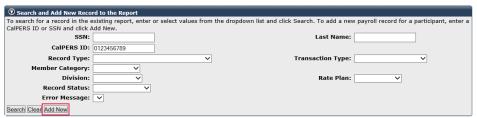
- A retired annuitant (RA)
- A local alternate retirement plan (Gov. Code 20306) member
- Working in an overtime position. If the *Earned Period No Contribution and No Service* transaction type does not display in the drop-down list, contact CalPERS.

#### System Logic

- For a copy-forwarded RA record, the Total Hours Worked field will reset to zero. You must update their Total Hours Worked each time you report their payroll.
- If an RA's hours cross fiscal years, report their payroll in two records (one per fiscal year).

#### Step Actions (11 steps)

- Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 2 Select the **Add New** button.



Step 3 If needed, within the Maintain Record Details section, modify the Begin Date and End Date fields.



Step 4 Select the **Display** button.

Step 5 Complete the Earnings subsection.

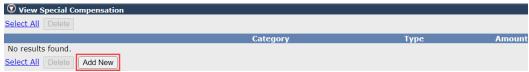


- Scheduled Full Time Hours Per Week: This is required for all pay rate types. Enter the number of hours your agency considers full time for this position.
- Scheduled Full Time Days Per Week: If pay rate type is daily, complete in addition to Scheduled Full Time Hours Per Week. Enter the number of days your agency considers full time for this position.
- **Total Hours Worked**: Report hours only if employee is a retired annuitant.
- Step 6 Do you need to report special compensation?

**Yes**: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 7.

No: Skip to step 9.

Step 7 Within the View Special Compensation section, select the **Add New** button.



Step 8 Complete the Maintain Special Compensation Details section.

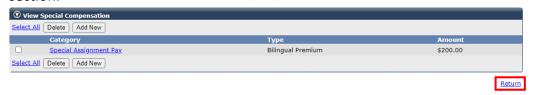


Step 9 Do you need to report additional special compensation?

Yes: Select the Save and Add Another button, then return to step 8.

**No**: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.



Step 11 Select the **Save & Exit** button.

#### Scenario 4: Modify a Payroll Record Due to Zero-Payroll

Your employee didn't work during the earned period, so you will report zero-payroll for them.

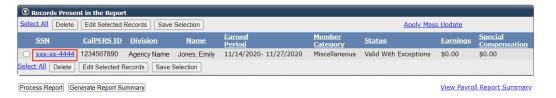
You may report a zero-payroll record for both contributory and non-contributory employees who do not work the earned period. Reporting a zero-payroll record will prevent the employee from being listed during the payroll reconciliation process (refer to Unit 6: Reconcile Unposted Payroll Records), and you will not need to confirm unposted payroll for them at that time.

#### System Logic

- Zero-payroll records will have a Valid With Exceptions record status.
- When initiating payroll reporting by the copy-forward method, zero-payroll records will
  copy forward. If the employee works the new earned period, modify the copied record by
  updating reportable earnings and all other applicable fields.
- myCalPERS permanently separates active employees with six consecutive months of unreported payroll. Entering a zero-payroll record or confirming unposted payroll will prevent automatic permanent separation due to unreported payroll; however, myCalPERS will permanently separate an employee with 12 consecutive months of zero-payroll records reported.

# Step Actions (12 steps)

- Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 2 Select the **Search** button.
- Step 3 Select the **SSN** link for the employee's record you need to modify.



Step 4 Within the Earnings subsection, change **Pay Rate Type** to blank.



Step 5 Report zero (0) for the following fields: Pay Rate, Reportable Earnings,
Scheduled Full Time Hours Per Week, Scheduled Full Time Days Per Week,
Total Hours Worked.

Earnings	Appointment:*   Age	ncy Name : Appt Id - 246556	530 : 2001-04-06 : Mise	cellaneous : Regular
	Transaction Type:* Pay Rate Type:	Earned Period Reporting	•	Pay Rate: \$ 0.00
	Reportable Earnings:	\$ 0.00		
	Scheduled Full Time Hours Per Week:	0.0		Scheduled Full Time 0.0 Days Per Week:
	Total Hours Worked:	0.0		
	Special Compensation:	\$0.00		<u>View Special Compensation</u>

Step 6 Is there special compensation in the record?

**Yes**: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 7.

No: Skip to step 10.

Step 7 Select the **Select All** link.



**Note**: Special compensation should be deleted and not reported as zero (0).

- Step 8 Select the **Delete** button.
- Step 9 Select the **Return** link at the bottom right under the View Special Compensation section.



Step 10 Within the Contributions subsection, report zero (0) contribution amounts.



Step 11 Within the Service Credit Purchase Deductions subsection, report zero (0) contribution amounts.



Step 12 Select the **Save & Exit** button.

#### **Scenario 5: Modify Payroll Record Due to Permanent Separation**

Your employee permanently separated in the middle of the earned period, so you will modify their earned period record (end date, reportable earnings, and contributions).

Use the same steps to modify a record for an employee on an unpaid leave of absence.

# Step Actions (14 steps)

- Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 2 Select the **Search** button.
- Step 3 Select the **SSN** link for the employee's record you need to modify.



Step 4 Within the Maintain Record Details section, modify the **End Date** field.



- Step 5 Select the **Display** button.
- Step 6 Within the Earnings subsection, modify the **Reportable Earnings** field.

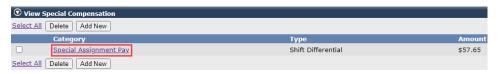


Step 7 Do you need to modify special compensation?

**Yes**: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 8.

No: Skip to step 12.

Step 8 Within the View Special Compensation section, select the special compensation item's **Category** link.



Step 9 Update the Maintain Special Compensation Details section.

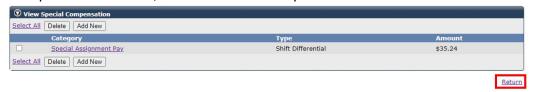


#### Step 10 Select the **Save** button.

Step 11 Do you need to modify additional special compensation items?

Yes: Return to step 8.

**No**: Select the **Return** link at the bottom right under the View Special Compensation section, then continue to step 12.

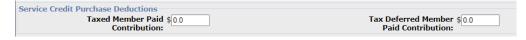


Step 12 Within the Contributions subsection, update contribution amounts in the appropriate fields.



Step 13 Do you need to modify a service credit purchase deduction?

**Yes**: Within the Service Credit Purchase Deductions subsection, update contribution amounts in the appropriate fields, then continue to step 14.



No: Continue to step 14.

Step 14 Select the **Save & Exit** button.

#### Scenario 6: Modify a Payroll Record with a Pay Rate Increase

Your employee received a pay raise effective the beginning of the earned period. You will modify the employee's earned period payroll record to reflect the:

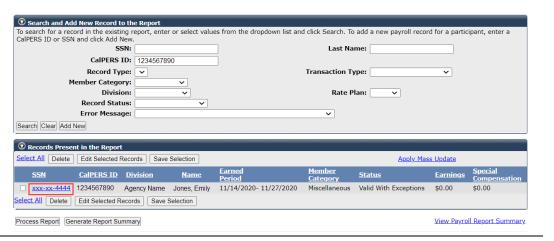
- New pay rate
- Increased reportable earnings
- Increased contributions for contributory employees

#### Why is Pay Rate Important?

When an employee retires, we calculate their retirement benefit by using a formula that includes years of service credit, age at retirement, and final compensation. Pay rate impacts final compensation; it must be reported accurately to ensure the employee retires without delay and receives the correct retirement allowance.

#### Step Actions (12 steps)

- Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 2 Select the **Search** button.
- Step 3 Select the **SSN** link next to the employee's record you need to modify.



Step 4 Within the Maintain Record Details section, Earnings subsection, modify the Pay Rate and Reportable Earnings fields.



Step 5 Do you need to modify special compensation?

**Yes**: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 6.

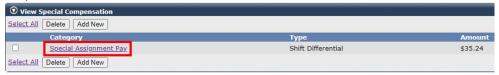
No: Skip to step 10.

Step 6 Do you need to add new special compensation or modify an existing special compensation?

**Add new special compensation**: Within the View Special Compensation section, select the **Add New** button, then continue to step 7.



**Modify existing special compensation**: Within the View Special Compensation section, select the special compensation item's **Category** link, then continue to step 7.



Step 7 Complete the Maintain Special Compensation Details section.



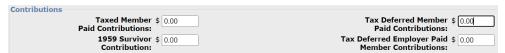
Step 8 Do you need to report additional special compensation?

**Yes**: Select the **Save and Add Another** button, then return to step 7.

**No**: Select the **Save** button, then continue to step 9.

Step 9 Select the **Return** link at the bottom right under the View Special Compensation section.

Step 10 Within the Contributions subsection, update contribution amounts in the appropriate fields.



Step 11 Do you need to modify a service credit purchase deduction?

**Yes**: Within the Service Credit Purchase Deductions section, update contribution amounts in the appropriate fields, then continue to step 12.

No: Continue to step 12.

Step 12 Select the **Save & Exit** button.

# Scenario 7: Modify and Add a Payroll Record with a Mid-Earned Period Pay Rate Increase

Your employee received a raise in the middle of the earned period, so you will submit two payroll records due to the mid-earned period pay rate increase.

- First, modify the existing earned period record by changing the end date to the day before
  the pay rate increase, and then update the earnings and contributions that were earned
  within these dates.
- Next, add a second payroll record with a begin date as the first day of the pay rate increase
  and an end date as the last day of the earned period. The new pay rate, earnings, and
  contributions must reflect what was earned within these dates.

#### **System Logic**

When initiating payroll reporting by the copy-forward method, both records will copy forward. Delete the record with the old pay rate and modify the earnings and any other applicable fields for the record with the newer pay rate.

#### Step Actions (26 steps)

#### Part I: Modify Existing Record

- Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 2 Select the **Search** button.
- Step 3 Select the **SSN** link for the employee's record you wish to modify.



Step 4 Within the Maintain Record Details section, modify the **End Date** field to the day before the pay rate increase.

Maintain Record Details	
To add details to the record select Display after entering dates.	
Begin Date:* 11/23/2020	End Date:* 11/27/2020 Display
Payroll Record Memo:	

Step 5 Select the <b>Display</b> butto
--

Step 6 Within the Earnings subsection, modify the **Reportable Earnings** field.

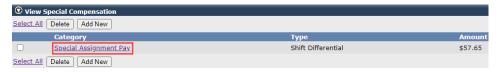


Step 7 Do you need to modify special compensation?

**Yes**: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 8.

No: Skip to step 12.

Step 8 Within the View Special Compensation section, select the special compensation item's **Category** link.



Step 9 Update the Maintain Special Compensation Details section.

Maintain Special Compensation Details			
Special Compensation Category:*	<b>∨</b>		
Special Compensation Type:*			
Amount:* \$ 0.00			
Save Save and Add Another			

Step 10 Select the **Save** button.

Step 11 Do you need to modify additional special compensation items?

Yes: Return to step 8.

**No**: Select the **Return** link at the bottom right under the View Special Compensation section, then continue to step 12.



Step 12 Within the Contributions subsection, update contribution amounts in the appropriate fields.

Contributions	
Taxed Member \$ 0.00 Paid Contributions:	Tax Deferred Member \$ [0.00] Paid Contributions:
1959 Survivor \$ 0.00 Contribution:	Tax Deferred Employer Paid \$ 0.00 Member Contributions:

#### Step 13 Do you need to modify a service credit purchase deduction?

**Yes**: Within the Service Credit Purchase Deductions subsection, update contribution amounts in the appropriate fields, then continue to step 14.

Service Credit Purchase Deductions	
Taxed Member Paid \$ 0.0	Tax Deferred Member \$0.0
Contribution	i dia contribationi

No: Continue to step 14.

#### Step 14 Select the **Save & Continue** button.

#### Part II: Add Second Record Reflecting New Pay Rate

Step 15 Within the Search and Add New Record to the Report section, select the **Add New** button.

◯ Search and Add New Record to the Report				
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.				
SSN:		]	Last Name:	
CalPERS ID:	9876543210	j		
Record Type:		~	Transaction Type:	~
Member Category:	~			
Division:	~		Rate Plan:	~
Record Status:	~			
Error Message:	~			
Search Clear Add New				

Step 16 Within the Maintain Record Details section, modify the Begin Date field to the first day of the pay increase.

<b>™</b> Maintain Record Details				
To add details to the record select Display after entering dates.				
	Begin Date:* 11/28/2020	End Date:* 12/06/2020 Display		
Payroll Record Memo:				
		<u>View Employee Rate Summary</u>		

#### Step 17 Select the **Display** button.

Step 18 Complete the Earnings subsection.



- Scheduled Full Time Hours Per Week: This is required for all pay rate types.
   Enter the number of hours your agency considers full time for this position.
- Scheduled Full Time Days Per Week: If pay rate type is daily, complete in addition to Scheduled Full Time Hours Per Week. Enter the number of days your agency considers full time for this position.
- Total Hours Worked: Enter only if employee is a retired annuitant.

Step 19 Do you need to report special compensation?

**Yes**: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 20.

No: Skip to step 24.

Step 20 Within the View Special Compensation section, select the **Add New** button.



Step 21 Complete the Maintain Special Compensation Details section.

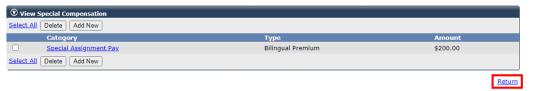


Step 22 Do you need to report additional special compensation?

Yes: Select the Save and Add Another button, then return to step 21.

No: Select the Save button, then continue to step 23.

Step 23 Select the **Return** link at the bottom right under the View Special Compensation section.

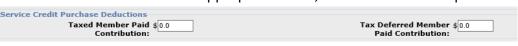


Step 24 Within the Contributions subsection, enter contribution amounts into the appropriate fields.



Step 25 Do you need to report a service credit purchase deduction?

**Yes**: Within the Service Credit Purchase Deductions subsection, enter contribution amounts into the appropriate fields, then continue to step 26.



No: Continue to step 26.

Step 26 Select the **Save & Exit** button.

#### Scenario 8: Modify a Payroll Record to Add Special Compensation

You will add special compensation to an employee's payroll record.

Refer to the <u>Special Compensation Reportability Table</u> on the CalPERS website for information on special compensation types.

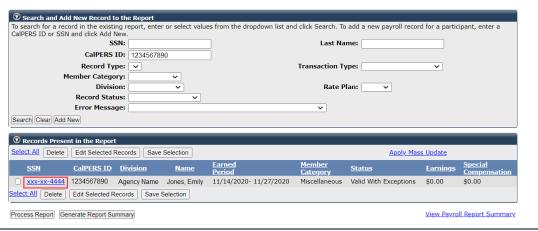
#### System Logic

When reporting special compensation, your agency must:

- Verify the special compensation is reportable.
- Identify the amount, type, and category of special compensation.
- Report for the pay period the special compensation was earned, not when it was paid.

# Step Actions (11 steps)

- Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 2 Select the **Search** button.
- Step 3 Select the **SSN** link for the employee's record you wish to modify.



Step 4 If needed, within the Maintain Record Details section, modify the Begin Date and End Date fields.



Step 5 Within the Earnings subsection, select the **View Special Compensation** link at the right side.

Appointment:*   Appointment:	ency Name : Appt Id - 91745494 : 2013-01	L-07 : Miscellaneous : Regular	
Transaction Type:*	Earned Period Reporting	v	
Pay Rate Type:	Hourly V	Pay Rate: \$ 44.93	
Reportable Earnings:	\$ 3594.70		
Scheduled Full Time Hours Per Week:		Scheduled Full Time 0.0 Days Per Week:	
Total Hours Worked: Special Compensation:		View Special Compe	neation
Special Compensation.	\$0.00	view Special Compe	iisauuii

Step 6 Within the View Special Compensation section, select the **Add New** button.

<b>▼</b> View Special Compensation			
Select All Delete			
	Category	Туре	Amount
No results found.			
Select All Delete Add New			

Step 7 Complete the Maintain Special Compensation Details section.

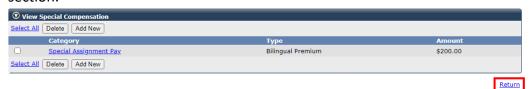
Maintain Special Compensation Detail	ls -
Special Compensation Category:*	<b>∨</b>
Special Compensation Type:*	V
Amount:*	\$ 0.00
Save Save and Add Another	

Step 8 Do you need to report additional special compensation?

**Yes**: Select the **Save and Add Another** button, then return to step 7.

No: Select the Save button, then continue to step 9.

Step 9 Select the **Return** link at the bottom right under the View Special Compensation section.



Step 10 Within the Contributions subsection, update contribution amounts in the appropriate fields.

Contributions	
Taxed Member \$ 0.00	Tax Deferred Member \$ 0.00
Paid Contributions:	Paid Contributions:
1959 Survivor \$ 0.00	Tax Deferred Employer Paid \$ 0.00
Contribution:	Member Contributions:

Step 11 Select the **Save & Exit** button.

# Scenario 9: Report Payroll When an Employee Has Reached the Compensation Limit

CalPERS notifies employers of the new annual compensation limits each year in a <u>Circular</u> <u>Letter</u>.

The annual compensation limit does not limit the salary an employer can pay an employee, but it impacts how your agency reports this information to CalPERS. Once the compensation limit is reached, report compensation over the limit without member contributions.

You can track your employees' compensation by running the Reported Compensation by Calendar Year Summary Report throughout the year.

To submit payroll for an employee who reaches the compensation limit:

- First, modify the earned period record to reflect the compensation up to the limit and its contributions.
- Second, add another record in the same payroll report with the remaining reportable earnings that are over the limit without contributions.

#### System Logic

- When initiating payroll reporting by the copy-forward method, both records will copy
  forward. In the copy-forwarded report, delete the record with contributions and modify the
  earnings and any other applicable fields for the record without contributions.
- myCalPERS tracks the reportable compensation and displays an exception message as an employee approaches the limit as well as an error message once the employee reaches the annual compensation limit for the calendar year.

# Step Actions (11 steps)

#### Part I: Modify Existing Record

- Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 2 Select the **Search** button.
- Step 3 Select the **SSN** link for the employee's record you wish to modify.



Step 4 Within the Record Details section, Earnings subsection, adjust the reportable earnings (and special compensation, if applicable) to the compensation limit.



**Note:** An error will occur if an earned period record includes compensation with contributions over the Internal Revenue Code limit.

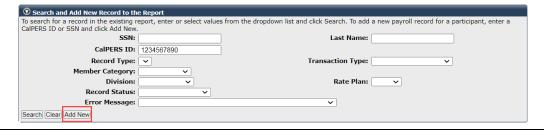
Step 5 Within the Contributions subsection, report contribution amounts in the appropriate fields for this record's compensation.



Step 6 Select the **Save & Continue** button.

#### Part II: Add Second Record

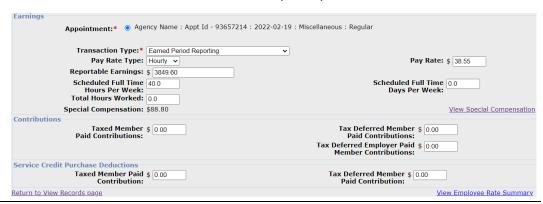
- Step 7 Within the same earned period report, in the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID**.
- Step 8 Select the **Add New** button.



Step 9 Within the Maintain Record Details section, the Begin Date and End Date fields should default to those of the earned period report. Ensure both dates match those of the first record, then select the **Display** button.



- Step 10 Within the Earnings subsection, complete the payroll information.
  - Enter the reportable earnings (and special compensation, if applicable) that is over the compensation limit.
  - Contributions remain at their default (\$0.00).



## Step 11 Select the **Save and Exit** button.

#### Scenario 10: Verify Monthly Pay Rates Over Threshold

Your agency must verify all pay rates reported over \$25,000 per month in myCalPERS. In addition, all pay rates reported over \$35,000 per month require verification by both your agency and CalPERS prior to the payroll records being posted. Once a pay rate is verified, it does not need to be reverified until the pay rate increases by over 5%.

#### **Step Actions**

#### Verify Records with Monthly Pay Rates Over \$25,000 (3 steps)

- Step 1 When the monthly pay rate reaches the first threshold (\$25,000), an error code CRB00249 will display at the top of the page.
- Step 2 A new Pay Rate Verification section displays at the bottom of the payroll record that requires you to select the "I verify the pay rate is in compliance with the Public Employees' Retirement Law" check box.



Step 3 The error will clear, and the payroll record will process. If the pay rate increases by 5%, complete the same steps to reverify.

#### Verify Records with Monthly Pay Rates Over \$35,000 (3 steps)

- Step 1 If the monthly pay rate reaches the second threshold, an error code CRB00250 will display at the top of the page.
- Step 2 A new Pay Rate Verification section displays at the bottom of the payroll record that requires you to select the "I verify the pay rate is in compliance with the Public Employees' Retirement Law" check box.

You must also email <u>payrateverification@calpers.ca.gov</u> with the member's name, CalPERS ID, job title, and your agency's publicly available salary schedule for CalPERS to verify the pay rate reported.



Step 3 Once the pay rate is verified by CalPERS, the error will clear, and the payroll record can be processed. If the pay rate increases by 5%, complete the same steps to reverify.

# Unit 5: Process an Earned Period Payroll Report

In this unit, you will learn how to process an earned period report.

Earned period reports must be submitted and posted on or before 30 calendar days following the last day of the earned period. You must also reconcile unposted payroll records within this time (refer to Unit 6). If you do not, a \$200 late reporting fee will be assessed as well as an additional \$200 fee for each unreported or unconfirmed retired annuitant.

If the report suspends due to records with errors, you can accept the valid records to post to member accounts. You have 60 days from the date you first selected the **Process Report** button to correct the errors and reprocess the report; otherwise, a \$200 late correction fee will be assessed on day 61 and every 30 days after until the report is in Posted status.

### **Payroll Report Statuses**

Select the **Reporting** global navigation tab to display the Manage Reports page. The Work on Existing Payroll reports section displays earned period and adjustment reports. The Status column indicates if a report is pending release, processing, posted, or suspended.



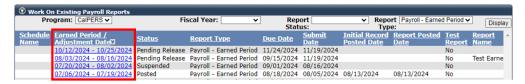
- Pending Release A new report that needs to be processed and validated.
- Processing The Process Report button has been selected, and the report is undergoing a level two validation.
- Posted Processing is complete, and the report contains no errors or arrears records. All
  records have posted to the members' accounts. An adjustment is required to make any
  corrections.
- Suspended Processing is complete, and the report contains at least one error or arrears
  record. You may select the Accept Valid Records button to post valid records, then address
  errors, and select the Process Report button again to reprocess the report.

#### **Contents**

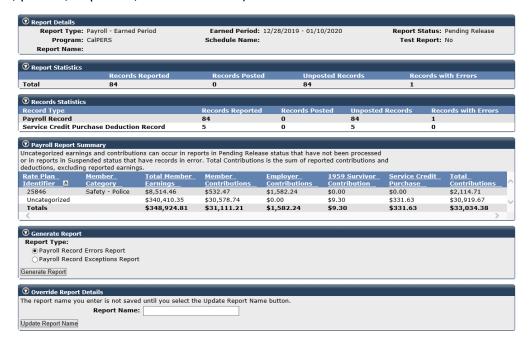
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### Scenario 1: Review the Payroll Report Detail Page

Within the Work On Existing Payroll Reports section, select one of the **Earned Period / Adjustment Date** links to access the Payroll Report Detail Page.



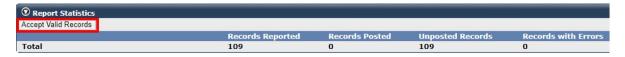
The Payroll Report Detail page displays the payroll report's statistics (number of records reported, posted, unposted, and with errors).



## **Accept Valid Records**

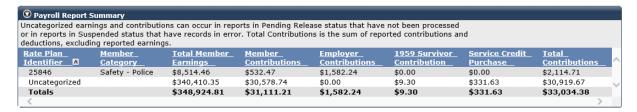
The **Accept Valid Records** button displays for specific report types (Earned, Adjustment, and Gap) if the report has at least one record with a Valid or Arrears Apply – Employer Paid status, the Rate Plan Identifier reflects uncategorized, and there are no records in Posted status.

- You may select the Accept Valid Records button once per report to post any Valid records.
   Additionally, records in the report will be categorized to their appropriate rate plan identifier and displayed in the Payroll Report Summary section.
- You can still edit and remove Arrears Apply Employer Paid records from the report after selecting the **Accept Valid Records** button; however, you cannot edit or remove them once the **Process Report** button has been selected.



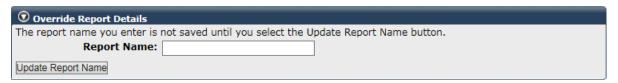
### **Payroll Report Summary**

Review the total contributions of a payroll report without having to use the **Generate Report Summary** button to generate a Cognos report.



### **Override Report Details**

You can name a report to identify it more easily. Complete the Report Name field, select the **Update Report Name** button, then select the **Yes** button to confirm the name. You cannot change a report's name after the report has posted.



### **Cancel Report**

You can cancel reports without posted records for the following:

- For file-upload reports: Test or non-test report prior to a new file submission for the same earned period
- Adjustment report created in error
- Copy-forwarded report that is pending release or in suspended status

Return to Manage Reports

### **Generate Report Summary**

Use the **Generate Report Summary** button at the bottom left of the page to review a financial data summary of the payroll report in Cognos.

Process Report | Cancel Report | Generate Report Summary

### Scenario 2: Process an Earned Period Payroll Report

You will select the **Process Report** button from either the Payroll Report Detail page or the View Payroll Records page. Selecting the **Process Report** button initiates a series of validations on the records within the report.

### System Logic

You cannot remove Arrears Apply – Employer Paid records from the report after selecting the **Process Report** button, and they will not post to myCalPERS until the 30-day appeal period expires. If you waive your appeal rights so the records will post, refer to the <u>myCalPERS</u> Employment Certification Functionality (PDF) student guide.

### **Step Actions**

#### Process From the Payroll Report Detail Page (5 steps)

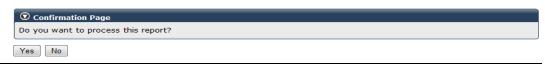
- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.



Step 3 At the bottom left of the Payroll Report Detail page, select the **Process Report** button.



Step 4 Under the Confirmation Page section, select the **Yes** button to confirm the request to process the report.



Step 5 Select the **Save & Exit** button.

## Process From the View Payroll Records Page (5 steps)

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.



Step 3 At the bottom right of the Payroll Report Detail page, select the **View Records** link to access the records within the report.

① Override Report Details	
The report name you enter is not saved until you select the Update Report Name button.	
Report Name:	
Update Report Name	
Process Report Cancel Report Generate Report Summary	View Records
Return to Manage Reports	

Step 4 At the bottom left of the page, select the **Process Report** button.

Showing reco	rds 1 - 25	First << Previo	us 1 <u>2</u> 34	<u> 5 Next &gt;&gt; </u>	<u>Last   View Max</u>
Select All Dele	ete Edit S	elected Records	Save Select	ion	
Process Report	Generate F	Report Summary			

Step 5 Under the Confirmation Page section, select the **Yes** button to confirm the request to process the report.

<b>⊙</b> Confirmation Page
Do you want to process this report?
Yes No

### Scenario 3: Error List, Payroll Exception, and Payroll Summary Reports

Within the Payroll Report Detail page, you will run three reports:

- **Error List Report**: Lists Error records and error descriptions. File upload reporters use this report to identify the records with errors that need to be corrected or deleted.
- Payroll Exception Report: Lists Valid with Exception records and exception descriptions.
- Payroll Report Summary: Lists the report statistics and financial summary for the earned period report. You may select the Earned Period/Payroll Adjustment Date link to review the Contribution Detail Report to review the record details.

## System Logic

The Error List Report and the Payroll Exception Report will not retrieve pending validation and suspended records. Before running these reports, you need to validate each record (open the record and save) to update the status from Pending Validation.

## Step Actions (6 steps)

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.



Step 3 Which report do you want to run?

**Error List Report or the Payroll Exception Report**: Continue to step 4.

**Payroll Summary Report**: Skip to step 6.

Step 4 Within the Generate Report section, select the **Payroll Record Errors Report** or the **Payroll Record Exceptions Report** radio button.

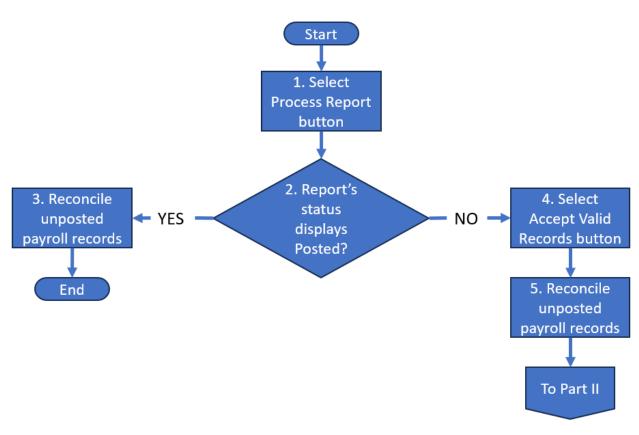


- Step 5 Select the **Generate Report** button.
- Step 6 At the bottom of the page, select the **Generate Report Summary** button to access the Payroll Report Summary as a Cognos report. This report will allow you to run the Contribution Detail Report for each rate plan.

# **Payroll Report Processing Flowcharts**

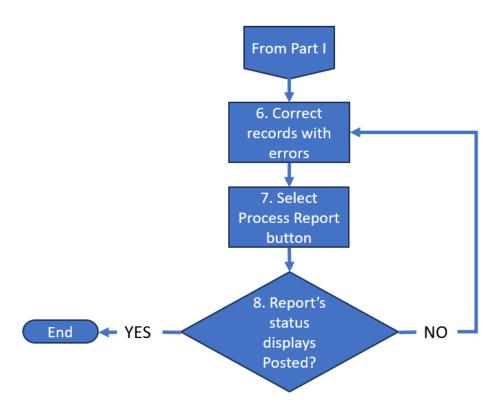
# Step Actions (8 steps)

Part I: Complete Within 30 Days of the Earned Period End Date



Step 1	Select the <b>Process Report</b> button (refer to Unit 5, Scenario 1).
Step 2	Does the report's status display Posted?
	Yes: Continue to step 3.
	No: Skip to step 4.
Step 3	Reconcile unposted payroll records (refer to Unit 6).
	You have completed this scenario.
Step 4	Select the <b>Accept Valid Records</b> button.
Step 5	Reconcile unposted payroll records (refer to Unit 6).

Part II: Complete Within 60 Days of First Selecting the Process Report Button



Step 6	Correct records with errors in the report.
Step 7	Select the <b>Process Report</b> button to reprocess the report.
Step 8	Does the report's status display Posted?
	<b>No</b> : Return to step 6.
	Yes: You have completed this scenario.

# Unit 6: Reconcile Unposted Payroll Records

In this unit, you will learn how to use the **Payroll Schedule** local navigation link to reconcile your appointments that are missing payroll. Each earned period displays any active appointments that did not have payroll reported, so you can address them (confirm the unposted payroll or process an adjustment).

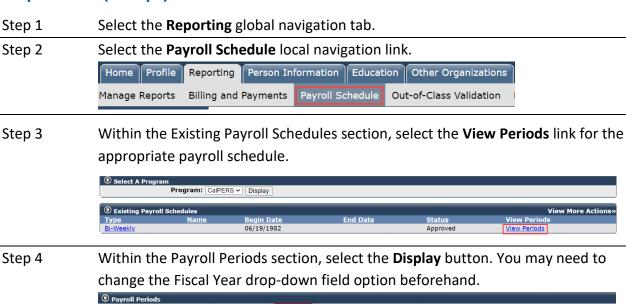
### **System Logic**

- In lieu of using the **Confirm Unposted Payroll** button, report zero payroll to proactively address when an employee has no earnings (refer to Unit 4, Scenario 4).
- Transactions completed outside of the Payroll Schedule page (such as posting payroll
  adjustment records or updating the employee's appointment) will update the list after a
  nightly batch.
- If you have the Business Partner Retirement Enrollment access role, you may use the
   Maintain Enrollment button to update an appointment (refer to the myCalPERS Retirement Appointment Reconciliation (PDF) student guide, Unit 2).

#### **Best Practices**

- Save time by waiting to reconcile your payroll until at least one day after your payroll report
  posts, because only the appointments missing payroll will display.
- After payroll has been reconciled, continue to check if the View link displays under the Participants with Unposted Payroll column due to a retroactive new enrollment.

# **Step Actions (7 steps)**



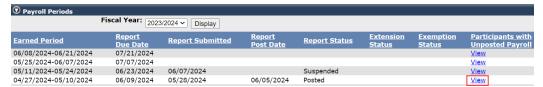
Fiscal Year: 2024/2025 V Display

07/20/2025

06/07/2025-06/20/2025

Report Submitted

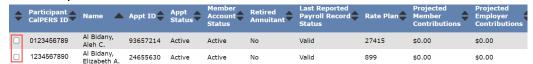
Step 5 Under the Participants with Unposted Payroll column, select the appropriate **View** link.



**Note:** The **View** link displays when there is at least one appointment to reconcile. **View** links will display for future earned periods because payroll has not been initiated for those periods yet.

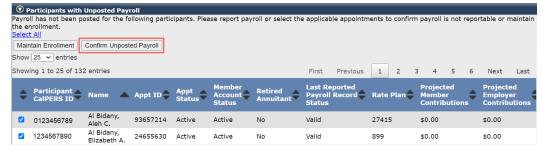
Step 6 Within the Participants with Unposted Payroll section, select the appropriate

Participant CalPERS ID checkboxes for the employees with unposted payroll. Use
the Search for Participants with Unposted Payroll section to filter the list if
necessary.



#### Note:

- Maintaining the appointments or confirming unposted payroll within the reconciliation page automatically updates the list.
- An employee's appointment with an On Leave event won't be listed if the leave:
  - Is less than six months.
  - Has an end leave date, regardless of the length of the leave.
- You can select the Generate Excel Report button at the bottom left of the page to run a report listing the participants before you start confirming unposted payroll.
- Step 7 Select the **Confirm Unposted Payroll** button.



**Note:** The Confirmation of No Payroll Contributions Reportable Report can be run to review the participants who were confirmed with no payroll, which employee confirmed them, and the confirmation date.

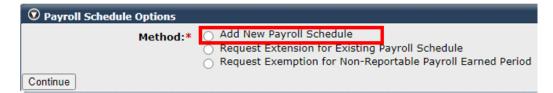
# Unit 7: Add Payroll Schedules

In this unit, you will learn how to request a new payroll schedule, such as monthly, semimonthly, bi-weekly, or quadri-weekly.

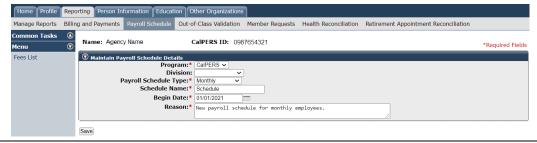
Changes in the earned period dates must be approved by CalPERS in advance. After we approve a new payroll schedule, you will be contacted within five business days, and then you may report payroll using the new schedule.

## **Step Actions (6 steps)**

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Select the **Payroll Schedule** local navigation link.
- Step 3 Within the Payroll Schedule Options section, select the **Add New Payroll Schedule** radio button.



- Step 4 Select the **Continue** button.
- Step 5 Complete the Maintain Payroll Schedule Details section.



Step 6 Select the **Save** button.

# Unit 8: Request Due-Date Extension or Waiver

In this unit, you will learn how to request a payroll extension and a waiver.

Payroll extension requests must be made at least 10 business days prior to the payroll due date and no more than 30 days before the due date. Otherwise, myCalPERS will not provide an extension request option.

If myCalPERS does not provide an extension request option and a late fee has been assessed for the selected earned period, you may request a waiver of penalties through the waiver request and dispute process.

### **Contents**

Scenario 1: Request a Due-Date Extension	49
Scenario 2: Request a Waiver	50

### **Scenario 1: Request a Due-Date Extension**

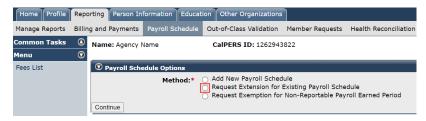
You will submit an extension request for an earned period payroll report.

**Note**: If an extension is granted for a report, it's due date cannot be extended again.

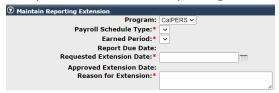
### Step Actions (10 steps)

#### Part I: Submit an Extension Request

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Select the **Payroll Schedule** local navigation link.
- Step 3 Within the Payroll Schedule Options section, select the **Request Extension for Existing Payroll Schedule** radio button.



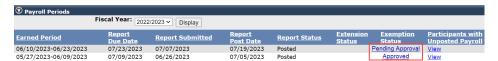
- Step 4 Select the **Continue** button.
- Step 5 Complete the Maintain Reporting Extension section.



- Step 6 Select the **Save** button.
- Part II: Within 2-5 Business Days, Review Request Status.
- Step 7 Select the **Reporting** global navigation tab.
- Step 8 Select the **Payroll Schedule** local navigation link.
- Step 9 Within the Existing Payroll Schedules section, select the **View Periods** link for the appropriate payroll schedule.



Step 10 Within the Payroll Periods section, review the status of your request under the Exemption Status column.



### Scenario 2: Request a Waiver

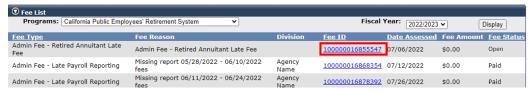
### Step Actions (12 Steps)

#### Part I: Submit the Waiver Request

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Select the **Payroll Schedule** local navigation link.
- Step 3 Select the **Fees List** left-side link.



Step 4 Within the Fee List section, select the **Fee ID** link.



Note: You can only request a waiver if Fee Status column displays Open.

Step 5 Are you requesting a waiver of an Admin Fee - Retired Annuitant Late Fee?

**Yes:** Select the checkboxes for the listed employees, then continue to step 6.

No: Continue to step 6.

Step 6 Complete the Reason for Appeal field.



Save Generate Fee Status Report

**Note:** Selecting the **Generate Fee Status Report** link will run the Retired Annuitant Late Fee Status Report if appealing a Retired Annuitant Late Fee.

Step 7 Select the **Save** button.

#### Part II: Review Request Status

- Step 8 Select the **Reporting** global navigation tab.
- Step 9 Select the **Payroll Schedule** local navigation link.

Step 10 Select the **Fees List** left-side link.



Step 11 Select the **Display** button. You may need to change the Fiscal Year drop-down field option beforehand.



Step 12 Select the **Fee ID** link to review the reason for the approval or rejection. **Note:** The Fee Status column indicates the status of the waiver request.



## **CalPERS Resources**

Obtain more information by visiting the <u>CalPERS website</u> at www.calpers.ca.gov.

• myCalPERS Student Guides & Resources

**Pathway:** CalPERS website > Employers > Employer Education > myCalPERS Student Guides & Resources (under Resources heading)

• Business Rules & myCalPERS Classes

**Pathway:** CalPERS website > Employers > Employer Education > Business Rules & myCalPERS Classes

- <u>Self-Paced Online Classes</u> (log in to myCalPERS, select the **Education** global navigation tab, then the **Classes** local navigation link)
  - Business Rules
    - The Importance of Accurately Reporting Payroll
    - Special Compensation for Public Agencies & Schools
  - myCalPERS
    - Copy Forward an Earned Period Report
    - Maintain Payroll Records
    - Manage Records in a Payroll Report
    - Report a Zero Payroll Record
    - Reporting & Adjusting Special Compensation
    - Reporting Earnings Over the Compensation Limit
    - Request Extension for an Earned Period Report
    - Adjustment Reports
    - View Service & Transaction History
    - Service Credit Purchase & Arrears
    - Out-of-Class Reporting
- myCalPERS Technical Requirements

Pathway: CalPERS website > Employers > myCalPERS Technical Requirements

• Special Compensation Reportability Table

**Pathway**: CalPERS website > Employers > Special Compensation Reportability Table

Circular Letters

**Pathway:** CalPERS website > Employers > Circular Letters

Public Agency & Schools Reference Guide (PDF)

**Pathway:** CalPERS website > Employers > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)

Public Employees' Retirement Law (PERL)

**Pathway:** CalPERS website > About > Laws, Legislation & Regulations > Public Employees' Retirement Law (PERL)

#### myCalPERS Employer Reports (Cognos) Catalog

**Pathway:** CalPERS website > Employers > myCalPERS Employer Reports (Cognos) Catalog Some common reports that are run for payroll:

- Collective Outstanding Payroll Error Report
- Collective Outstanding Payroll Exception Report
- Collective Outstanding Payroll Records by Participant Report
- Confirmation of No Payroll Contributions Reportable Report
- Contribution Summary for a Fiscal Year Report
- Priority Unposted Payroll Report
- Reported Compensation by Calendar Year Detail Report
- Reported Compensation by Calendar Year Summary Report
- Reported Member Summary Report
- Reported Member Detail Report
- Automatic Permanent Separation-Potential Appointments Report
- Automatic Permanent Separation Completed Appointments Report
- To review a list of employees at risk of permanent separation due to unposted payroll:
  - Business Partner Info Report
  - o Participant Appointment Details Report
  - o Business Partner On Leave Report

## **CalPERS Contacts**

### **Email**

- To contact the <u>Employer Educators</u> for questions and inquiries, email calpers\_employer\_communications@calpers.ca.gov.
- To contact the <u>Employer Response Team</u> for assistance with your most critical, complex, or time-sensitive issues, email **ert@calpers.ca.gov**.
- To contact <u>CalPERS Membership Unit</u> for questions regarding membership eligibility or if a non-contributory employee does not have the Earned Period No Contribution and No Service in the Transaction Type drop-down list, email membership\_reporting@calpers.ca.gov.
- To contact the <u>Audit Compliance and Resolution Unit</u> for questions regarding Publicly Available Pay Schedules, reportable payrates and special compensation, labor policies or agreements, Out-of-Class reporting, and compensation reportability related to settlement agreements, email mou\_review@calpers.ca.gov.

#### Phone or Fax

You can reach CalPERS at **888 CalPERS** (or **888**-225-7377), Monday through Friday, 8:00 a.m. to 5:00 p.m., except on state holidays.

- TTY: (877) 249-7442 (This number does not accept voice calls)
- CalPERS centralized fax number: (800) 959-6545
- Employer Response Team phone number: (800) 253-4594

# **Submit Inquiry**

You can send secure messages through myCalPERS. Expand the **Common Tasks** left-side navigation folder and select the **Submit Inquiry** link to submit a question or request.