

# myCalPERS Payroll Adjustments

Student Guide

**June 21, 2025**



# Introduction

## What's New

You can now use the simplified payroll adjustment process (Unit 9) to modify the following:

- Employer paid arrears records originally reported through earned period payroll reports or adjustment reports. To modify employer paid arrears determinations reported through the employment certification process, contact the [CalPERS Membership Unit](mailto:membership_reporting@calpers.ca.gov) at **membership\_reporting@calpers.ca.gov**.
- Records due to enrollment level changes (Classic, PEPRA New) or member category (Miscellaneous, Safety-Fire, Safety-Police). Contact the [Member Elections Team](mailto:MemberElectionTeam@calpers.ca.gov) at **MemberElectionTeam@calpers.ca.gov** to verify enrollment level changes and appointment details before proceeding with the adjustment.

## Disclaimer

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

## 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 [Introduction to myCalPERS for Business Partners \(PDF\)](#) student guide and take a [Business Rules class](#). Business Rules summarizes the laws defined by the California Public Employees' Retirement Law (PERL).

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# Unit 1: Review Employee Posted Payroll History

In this unit, you will learn how to verify an employee’s posted payroll. There are three ways to review an employee’s posted payroll record in myCalPERS.

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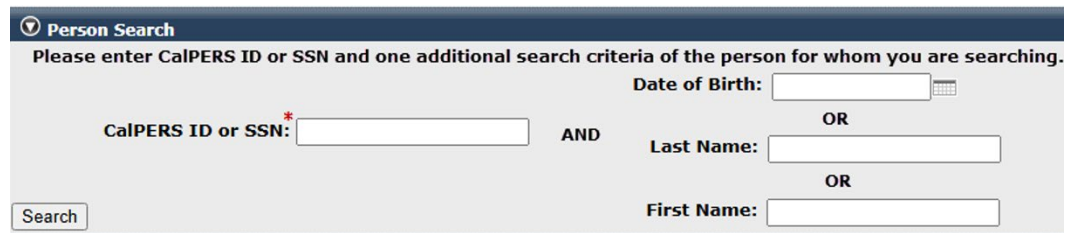
## Scenario 1: View Service History Link

You will select the **View Service History** link to access a summary page that captures all posted payroll records in earned period *start date* order, including detailed special compensation (category, type, and amount) for each earned period.

### Step Actions (9 steps)

Step 1 Select the **Person Information** global navigation tab.

Step 2 Complete the Person Search section.



**Person Search**  
Please enter CalPERS ID or SSN and one additional search criteria of the person for whom you are searching.

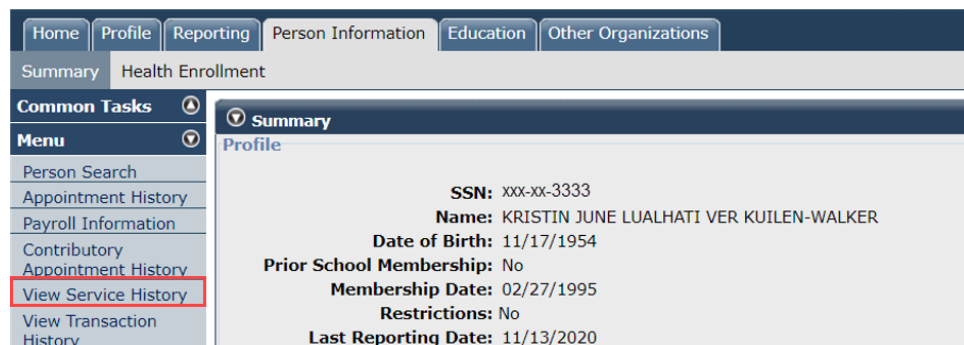
CalPERS ID or SSN:  AND Date of Birth:

OR  
Last Name:

OR  
First Name:

Step 3 Select the **Search** button.

Step 4 Within the **Menu** left-side navigation folder, select the **View Service History** left-side link.



Home Profile Reporting Person Information Education Other Organizations

Summary Health Enrollment

**Common Tasks**

**Menu**

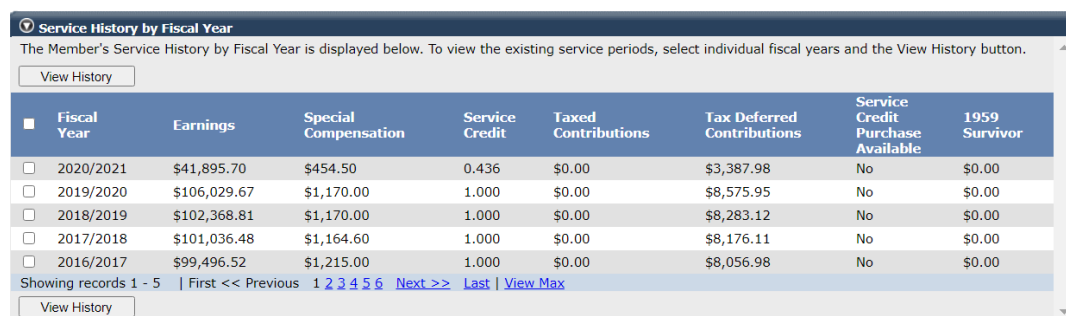
- Person Search
- Appointment History
- Payroll Information
- Contributory
- Appointment History
- View Service History**
- View Transaction History

**Summary**

**Profile**

SSN: xxx-xx-3333  
Name: KRISTIN JUNE LUALHATI VER KUILEN-WALKER  
Date of Birth: 11/17/1954  
Prior School Membership: No  
Membership Date: 02/27/1995  
Restrictions: No  
Last Reporting Date: 11/13/2020

Step 5 Select the appropriate fiscal year check box.



**Service History by Fiscal Year**  
The Member's Service History by Fiscal Year is displayed below. To view the existing service periods, select individual fiscal years and the View History button.

	Fiscal Year	Earnings	Special Compensation	Service Credit	Taxed Contributions	Tax Deferred Contributions	Service Credit Purchase Available	1959 Survivor
<input type="checkbox"/>	2020/2021	\$41,895.70	\$454.50	0.436	\$0.00	\$3,387.98	No	\$0.00
<input type="checkbox"/>	2019/2020	\$106,029.67	\$1,170.00	1.000	\$0.00	\$8,575.95	No	\$0.00
<input type="checkbox"/>	2018/2019	\$102,368.81	\$1,170.00	1.000	\$0.00	\$8,283.12	No	\$0.00
<input type="checkbox"/>	2017/2018	\$101,036.48	\$1,164.60	1.000	\$0.00	\$8,176.11	No	\$0.00
<input type="checkbox"/>	2016/2017	\$99,496.52	\$1,215.00	1.000	\$0.00	\$8,056.98	No	\$0.00

Showing records 1 - 5 | First << Previous 1 2 3 4 5 6 Next >> Last | [View Max](#)

Step 6 Select a **View History** button.

Step 7 Within the Display Criteria section, you may use the filters to help find the payroll record.

**Display Criteria**

To display service history, select the appointment, current status, and service type, then select the Display button.

Appointment: ☐ 617280 : Agency Name - Miscellaneous - 02/27/1995

Current Status:

Service Type:  ☐ Display Payroll Records with Zero Amounts Reported

Step 8 Within the Service History section, select the appropriate **Start Date** link to display more payroll record details.

Service History												View More Actions
Service Type	Start Date	End Date	Posted Service Credit	Current Status	Pay Rate Type	Pay Rate	Earnings	Special Compensation	Taxed Contributions	Tax Deferred Member Paid Contributions	Tax Deferred Employer Paid Contributions	
Credited Service	<a href="#">10/31/2020</a>	11/13/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">10/17/2020</a>	10/30/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">10/03/2020</a>	10/16/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">09/19/2020</a>	10/02/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">09/05/2020</a>	09/18/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">08/22/2020</a>	09/04/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">08/08/2020</a>	08/21/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">07/25/2020</a>	08/07/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">07/11/2020</a>	07/24/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00	
Credited Service	<a href="#">06/27/2020</a>	07/10/2020	0.044	Posted	Hourly	\$54.87	\$4,115.50	\$49.50	\$0.00	\$333.20	\$0.00	

Step 9 Review the earned period payroll record details including the special compensation category and type.

**Service Period Summary**

**Associated Appointment Enrollment**

Employer: Agency Name  
Division:  
Member Category: Miscellaneous  
Appointment Id: 617280

CalPERS ID: 0987654321  
Appointment Start Date: 02/27/1995  
Appointment End Date:  
SCO Payroll Sequence Number:

**Benefits Provisions**

Retirement Formula: 2.7% @ 55 Formula for Local Miscellaneous Members  
Years of Final Compensation: 1

**Service Period Detail**

Service Credit Type: Credited Service  
Start Date of Service Period: 10/17/2020  
End Date of Service Period: 10/30/2020  
Pay Rate Type: Hourly  
Certified Service Credit: 0.044  
Scheduled Days per Week: 0.0  
Scheduled Hours per Week: 37.5  
Total Hours Worked: 0.0

Pay Rate: \$55.97  
Earnings: \$4,197.80  
Tax Deferred Member Paid Contribution Amount: \$339.42  
Taxed Member Paid Contribution Amount: \$0.00  
Tax Deferred Employer Paid Contribution Amount: \$0.00  
1959 Survivor: \$0.00

**View Special Compensation**

Category	Type	Amount
Special Assignment Pay	Bilingual Premium	\$45.00

You have completed this scenario.

## Scenario 2: View Transaction History Link

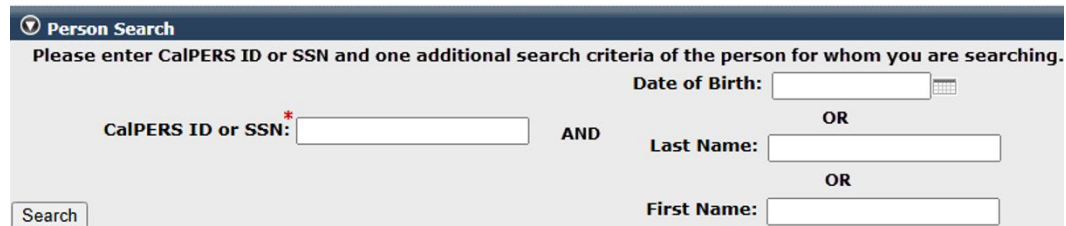
You will select the **View Transaction History** link to access a summary page that captures all payroll transactions in *posting date* order. Each transaction includes transaction type, earnings, special compensation amount (not category and type), contributions, and interest.

You can also export the payroll history to Excel.

### Step Actions (8 steps)

Step 1 From the homepage, select the **Person Information** global navigation tab.

Step 2 Complete the Person Search section.



**Person Search**  
Please enter CalPERS ID or SSN and one additional search criteria of the person for whom you are searching.

CalPERS ID or SSN:  AND Date of Birth:

Last Name:

First Name:

Step 3 Select the **Search** button.

Step 4 Within the **Menu** left-side navigation folder, select the **View Transaction History** left-side link.



Home Profile Reporting Person Information Education Other Organizations

Summary Health Enrollment

**Common Tasks**

**Menu**


- Person Search
- Appointment History
- Payroll Information
- Contributory Appointment History
- View Service History
- View Transaction History**

**Summary**

**Profile**

SSN: XXX-XX-3333  
Name: KRISTIN JUNE LUALHATI VER KUILEN-WALKER  
Date of Birth: 11/17/1954  
Prior School Membership: No  
Membership Date: 02/27/1995  
Restrictions: No  
Last Reporting Date: 11/13/2020

Step 5 Select the appropriate fiscal year check box.



**Transaction History by Fiscal Year Posted**

The Member's Transaction History by Fiscal Year is displayed below. To view the existing Transaction periods, select individual fiscal years and the View History button.

Select All	Fiscal Year	Earnings	Special Compensation	Taxed Contributions	Tax Deferred Contributions	Posted Interest	Total Balance to Date
<input type="checkbox"/>	2020/2021	\$41,895.70	\$454.50	\$0.00	\$3,387.98	\$0.00	\$329,481.75
<input type="checkbox"/>	2019/2020	\$106,029.67	\$1,170.00	\$0.00	\$8,575.95	\$18,242.83	\$326,093.77
<input type="checkbox"/>	2018/2019	\$102,368.81	\$1,170.00	\$0.00	\$8,283.12	\$16,684.47	\$299,274.99
<input type="checkbox"/>	2017/2018	\$101,036.48	\$1,164.60	\$0.00	\$8,176.11	\$15,274.59	\$274,307.40
<input type="checkbox"/>	2016/2017	\$99,496.52	\$1,215.00	\$0.00	\$8,056.98	\$13,957.10	\$250,856.70
<input type="checkbox"/>	2015/2016	\$94,041.67	\$1,170.00	\$0.00	\$7,616.99	\$12,766.83	\$228,842.62
<input type="checkbox"/>	2014/2015	\$90,519.00	\$1,156.55	\$0.00	\$7,334.04	\$11,586.25	\$208,458.80

Step 6 Select a **View History** button.

Step 7 Within the Transaction History Details to Display section, you may use the filters to find a payroll record.

**Transaction History Details to Display**

[Modify Selected Years](#)

Program: CalPERS Account Type: Member Status: Active

Employer:  Transaction Type:

Member Category:  Division:

Begin Date:  End Date:

☐ Display Payroll Records with Zero Amounts Reported

Step 8 Within the Transaction History Details section, selecting a row will highlight it.

You may select the **Export to Excel** button on the bottom of the page to generate the data in a spreadsheet.

2022/2023	09/08/2022	08/05/2022	07/23/2022	08/05/2022	Earned Period Reporting	Miscellaneous	Hourly	\$61.14	\$4,585.30	37.5	0.0
2022/2023	08/31/2022	07/22/2022	07/09/2022	07/22/2022	Earned Period Reporting	Miscellaneous	Hourly	\$61.14	\$4,585.31	37.5	0.0
2022/2023	08/10/2022	07/08/2022	06/25/2022	07/08/2022	Earned Period Reporting	Miscellaneous	Hourly	\$58.23	\$4,367.00	37.5	0.0

**You have completed this scenario.**

## Scenario 3: Reported Member-Detail Report

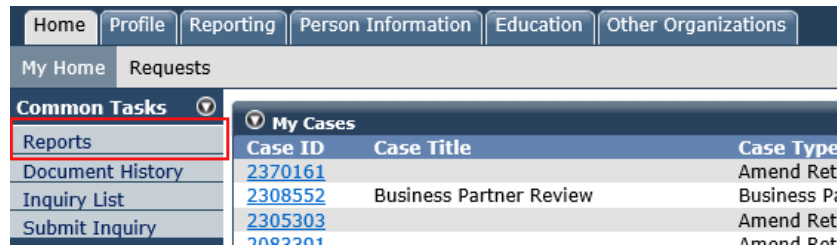
You will run the Reported Member-Detail Report to review posted earnings and member contributions by fiscal year including special compensation details.

The report is only available in the Cognos application. For more information on Cognos functionality, review the [myCalPERS Employer Reports \(Cognos\) \(PDF\)](#) student guide.

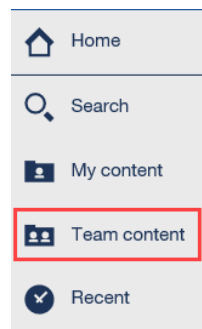
### Step Actions (9 steps)

Step 1 From the homepage, select the **Common Tasks** left-side navigation folder.

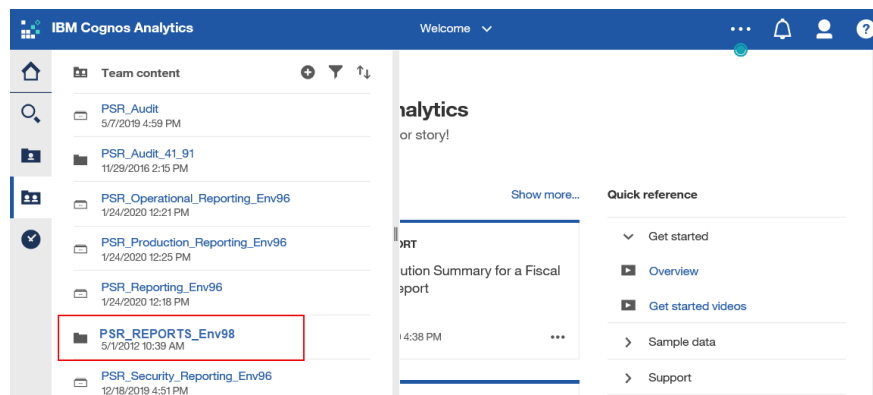
Step 2 Select the **Reports** left-side navigation link.



Step 3 Within Cognos, select the Team content folder from the left-side navigation menu.

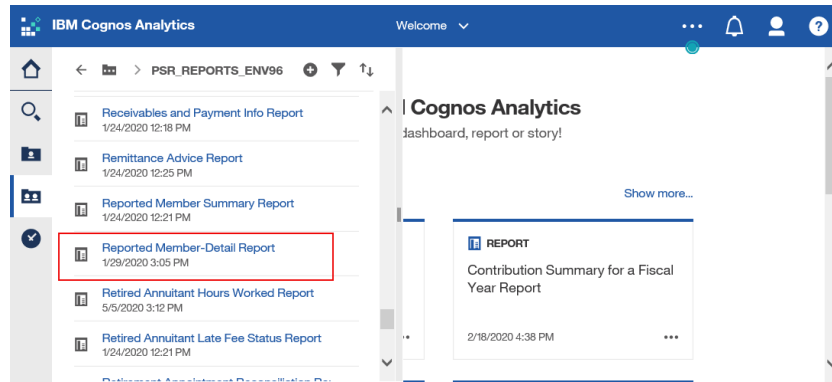


Step 4 Select the PSR\_REPORTS\_Env98 folder.





Step 5 Select the **Reported Member-Detail Report** link.



Step 6 Complete the report criteria, and ensure that the **Reprompt** button is selected after entering the employee's CalPERS ID.

A screenshot of the 'Reported Member-Detail Report' form in the IBM Cognos Analytics web application. The form is titled 'Reported Member-Detail Report' and includes a description: 'The purpose of this report is to display the earnings and the posted contributions of a Participant for a selected Employer and a fiscal year'. The form contains four sections: 'Select Employer' with a dropdown menu for 'Agency's Name'; 'Select Participant' with a text input for 'Participant CalPERS ID' and a 'Reprompt' button; 'Select Program' with a dropdown menu for 'Program'; and 'Select Fiscal Year' with a dropdown menu for 'Fiscal Year'. At the bottom left, there are 'Cancel' and 'Finish' buttons.

Step 7 Select the **Finish** button at the bottom left.

Step 8 Do you want to run the report in a different format?

**Yes:** Select the **Run** icon in the top-left corner of the page to run the report in a different format, then continue to step 9.



**No:** You have completed this scenario.

Step 9 Select the desired format.

**You have completed this scenario.**

## Unit 2: Adjustment Report

Adjustment records may be submitted through myCalPERS by either file upload or by manual entry. In this unit, you will learn how to manually create an adjustment report so you can add adjustment records to it.

Adjustment records can be in an earned period report; however, it's easier to reconcile a receivable when adjustment records are in a separate adjustment report.

### Reporting Member and Employer Paid Arrears

- Payroll records associated to a *member* paid arrears determination must be reported through the employment certification process—not through earned period or adjustment reports. Refer to the [myCalPERS Employment Certification Functionality \(PDF\)](#) student guide for more information.
- It is best practice to report 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 [myCalPERS Employment Certification Functionality \(PDF\)](#) student guide.
- Once Arrears Apply – Employer Paid records are processed, they will post the following day.

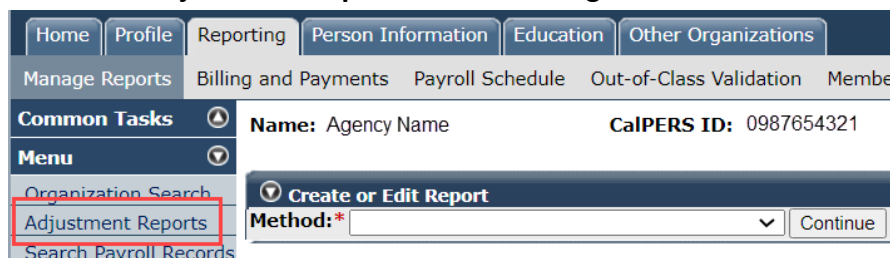
### System Logic

- For manual entry, different adjustment transaction types as well as adjustments for different fiscal years can be in the same report if they are on the same pay schedule.
- CalPERS defines the first earned period of a new fiscal year as having an end date of July 1 or later.

### Step Actions (6 steps)

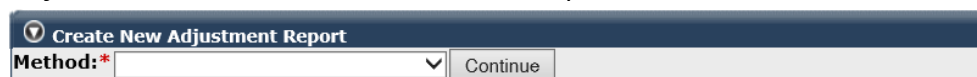
Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Adjustment Reports** left-side navigation link.



The screenshot shows the myCalPERS user interface. At the top, there are tabs for 'Home', 'Profile', 'Reporting' (which is highlighted), 'Person Information', 'Education', and 'Other Organizations'. Below these, there are links for 'Manage Reports', 'Billing and Payments', 'Payroll Schedule', 'Out-of-Class Validation', and 'Members'. On the left side, there is a 'Common Tasks' menu with a 'Menu' icon. Under the menu, 'Adjustment Reports' is highlighted with a red box. To the right of the sidebar, the 'Name: Agency Name' and 'CalPERS ID: 0987654321' are displayed. Below this, there is a 'Create or Edit Report' section with a 'Method:\*' dropdown menu and a 'Continue' button.

Step 3 Within the Create New Adjustment Report section, select **Manually Enter Adjustment Records** from the **Method** drop-down list.



The screenshot shows the 'Create New Adjustment Report' section. It features a 'Method:\*' dropdown menu and a 'Continue' button.

Step 4 Select the **Continue** button.

---

Step 5 Complete the Create Report section.

\*Required Fields  
\* Required Fields

Create Report

Program: \*

Report Type: \*

Payroll Schedule: \*

Report Name:

Save & Continue

---

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

**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, where you can review and maintain existing records in the report as well as add new records.

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

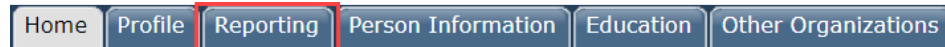
You left the View Payroll Records page and need to return to it to work on your payroll report.

### 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.

Work On Existing Payroll Reports									
Program: CalPERS		Fiscal Year:		Report Status:		Report Type: Payroll - Adjustments		Display	
Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	CHIU, JAMES
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	LAFFAN, CAET
	08/20/2024 - 08/20/2024	Posted	Payroll - Adjustments		08/20/2024	08/20/2024	08/20/2024	No	Generic Repor
	08/19/2024 - 08/19/2024	Posted	Payroll - Adjustments		08/19/2024	08/19/2024		No	LINDSEY, DRE

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

**Report Details**

Report Type: Payroll - Adjustments  
Program: CalPERS  
Report Name: Caprice On Leave Period FY 23

Adjustment Date: 01/09/2025  
Schedule Name:

Report Status: Pending Release  
Test Report: No

**Report Statistics**

	Records Reported	Records Posted	Unposted Records	Records with Errors
Total	26	0	26	0

**Records Statistics**

Record Type	Records Reported	Records Posted	Unposted Records	Records with Errors
Payroll Record	26	0	26	0

**Payroll Report Summary**

Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.

Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
Uncategorized		(\$73,890.85)	(\$5,911.23)	(\$9,073.82)	\$0.00	\$0.00	(\$14,985.05)
Totals		(\$73,890.85)	(\$5,911.23)	(\$9,073.82)	\$0.00	\$0.00	(\$14,985.05)

**Generate Report**

Report Type:  
☒ Payroll Record Errors Report  
☐ Payroll Record Exceptions Report

Generate Report

**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

Correct Posted Records

You have completed this scenario.

## 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**  
**Report Type:** Payroll - Earned Period  
**Program:** CalPERS  
**Report Name:** Test Earned Period Report  
**Earned Period:** 08/03/2024 - 08/16/2024  
**Schedule Name:**  
**Report Status:** Pending Release  
**Test Report:** No

**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:   
CalPERS ID:   
Record Type:   
Member Category:   
Division:   
Record Status:   
Error Message:   
Last Name:   
Transaction Type:   
Rate Plan:

**Records Present in the Report**  
    [Apply Mass Update](#)

SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation
<input type="checkbox"/> xxx-xx-4095	4106079499	Agency Name	Al Bidany, Elizabeth	08/03/2024- 08/16/2024	Miscellaneous	Pending Validation	\$3,327.60	\$0.00
<input type="checkbox"/> xxx-xx-9157	1658871068		Al Bidany, Marion	08/03/2024- 08/16/2024	Safety - Fire	Pending Validation	\$5,407.04	\$438.77
<input type="checkbox"/> xxx-xx-5016	3394429613	Agency Name	Alemu, Manuel	08/03/2024- 08/16/2024	Miscellaneous	Valid	\$3,484.70	\$45.00
<input type="checkbox"/> xxx-xx-4918	7213906293	Agency Name	Algaoch, Francis	08/03/2024- 08/16/2024	Miscellaneous	Valid	\$4,186.60	\$0.00
<input type="checkbox"/> xxx-xx-3234	3720832865	Agency Name	Barron, Setsuko	08/03/2024- 08/16/2024	Miscellaneous	Error	\$2,333.30	\$103.34
<input type="checkbox"/> xxx-xx-8898	2648464347	Agency Name	Caprice, Manuel F	08/03/2024- 08/16/2024	Miscellaneous	Error	\$0.00	\$0.00
<input type="checkbox"/> xxx-xx-8898	2648464347	Agency Name	Caprice, Manuel	08/03/2024- 08/16/2024	Miscellaneous	Valid But Held	\$2,839.80	\$211.10
<input type="checkbox"/> xxx-xx-0450	1898391026	Agency Name	Catinojos, Raquel B	08/03/2024- 08/16/2024	Miscellaneous	Error	\$0.00	\$0.00
<input type="checkbox"/> xxx-xx-0450	1898391026	Agency Name	Catinojos, Raquel	08/03/2024- 08/16/2024	Miscellaneous	Valid But Held	\$3,668.80	\$48.00

     
  [View Payroll Report Summary](#)

### Report Details

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

**Report Details**  
**Report Type:** Payroll - Adjustments  
**Program:** CalPERS  
**Report Name:** Caprice On Leave Period FY 23  
**Adjustment Date:** 01/09/2025  
**Schedule Name:**  
**Report Status:** Pending Release  
**Test Report:** No

### Search and Add New Record to the Report

This section is used to search for a record, filter records, or add records to the report.

- Search for a record by entering the employee's full 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 full SSN or CalPERS ID before selecting 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:   
CalPERS ID:   
Record Type:   
Member Category:   
Division:   
Record Status:   
Error Message:   
Last Name:   
Transaction Type:   
Rate Plan:

## 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.

Records Present in the Report								
<a href="#">Select All</a> <a href="#">Delete</a> <a href="#">Edit Selected Records</a> <a href="#">Save Selection</a>			<a href="#">Apply Mass Update</a>					
SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation
<input type="checkbox"/> <a href="#">xxx-xx-4095</a>	4106079499	Agency Name	Al Bidany, Elizabeth	08/03/2024- 08/16/2024	Miscellaneous	Pending Validation	\$3,327.60	\$0.00
<input type="checkbox"/> <a href="#">xxx-xx-9157</a>	1658871068		Al Bidany, Marion	08/03/2024- 08/16/2024	Safety - Fire	Pending Validation	\$5,407.04	\$438.77
<input type="checkbox"/> <a href="#">xxx-xx-5016</a>	3394429613	Agency Name	Alemu, Manuel	08/03/2024- 08/16/2024	Miscellaneous	Valid	\$3,484.70	\$45.00
<input type="checkbox"/> <a href="#">xxx-xx-4918</a>	7213906293	Agency Name	Algaoch, Francis	08/03/2024- 08/16/2024	Miscellaneous	Valid	\$4,186.60	\$0.00
<input type="checkbox"/> <a href="#">xxx-xx-3234</a>	3720832865	Agency Name	Barron, Setsuko	08/03/2024- 08/16/2024	Miscellaneous	Error	\$2,333.30	\$103.34
<input type="checkbox"/> <a href="#">xxx-xx-8898</a>	2648464347	Agency Name	Caprice, Manuel F	08/03/2024- 08/16/2024	Miscellaneous	Error	\$0.00	\$0.00
<input type="checkbox"/> <a href="#">xxx-xx-8898</a>	2648464347	Agency Name	Caprice, Manuel	08/03/2024- 08/16/2024	Miscellaneous	Valid But Held	\$2,839.80	\$211.10
<input type="checkbox"/> <a href="#">xxx-xx-0450</a>	1898391026	Agency Name	Catinojos, Raquel B	08/03/2024- 08/16/2024	Miscellaneous	Error	\$0.00	\$0.00
<input type="checkbox"/> <a href="#">xxx-xx-0450</a>	1898391026	Agency Name	Catinojos, Raquel	08/03/2024- 08/16/2024	Miscellaneous	Valid But Held	\$3,668.80	\$48.00
<a href="#">View Normal</a>								
<a href="#">Select All</a> <a href="#">Delete</a> <a href="#">Edit Selected Records</a> <a href="#">Save Selection</a>								
<a href="#">Process Report</a> <a href="#">Generate Report Summary</a>			<a href="#">View Payroll Report Summary</a>					

- **Select All:** Selects all the records displayed on the current page.
- **Delete:** Deletes any selected records.
- **Edit Selected Records:** Queues the selected records and brings you to the first record's Maintain Payroll Record page. After saving it, you will move to the next record in the queue.
- **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 view 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: Retroactive Salary Adjustment

In this unit, you will learn how to process a Retroactive Salary Adjustment (RSA) transaction.

- The RSA transaction type is used to report positive retroactive salary increases or to reverse a posted retroactive salary adjustment record for both contributory and non-contributory members.
- The RSA transaction may be used to report for one or more earned periods only if the periods have the same pay rate and are within the same fiscal year reporting due to the employer rate change.
- Using the RSA transaction captures a new higher pay rate and difference in reportable earnings and contributions for contributory members. This rule is the same when using an RSA transaction for non-contributory members except without contributions.
- Partial earned periods should be reported separately from full earned periods.
- Special compensation cannot be included in an RSA transaction. Report special compensation and associated contributions by using the Retroactive Special Compensation Adjustment or Prior Period Adjustment transaction types.

### Contents

Scenario 1: Retroactive Salary Adjustment .....	17
Scenario 2: Reverse a Retroactive Salary Adjustment.....	18

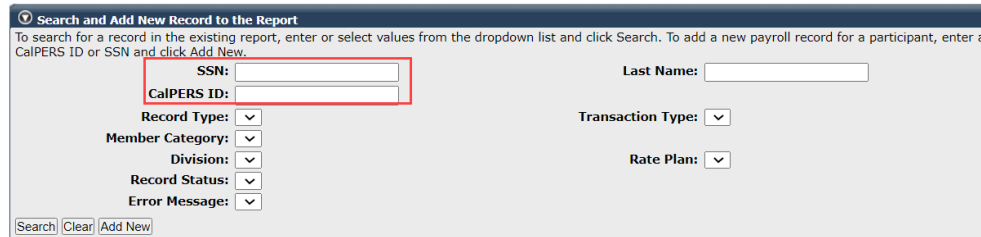


## Scenario 1: Retroactive Salary Adjustment

Your employee's raise was not reported for three consecutive earned periods. You will report the new pay rate and positive difference in reportable earnings and contributions in one record.

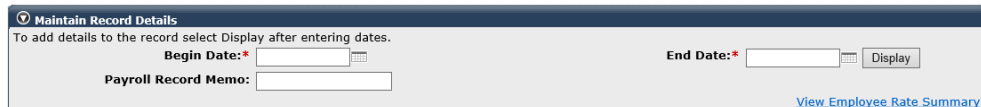
### Step Actions (7 steps)

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



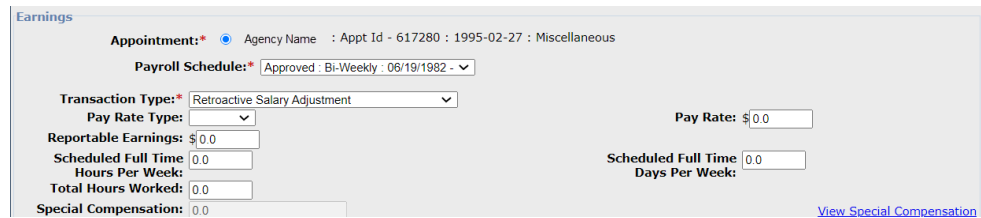
**Step 2** Select the **Add New** button.

**Step 3** Complete the Maintain Record Details section. Ensure the **Begin Date** field is the effective date of the new pay rate.



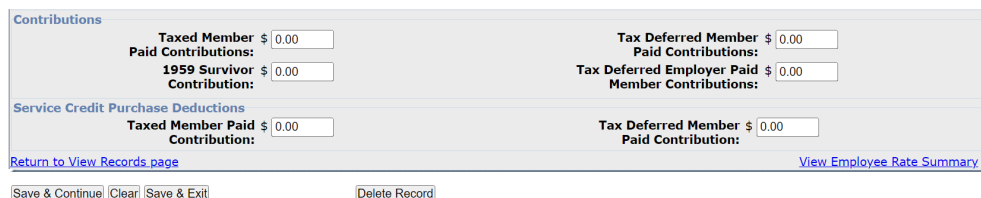
**Step 4** Select the **Display** button to expand the section.

**Step 5** Complete the Earnings subsection.



- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Pay Rate:** Enter the new increased rate.
- **Reportable Earnings:** Enter the positive difference in reportable earnings.

**Step 6** Within the Contributions subsection, enter the positive difference in contributions.



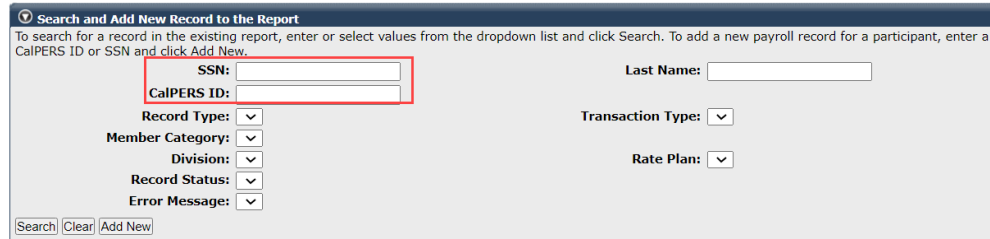
**Step 7** Select the **Save & Exit** button.  
**You have completed this scenario.**

## Scenario 2: Reverse a Retroactive Salary Adjustment

An RSA record was posted for the incorrect employee, so you will reverse it with another RSA.

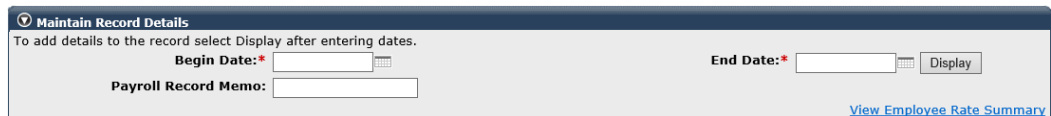
### Step Actions (7 steps)

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



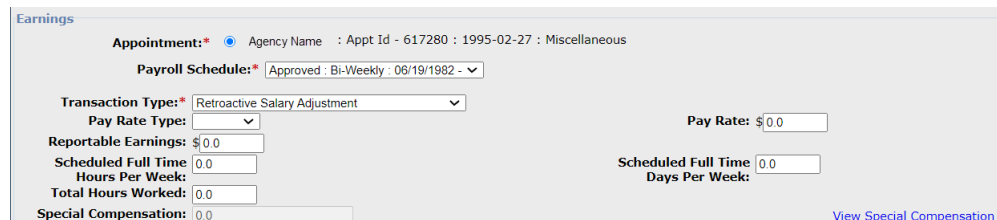
- Step 2 Select the **Add New** button.

- Step 3 Complete the Maintain Record Details section.



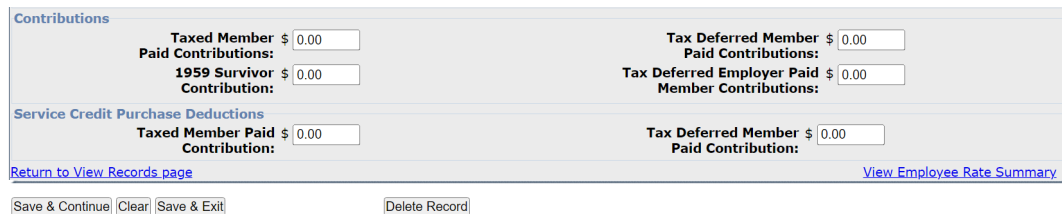
- Step 4 Select the **Display** button to expand the section.

- Step 5 Complete the Earnings subsection. The **Reportable Earnings** field will have a negative amount.



- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.

- Step 6 Complete the Contributions subsection by entering the negative amount for the contributions.



- Step 7 Select the **Save & Exit** button.

**You have completed this scenario.**

## Unit 5: Retroactive Special Compensation Adjustment

In this unit, you will learn how to process a Retroactive Special Compensation Adjustment (RSC) transaction.

- The RSC transaction type is used to report positive retroactive special compensation or to reverse a posted retroactive special compensation adjustment record for both contributory and non-contributory members.
- The RSC transaction may be used to report for one or more earned periods (including the current earned period) only if the periods are within the same fiscal year due to the employer rate change.
- Using the RSC transaction captures the new special compensation and the difference in contributions. This rule is the same when using an RSC transaction for non-contributory members except contributions should not be reported.
- Partial earned periods should be reported separately from full earned periods.

### System Logic

Do not report the pay rate type or change the pay rate when reporting retroactive special compensation adjustments.

### Contents

Scenario 1: Retroactive Special Compensation Adjustment .....	20
Scenario 2: Reverse a Retroactive Special Compensation Adjustment.....	22

## Scenario 1: Retroactive Special Compensation Adjustment

Your employee's special compensation was not reported for the last two earned periods. You will report the special compensation and contributions of what should have been reported in one record.

### Step Actions (12 steps)

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

**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:   
CalPERS ID:

Last Name:

Record Type:   
Member Category:   
Division:   
Record Status:   
Error Message:

Transaction Type:   
Rate Plan:

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

**Maintain Record Details**  
To add details to the record select Display after entering dates.

Begin Date:    
End Date:     
Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete only the following fields in the Earnings subsection:

- Appointment
- Payroll Schedule
- Transaction Type

**Maintain Record Details**  
To add details to the record select Display after entering dates.

Begin Date:  07/11/2020   
End Date:  08/07/2020    
Payroll Record Memo:

**Earnings**

Appointment: ☒ Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular  
Payroll Schedule:  Approved : Bi-Weekly : 06/19/1982 -

Transaction Type:  Retroactive Special Compensation Adjustment   
Pay Rate Type:   
Pay Rate:  \$0.0  
Reportable Earnings:  \$0.0  
Scheduled Full Time:  0.0  
Hours Per Week:  0.0  
Total Hours Worked:  0.0  
Special Compensation:  0.0

[View Special Compensation](#)

Step 6 Select the **View Special Compensation** link at the right side of the Earnings subsection.

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

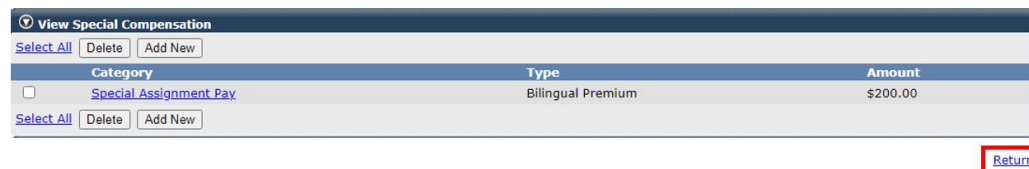


Step 8 Complete the Maintain Special Compensation Details section. Enter the positive difference in special compensation in the **Amount** field.

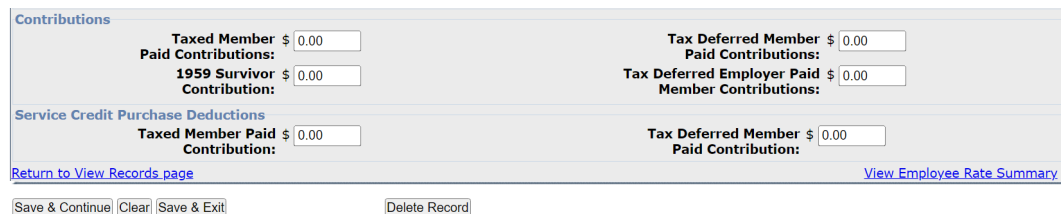


Step 9 Do you need to report additional special compensation?  
**Yes:** Select the **Save and Add Another** button, then return to step 8.  
**No:** Select the **Save** button, then continue to step 10.

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



Step 11 Within the Contributions subsection, enter the positive difference in contributions in the appropriate fields.



Step 12 Select the **Save & Exit** button.  
**You have completed this scenario.**

## Scenario 2: Reverse a Retroactive Special Compensation Adjustment

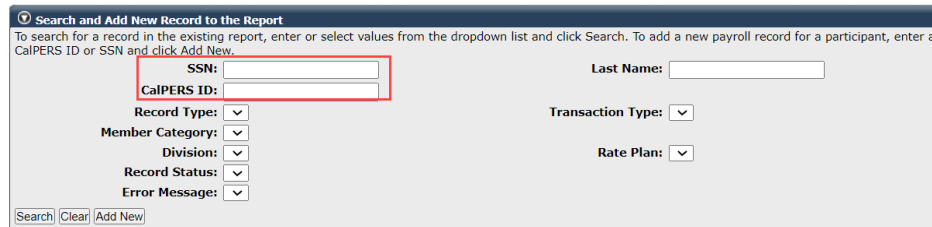
An RSC record was posted for the incorrect employee, so you will reverse it with another RSC.

### System Logic

Pay rate type and pay rate are only required if the original record you are reversing was reported with values in those fields.

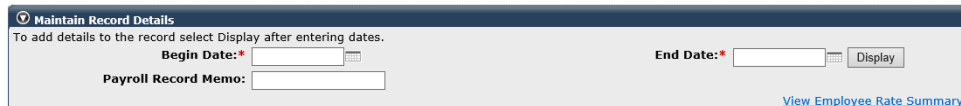
### Step Actions (12 steps)

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



**Step 2** Select the **Add New** button.

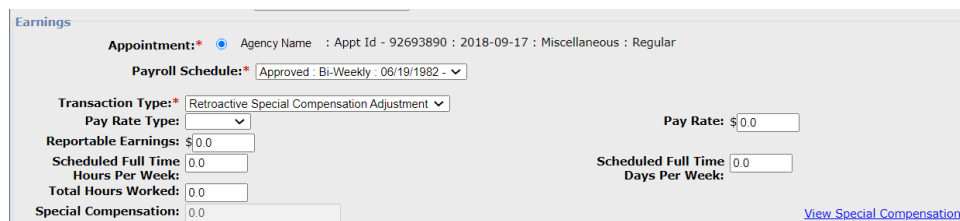
**Step 3** Complete the Maintain Record Details section.



**Step 4** Select the **Display** button to expand the section.

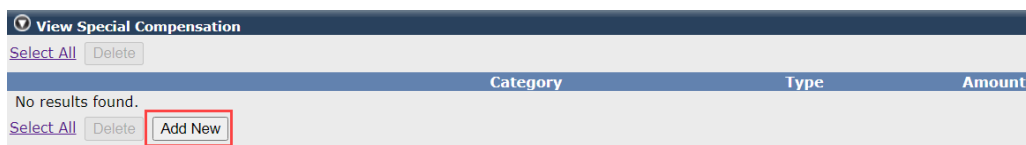
**Step 5** Complete only the following fields in the Earnings subsection:

- Appointment
- Payroll Schedule
- Transaction Type



**Step 6** Select the **View Special Compensation** link at the right side of the Earnings subsection.

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



Step 8 Complete the Maintain Special Compensation Details section. The **Amount** field will have a negative amount.

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

Step 9 Do you need to reverse 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.

**View Special Compensation**  
Select All Delete Add New  
Category Type Amount  
Special Assignment Pay Bilingual Premium \$-200.00  
Select All Delete Add New  
Return

Step 11 Complete the Contributions subsection by entering the negative amount for the contributions.

**Contributions**  
Taxed Member \$ 0.00  
Paid Contributions:  
1959 Survivor \$ 0.00  
Contribution:  
Service Credit Purchase Deductions  
Taxed Member Paid \$ 0.00  
Contribution:  
Tax Deferred Member \$ 0.00  
Paid Contributions:  
Tax Deferred Employer Paid \$ 0.00  
Member Contributions:  
Tax Deferred Member \$ 0.00  
Paid Contribution:  
Return to View Records page View Employee Rate Summary  
Save & Continue Clear Save & Exit Delete Record

Step 12 Select the **Save & Exit** button.  
**You have completed this scenario.**

## Unit 6: Prior Period Adjustment

In this unit, you will learn how to process a Prior Period Adjustment (PPA) transaction.

- The PPA transaction type is used to report either positive or negative adjustments for one earned period at a time for contributory members.
- The PPA transaction captures all components of the payroll record that may be modified, including salary, special compensation, and service credit purchase deductions.

The following methods may be used to correct payroll:

- Report the positive difference of the earnings, special compensation, and contributions in one record.
- Report two records: enter one record to reverse the original payroll record, then resubmit the correct payroll information in a second record. This is the preferred method for a better audit trail.

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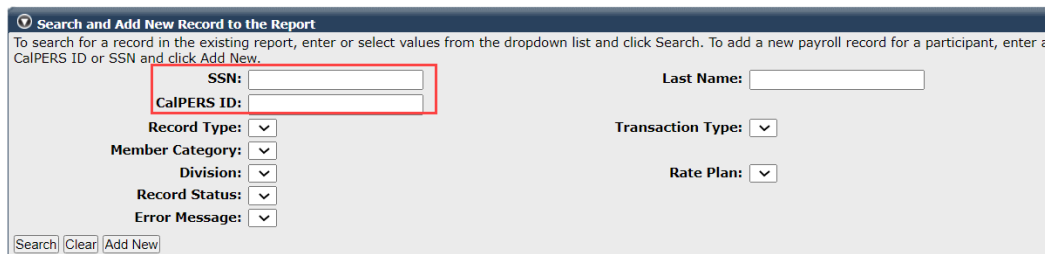


## Scenario 1: Prior Period Adjustment – Due to Missing Payroll Record

You will report an employee's payroll that was not previously reported.

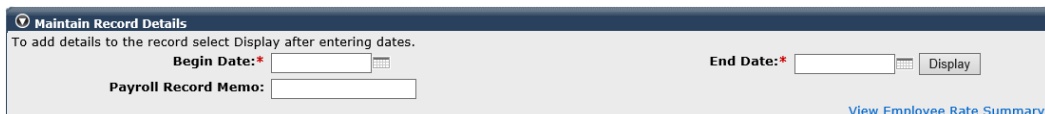
### Step Actions (13 steps)

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



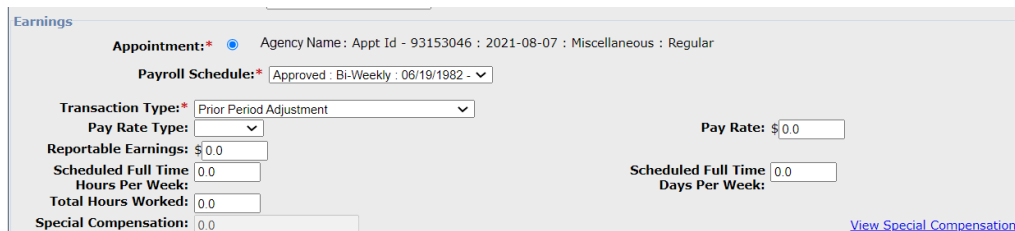
Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.



Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.



- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.

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.

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

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.

**View Special Compensation**  
Select All Delete Add New  
Category Type Amount  
Special Assignment Pay Bilingual Premium \$200.00  
Select All Delete Add New  
Return

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

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

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.

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

**No:** Continue to step 13.

Step 13 Do you need to add another adjustment record for this employee?

**Yes:** Select the **Save and Continue** button, then return to step 3.

**No:** Select the **Save & Exit** button.

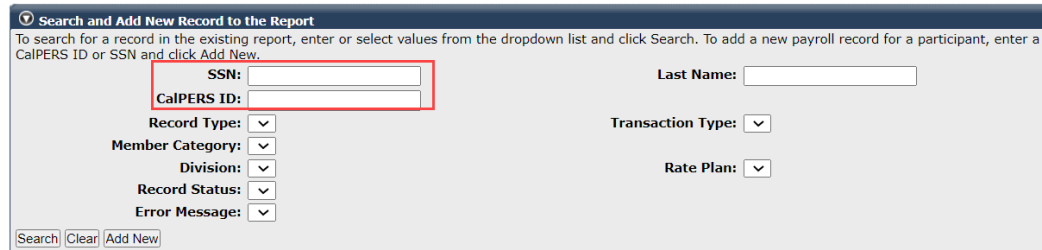
**You have completed this scenario.**

## Scenario 2: Prior Period Adjustment – Due to Underreported Earnings

Earnings were underreported for your employee. Within one adjustment record, you will report the increased difference in reportable earnings and contributions.

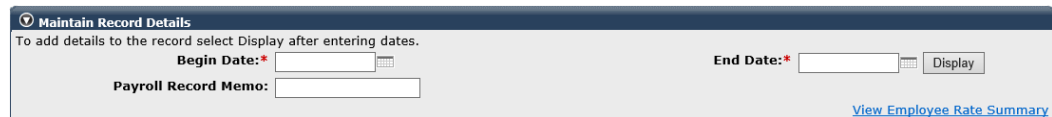
### Step Actions (13 steps)

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



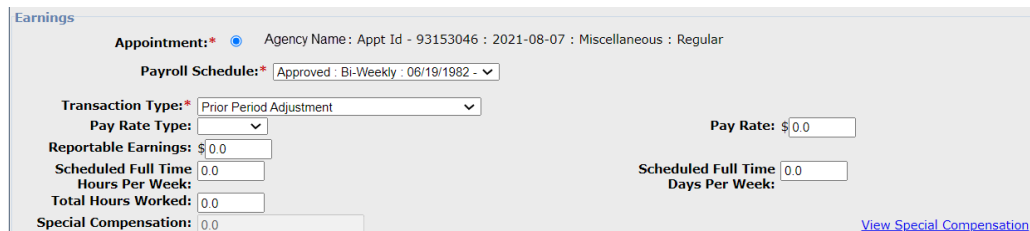
Step 2 Select the **Add New** button.

Step 3 Within the Maintain Record Details section, enter the prior earned period begin and end dates.



Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.



- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Reportable Earnings:** Only report the positive difference.

Step 6 Do you need to report special compensation?

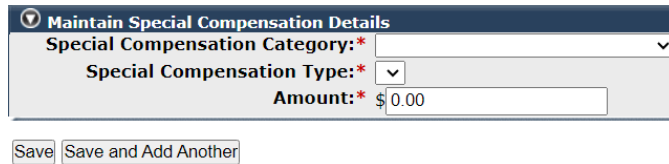
**Yes:** Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 7.

**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.

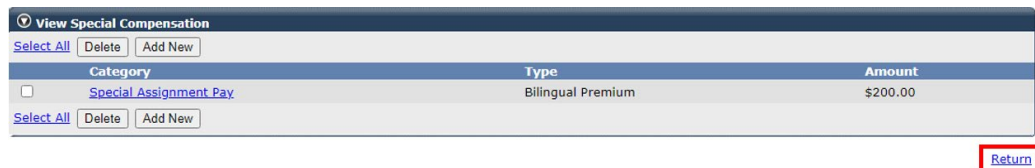


Step 9 Do you need to report additional special compensation?

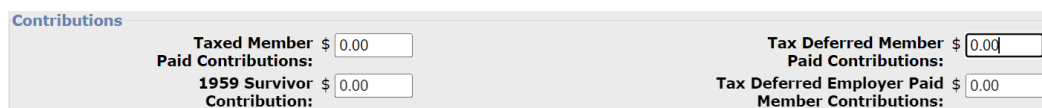
**Yes:** Select the **Save and Add Another** button, then return to step 8.

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

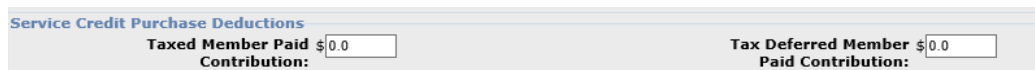
Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.



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.

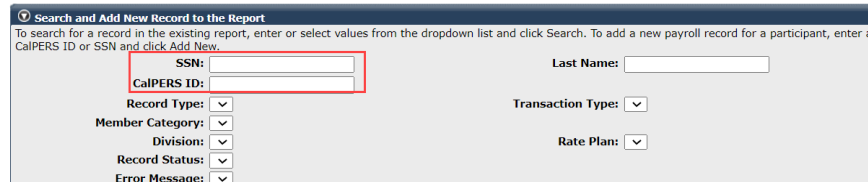
**You have completed this scenario.**

### Scenario 3: Prior Period Adjustment – Reverse & Resubmit

You can use the Prior Period Adjustment (PPA) type to fix any payroll reporting issue by reporting two records. You will: (1) Reverse the original payroll record, then (2) resubmit with the correct payroll information. This method is preferred for a better audit trail.

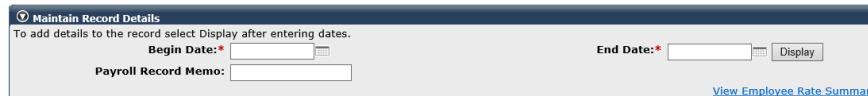
#### Step Actions (12 steps)

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



**Step 2** Select the **Add New** button.

**Step 3** Complete the Maintain Record Details section.

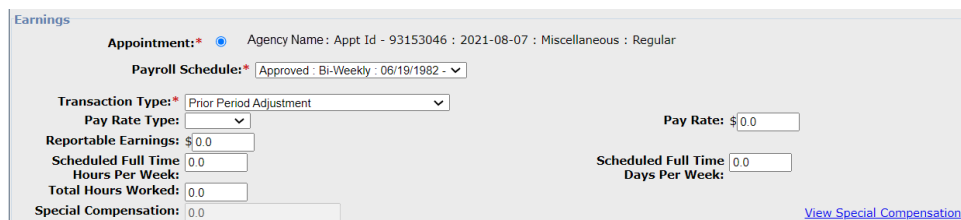


**Step 4** Select the **Display** button to expand the section.

**Step 5** Complete the Earnings subsection.

**Reversing:** Report negative earnings and contributions.

**Resubmitting:** Report positive earnings and contributions.



**Step 6** Do you need to reverse and/or 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.

**Reversing:** Report a negative amount.

**Resubmitting:** Report a positive amount.

▼ Maintain Special Compensation Details

Special Compensation Category:\*

Special Compensation Type:\*

Amount: \$ 0.00

Save Save and Add Another

Step 9 Do you need to reverse or 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.

▼ View Special Compensation

Select All Delete Add New

Category	Type	Amount
<input type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$200.00

Select All Delete Add New

Return

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

**Reversing:** Report a negative amount.

**Resubmitting:** Report a positive amount.

Contributions

Taxed Member Paid Contributions: \$ 0.00

1959 Survivor Contribution: \$ 0.00

Tax Deferred Member Paid Contributions: \$ 0.00

Tax Deferred Employer Paid Member Contributions: \$ 0.00

Service Credit Purchase Deductions

Taxed Member Paid Contribution: \$ 0.00

Return to View Records page View Employee Rate Summary

Save & Continue Clear Save & Exit Delete Record

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

**You have completed this scenario.**

## Unit 7: Prior Period No Contribution and No Service Adjustment

In this unit, you will learn how to process a Prior Period No Contribution & No Service Adjustment (PPN) transaction.

- The PPN transaction type is used to report both positive and negative adjustments for one earned period at a time for non-contributory positions (i.e., retired annuitants (RA), local alternate retirement plan [Gov. Code 20306] members, and overtime positions).
- The PPN transaction captures all components of the payroll record that may be modified.

The following methods may be used to correct payroll:

- Report the positive difference of the earnings and/or special compensation in one record.
- Report two records: enter one record to reverse the original payroll record (including negative total hours worked for retired annuitants to avoid exceeding 960 hours), then resubmit the correct payroll information in a second record. This is the preferred method for a better audit trail.

### Contents

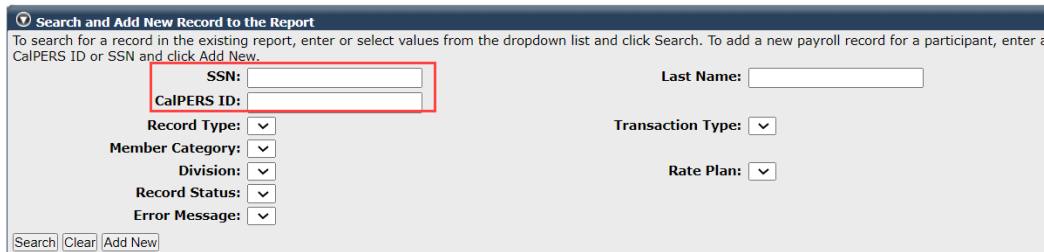
Scenario 1: Prior Period No Contribution and No Service Adjustment – Due to Underreported Earnings.....	32
Scenario 2: Prior Period No Contribution and No Service Adjustment - Reverse & Resubmit ....	34

## Scenario 1: Prior Period No Contribution and No Service Adjustment – Due to Underreported Earnings

Earnings and hours worked were underreported for your retired annuitant (RA). Within one adjustment record, you will report the increased difference in reportable earnings and total hours worked to ensure they do not exceed the 960 hours limit within a fiscal year.

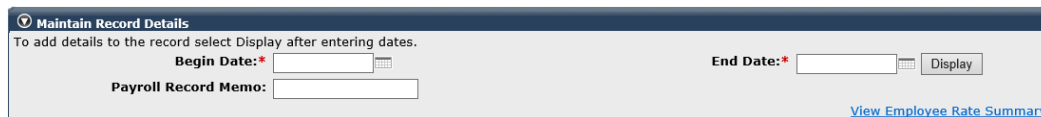
### Step Actions (11 steps)

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



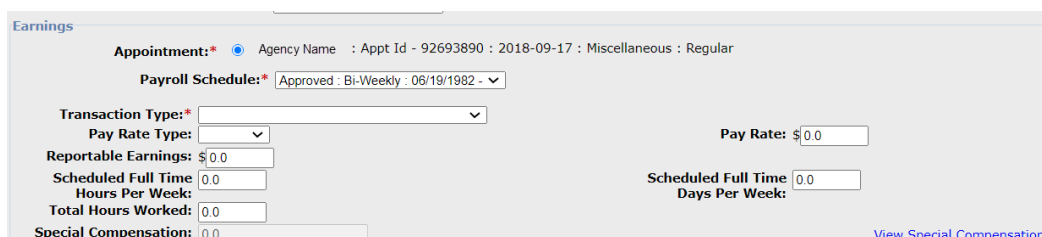
**Step 2** Select the **Add New** button.

**Step 3** Complete the Maintain Record Details section.



**Step 4** Select the **Display** button to expand the section.

**Step 5** Complete the Earnings subsection.



- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Reportable Earnings:** Only report the positive difference.
- **Total Hours Worked:** Only report the positive difference for RAs.

**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.

View Special Compensation

Select All Delete

Category	Type	Amount
No results found.		

Select All Delete Add New

Step 8 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 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.

View Special Compensation

Select All Delete Add New

Category	Type	Amount
<input type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$200.00

Select All Delete Add New

Return

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

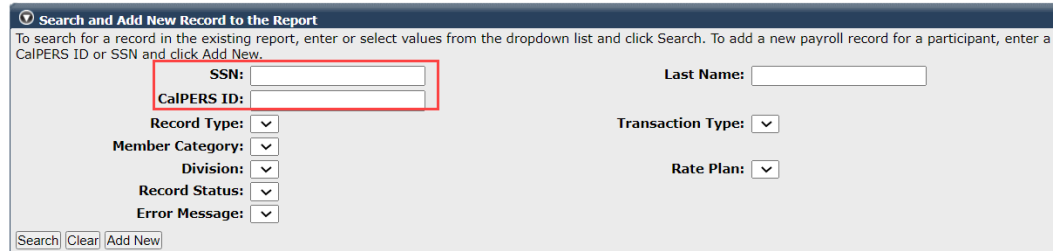
**You have completed this scenario.**

## Scenario 2: Prior Period No Contribution and No Service Adjustment - Reverse & Resubmit

Earnings and total hours worked were overreported for your retired annuitant. You will create two adjustment records: (1) Reverse the original payroll record, then (2) resubmit with the correct payroll information.

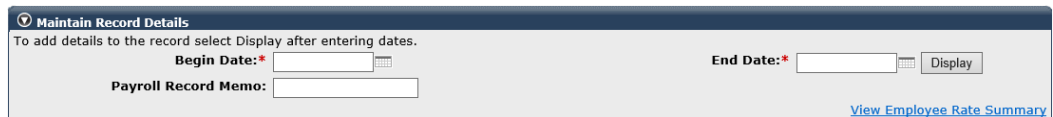
### Step Actions (11 steps)

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



**Step 2** Select the **Add New** button.

**Step 3** Complete the Maintain Record Details section.

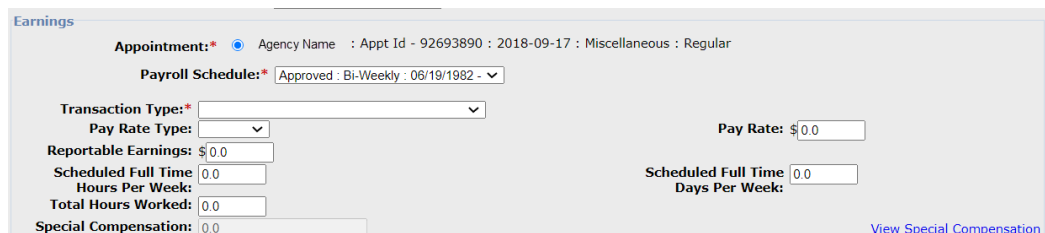


**Step 4** Select the **Display** button to expand the section.

**Step 5** Complete the Earnings subsection.

**Reversing:** Report negative earnings (and negative total hours worked for an RA).

**Resubmitting:** Report positive earnings (and total hours worked for an RA).



**Step 6** Do you need to reverse and/or 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.



The screenshot shows the 'View Special Compensation' section. At the top, there are links for 'Select All', 'Delete', and 'Add New'. Below these links, a message states 'No results found.' The 'Add New' button is highlighted with a red box.

Step 8 Complete the Maintain Special Compensation Details section.

**Reversing:** Report a negative amount.

**Resubmitting:** Report a positive amount.



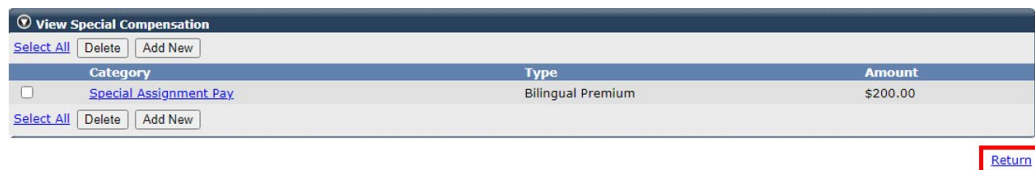
The screenshot shows the 'Maintain Special Compensation Details' section. It includes a dropdown menu for 'Special Compensation Category:', a dropdown menu for 'Special Compensation Type:', and a text input field for 'Amount:' with the value '\$0.00'. At the bottom, there are buttons for 'Save' and 'Save and Add Another'.

Step 9 Do you need to reverse or 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.



The screenshot shows the 'View Special Compensation' section. It includes links for 'Select All', 'Delete', and 'Add New'. Below these links, there is a table with the following data:

Category	Type	Amount
<input type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$200.00

At the bottom right, there is a 'Return' button highlighted with a red box.

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

**You have completed this scenario.**

## Unit 8: Service Credit Purchase Deduction – Reverse & Resubmit

In this unit, you will learn how to correct an incorrectly posted service credit purchase (SCP) deduction by reversing the incorrect SCP deduction amount and resubmitting a record with the correct amount.

### System Logic

SCP deductions cannot be adjusted through the simplified payroll adjustment process. Whether the amount was too much or too little, you must reverse the entire SCP deduction that was previously reported with one adjustment record and resubmit the correct amount with a second adjustment record.

Unlike other manual adjustments, an adjustment record for an SCP deduction only requires the following fields to be changed: Begin Date, End Date, Payroll Schedule, and the SCP amount.

### Step Actions (10 steps)

#### Part I: Reverse SCP Deductions

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

**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:   
CalPERS ID:

Record Type:   
Member Category:   
Division:   
Record Status:   
Error Message:

Last Name:   
Transaction Type:   
Rate Plan:

**Step 2** Select the **Add New** button.

**Step 3** Complete the Maintain Record Details section.

**Maintain Record Details**  
To add details to the record select Display after entering dates.

Begin Date:    
End Date:     
Payroll Record Memo:

[View Employee Rate Summary](#)

**Step 4** Select the **Display** button to expand the section.

Step 5

Complete the following:

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Service Credit Purchase Deductions subsection:** For the SCP reversal, report a negative deduction amount.

The screenshot shows the 'Earnings' form with the following details:

- Appointment:** Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular
- Payroll Schedule:** Approved - Bi-Weekly : 06/19/1982 - (highlighted with a red box)
- Transaction Type:** (dropdown menu)
- Pay Rate Type:** (dropdown menu)
- Reportable Earnings:** \$0.0
- Scheduled Full Time Hours Per Week:** 0.0
- Total Hours Worked:** 0.0
- Special Compensation:** 0.0
- Pay Rate:** \$0.0
- Scheduled Full Time Days Per Week:** 0.0
- Contributions:**
  - Taxed Member Paid Contributions:** \$0.0
  - Tax Deferred Member Paid Contributions:** \$0.0
  - Tax Deferred Employer Paid Member Contributions:** \$0.0
- Service Credit Purchase Deductions (highlighted with a red box):**
  - Taxed Member Paid Contribution:** \$0.0
  - Tax Deferred Member Paid Contribution:** \$0.0

Buttons at the bottom: Save & Continue, Clear, Save & Exit. Links: View Special Compensation, View Employee Rate Summary.

Step 6

Select **Save and Continue** button.

## Part II: Resubmit SCP Deductions

Step 7

Complete the Maintain Record Details section.

The screenshot shows the 'Maintain Record Details' section with the following details:

- Begin Date:** (text input)
- End Date:** (text input)
- Payroll Record Memo:** (text input)
- Display** button

Link: View Employee Rate Summary

Step 8

Select the **Display** button to expand the section.

Step 9

Complete the following:

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Service Credit Purchase Deductions subsection:** For the SCP resubmission, report a positive deduction amount.

The screenshot shows the 'Earnings' form with the following details:

- Appointment:** Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular
- Payroll Schedule:** Approved - Bi-Weekly : 06/19/1982 - (highlighted with a red box)
- Transaction Type:** (dropdown menu)
- Pay Rate Type:** (dropdown menu)
- Reportable Earnings:** \$0.0
- Scheduled Full Time Hours Per Week:** 0.0
- Total Hours Worked:** 0.0
- Special Compensation:** 0.0
- Pay Rate:** \$0.0
- Scheduled Full Time Days Per Week:** 0.0
- Contributions:**
  - Taxed Member Paid Contributions:** \$0.0
  - Tax Deferred Member Paid Contributions:** \$0.0
  - Tax Deferred Employer Paid Member Contributions:** \$0.0
- Service Credit Purchase Deductions (highlighted with a red box):**
  - Taxed Member Paid Contribution:** \$0.0
  - Tax Deferred Member Paid Contribution:** \$0.0

Buttons at the bottom: Save & Continue, Clear, Save & Exit. Links: View Special Compensation, View Employee Rate Summary.

Step 10

Select the **Save & Exit** button.

**You have completed this scenario.**

## Unit 9: Simplified Payroll Adjustment Process

In this unit, you will learn how to use the simplified payroll adjustment process (accessed through the **Maintain Payroll Records** left-side navigation link) to reverse and modify one or multiple posted payroll records.

### System Logic

- The system will automatically create an adjustment report and add the adjustment records.
- Do not use the simplified payroll adjustments process for the following records (use the standard adjustment process and transactions from units 2-8 instead):
  - Split earned period records, such as when a member has reached the annual compensation limit (one record for earnings up to the limit and another for over the limit) or for mid-earned period pay rate increases (one record for the previous pay rate and another for the new pay rate).
  - Service credit purchase (SCP) deductions.
  - Records posted prior to July 2011, as those records will not be displayed for modifications in this functionality.

### Contents

Scenario 1: Reverse Posted Payroll Records.....	39
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## Scenario 1: Reverse Posted Payroll Records

You will reverse misreported payroll for two employees who were on unpaid leaves of absence.

Use the same steps to for the following circumstances:

- Reverse contributory payroll records when notified by CalPERS that an employee is in an overtime appointment with your agency.
- Reverse payroll records for an appointment mistakenly enrolled in CalPERS membership.

### System Logic

To reverse a record that contains a service credit purchase deduction, use the standard adjustment process. Refer to units 2-8.

### Step Actions (13 steps)

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

Step 2 Select the **Maintain Payroll Records** left-side navigation link.

The screenshot shows the CalPERS Reporting interface. The top navigation bar includes tabs for Home, Profile, Reporting, Person Information, Education, and Other Organizations. The Reporting tab is active, showing sub-tabs for Manage Reports, Billing and Payments, Payroll Schedule, Out-of-Class Validation, and Member Information. The left sidebar contains a 'Common Tasks' section with a 'Menu' dropdown. The 'Menu' dropdown is open, showing options: Organization Search, Adjustment Reports, Search Payroll Records by Participant, Maintain Payroll Records (highlighted with a red box), and Preprocessing Area. The main content area shows the 'Create or Edit Report' section with a 'Method' dropdown and a 'Continue' button. Below this is the 'Work On Existing Payroll Reports' section with a 'Program' dropdown set to 'CalPERS' and a 'Fiscal Year' dropdown.

Step 3 Within the Search Payroll Records by Participant section, enter the employee's **CalPERS ID** or full **SSN**. The other fields can be used to filter their posted records.

The screenshot shows the 'Search Payroll Records by Participant' form. It includes fields for CalPERS ID, SSN, Transaction Type, Fiscal Year, Earned Period, and Record Begin/End Date. The 'Program' dropdown is set to 'CalPERS'. The 'Search' and 'Clear' buttons are at the bottom left.

Step 4 Select the **Search** button.

Step 5 In the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.

The screenshot shows the 'Participant Details' form. It displays the following information: CalPERS ID: 1234567890, SSN: xxx-xx-5555, Last Name: PARVAZI, First Name: DAVETTE, Middle Name: ZABIJULLAH, and Retirement Date. Below this, it states: 'To display posted payroll records, select the appointment, and then select the Display button.' The 'Appointment' section shows a radio button selected for '10004710 : Agency Name - Miscellaneous - 04/29/1997'. A 'Display' button is at the bottom left.

Step 6 Select the **Display** button.

## Step 7

In the Posted Records for the Participant section, select the check boxes for the posted payroll records that need to be reversed.

**Posted Records for the Participant**  
The page displays up to 30 records at a time. To select records across multiple pages, click the View Max link.  
[Select All](#)

Earned Period	Unposted Record Exists	Posting Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked
<input type="checkbox"/> <a href="#">06/25/2011-07/08/2011</a>	No		Earned Period Reporting	Hourly	\$26.03	\$1,952.30	<a href="#">\$66.80</a>	37.5	0.0	0.0
<input type="checkbox"/> <a href="#">07/09/2011-07/22/2011</a>	No	11/03/2011	Earned Period Reporting	Hourly	\$26.03	\$1,952.30	<a href="#">\$66.80</a>	37.5	0.0	0.0

**Note:** Select the earned period date link to review all posted payroll for that earned period. Select the special compensation amount link to review the category and type.

## Step 8

Select the **Reverse Record** button at bottom left.

Showing records 1 - 30 | First << | [Select All](#)

## Step 9

Do you need to reverse additional records?

**Yes:** Select the **Add Records** link below the Pending Transactions section, then return to step 3.

**Pending Transactions**

CalPERS ID	Name	Earned Period	Begin Date	End Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Schedule Time Day Week
1234567890	PARVAZI, DAVETTE ZABIULLAH	06/25/2011-07/08/2011	06/25/2011	07/08/2011	Prior Period Adjustment	Hourly	\$26.03	\$-1,952.30	\$-66.80	37.5	0.0

[Add Records](#) [View Report Summary](#)

**No:** Select the **View Report Summary** link below the Pending Transactions section, then continue to step 10.

**Pending Transactions**

CalPERS ID	Name	Earned Period	Begin Date	End Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Schedule Time Day Week
1234567890	PARVAZI, DAVETTE ZABIULLAH	06/25/2011-07/08/2011	06/25/2011	07/08/2011	Prior Period Adjustment	Hourly	\$26.03	\$-1,952.30	\$-66.80	37.5	0.0

[Add Records](#) [View Report Summary](#)

## Step 10

Do you want to update the report name?

**Yes:** Within the Override Report Details section, enter your new report name in the Report Name field, then continue to step 11.

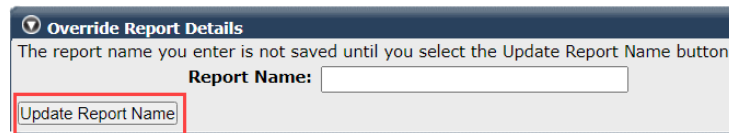
**Override Report Details**  
The report name you enter is not saved until you select the Update Report Name button.

**Report Name:**

**No:** Skip to step 13.



- Step 11 Select the **Update Report Name** button at the bottom left of the Override Report Details section.

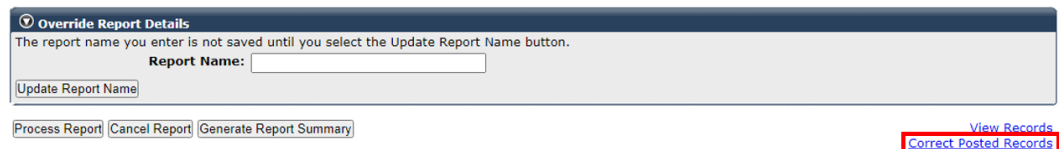


- Step 12 Select the **Yes** button to confirm your request to update the report name.



- Step 13 Do you have additional posted payroll records to reverse that you want included in this report?

**Yes:** Select the **Correct Posted Records** link at the bottom right, then return to step 3.



**No:** To process this report, refer to Unit 10: Process and Adjustment Report.

**You have completed this scenario.**

## Scenario 2: Modify Posted Payroll Records

You will modify posted payroll records by overriding the original payroll information.

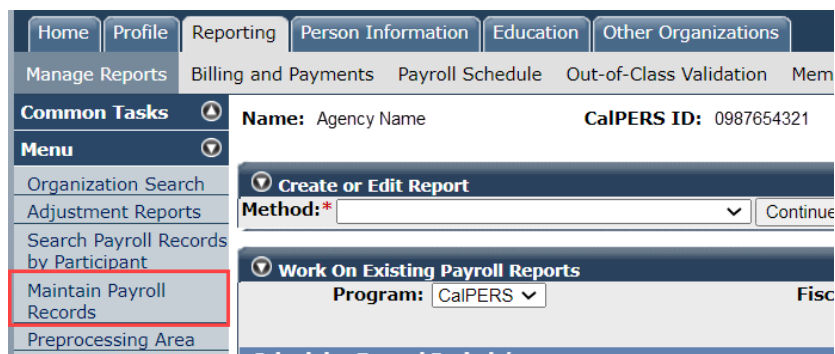
### System Logic

- Do not use this scenario for a mid-earned period retroactive salary increase (myCalPERS will reverse the full earned period) nor to modify a service credit purchase deduction. Use the standard adjustment process (refer to units 2-8).
- Begin and end dates can be modified outside of the originally reported range.

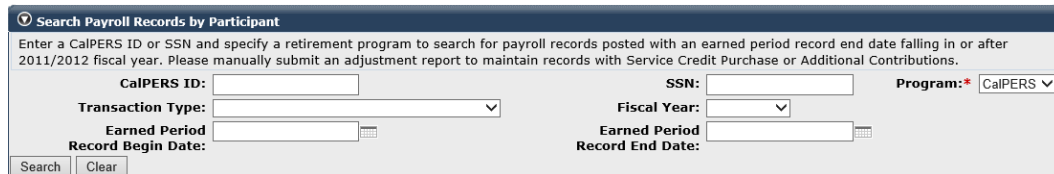
### Step Actions (21 steps)

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

Step 2 Select the **Maintain Payroll Records** left-side navigation link.



Step 3 Within the Search Payroll Records by Participant section, enter the employee's **CalPERS ID** or full **SSN**. The other fields can be used to filter results after searching.



Step 4 Select the **Search** button.

Step 5 In the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.



Step 6 Select the **Display** button.

## Step 7

In the Posted Records for the Participant section, select the checkboxes for the posted payroll records that need to be reversed.

**Posted Records for the Participant**  
The page displays up to 30 records at a time. To select records across multiple pages, click the View Max link.  
[Select All](#)

Earned Period	Unposted Record Exists	Posting Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked
<input type="checkbox"/> <a href="#">06/25/2011-07/08/2011</a>	No		Earned Period Reporting	Hourly	\$26.03	\$1,952.30	<a href="#">\$66.80</a>	37.5	0.0	0.0
<input type="checkbox"/> <a href="#">07/09/2011-07/22/2011</a>	No	11/03/2011	Earned Period Reporting	Hourly	\$26.03	\$1,952.30	<a href="#">\$66.80</a>	37.5	0.0	0.0

**Note:** Select the earned period dates link to review all posted payroll for that earned period. Select the special compensation amount link to review the category and type.

## Step 8

Select the **Modify Record** button at bottom left.

Showing records 1 - 30 | First << | [Select All](#)

[Modify Record](#) [Reverse Record](#)

## Step 9

Within the Maintain Record Details section, change the fields as necessary to report a correct payroll record.

**Selected Records**

Sequence	Pending Update	Earned Period	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked	Taxed Member Contributions
1	No	11/02/2019-11/15/2019	Earned Period Reporting	Hourly	\$31.40	\$2,354.90	\$98.30	37.5	0.0	0.0	\$0.00

**Maintain Record Details (Record 1 of 1)**  
Enter the preferred values below. Dollar amounts must be greater than zero. Use the Clear Edits button to refresh the panel with the currently posted values. Use the Remove Record button to de-select the record. When modifications are complete, the system will create one transaction to reverse the posted record and one transaction to re-post the record based on the values you entered.

Begin Date: 11/02/2019 End Date: 11/15/2019

Payroll Record Memo: RepRec

Reported Name and CalPERS ID  
CalPERS ID: 1234567890  
Last Name: PARVAZI First Name: DAVETTE Middle Name: ZABIULLAH

Earnings  
Appointment: 10004710 : Agency Name : Miscellaneous - 04/29/1997  
Payroll Schedule: Approved - Bi-Weekly : 06/19/1982 -  
Transaction Type: Prior Period Adjustment  
Pay Rate Type: Hourly Pay Rate: \$ 31.40  
Reportable Earnings: \$ 2354.90  
Scheduled Full Time Hours Per Week: 37.5 Scheduled Full Time Days Per Week: 0.0  
Special Compensation: \$0.00 [View Special Compensation](#)

Contributions  
Taxed Member Paid Contributions: \$ 0.00  
Tax Deferred Member Paid Contributions: \$ 196.26  
Tax Deferred Employer Paid Member Contributions: \$ 0.00

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

**Note:** Do not change the Payroll Record Memo field.

## Step 10

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 11.

**No:** Skip to step 15.

- Step 11 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 12.

View Special Compensation

Select All Delete

Category	Type	Amount
No results found.		

Select All Delete Add New

**Modify existing special compensation:** Within the View Special Compensation section, select the special compensation item's **Category** link, then continue to step 12.

View Special Compensation

Select All Delete Add New

Category	Type	Amount
<input type="checkbox"/> <a href="#">Special Assignment Pay</a>	Shift Differential	\$35.24

Select All Delete Add New

- Step 12 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 13 Do you need to report additional special compensation?
- Yes:** Select the **Save and Add Another** button, then return to step 12.
- No:** Select the **Save** button, then continue to step 14.

- Step 14 Select the **Return** link at the bottom right under the View Special Compensation section.

View Special Compensation

Select All Delete Add New

Category	Type	Amount
<input type="checkbox"/> <a href="#">Special Assignment Pay</a>	Bilingual Premium	\$200.00

Select All Delete Add New

Return

- Step 15 Within the Contributions subsection, update contribution amounts in the appropriate fields.

Contributions

Taxed Member \$ 0.00

Paid Contributions:

1959 Survivor Contribution: \$ 0.00

Tax Deferred Member \$ 0.00

Tax Deferred Employer Paid \$ 0.00

Member Contributions:

- Step 16 Select the **Save & Continue** button to review the pending transactions.

## Step 17

Do you need to modify additional records?

**Yes:** Select the **Add Records** link below the Pending Transactions section, then return to step 3.

Pending Transactions											
CalPERS ID	Name	Earned Period	Begin Date	End Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Time Days Week
0123456789	A <sub>1</sub> Pham	06/27/2020-07/10/2020	06/27/2020	07/10/2020	Prior Period Adjustment	Hourly	\$25.73	\$-2,058.40	\$0.00	40.0	0.0
0123456789	A <sub>1</sub> Pham	06/27/2020-07/10/2020	06/27/2020	07/10/2020	Prior Period Adjustment	Hourly	\$26.00	\$2,080.00	\$0.00	40.0	0.0

[Add Records](#)

[View Report Summary](#)

**No:** Select the **View Report Summary** link below the Pending Transactions section, then continue to step 18.

Pending Transactions											
CalPERS ID	Name	Earned Period	Begin Date	End Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Time Days Week
0123456789	A <sub>1</sub> Pham	06/27/2020-07/10/2020	06/27/2020	07/10/2020	Prior Period Adjustment	Hourly	\$25.73	\$-2,058.40	\$0.00	40.0	0.0
0123456789	A <sub>1</sub> Pham	06/27/2020-07/10/2020	06/27/2020	07/10/2020	Prior Period Adjustment	Hourly	\$26.00	\$2,080.00	\$0.00	40.0	0.0

[Add Records](#)

[View Report Summary](#)

## Step 18

Do you want to update the report name?

**Yes:** Within the Override Report Details section, enter your new report name in the Report Name field, then continue to step 19.

Override Report Details

The report name you enter is not saved until you select the Update Report Name button.

Report Name:

**No:** Skip to step 21.

## Step 19

Select the **Update Report Name** button at the bottom left of the Override Report Details section.

Override Report Details

The report name you enter is not saved until you select the Update Report Name button.

Report Name:

Update Report Name

## Step 20

Select the **Yes** button to confirm your request to update the report name.

Confirmation Page

Do you want to update the report name?

Yes No

Step 21

Do you have additional posted payroll records to modify that you want included in this report?

**Yes:** Select the **Correct Posted Records** link at the bottom right, then return to step 3.

✓ **Override Report Details**  
The report name you enter is not saved until you select the Update Report Name button.  
**Report Name:**   
  
    
[View Records](#)  
[Correct Posted Records](#)

**No:** To process this report, refer to Unit 10: Process and Adjustment Report.

**You have completed this scenario.**

---

## Unit 10: Process an Adjustment Report

In this unit, you will review the Payroll Report Detail page and learn how to process an adjustment report. The **Process Report** button is available on the Payroll Report Detail page and the View Payroll Records page.

### 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.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	01/09/2025 - 01/09/2025	Pending Release	Payroll - Adjustments		01/09/2025			No	Caprice On
	08/21/2024 - 08/21/2024	Suspended	Payroll - Earned Period	09/01/2024	08/16/2024	/21/2024		No	CHIUI, JAMI
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	LAFFAN, C

- **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, address errors, and select the **Process Report** button again to reprocess the report.

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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.

Work On Existing Payroll Reports									
Program: CalPERS		Fiscal Year:		Report Status:		Report Type: Payroll - Adjustments		Display	
Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	CHIU, JAMES
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	LAFFAN, CAEC
	08/20/2024 - 08/20/2024	Posted	Payroll - Adjustments		08/20/2024	08/20/2024	08/20/2024	No	Generic Repor
	08/19/2024 - 08/19/2024	Posted	Payroll - Adjustments		08/19/2024	08/19/2024		No	LINDSEY, DRE

Within the Payroll Report Detail page, the payroll report statistics (number of records reported, posted, unposted, and with errors) of the selected payroll report display.

<b>Report Details</b>			
Report Type: Payroll - Adjustments	Adjustment Date: 01/09/2025	Report Status: Pending Release	
Program: CalPERS	Schedule Name:	Test Report: No	
Report Name: Caprice On Leave Period FY 23			
<b>Report Statistics</b>			
	Records Reported	Records Posted	Unposted Records
Total	26	0	26
<b>Records Statistics</b>			
Record Type	Records Reported	Records Posted	Unposted Records
Payroll Record	26	0	26
<b>Payroll Report Summary</b>			
Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.			
Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions
Uncategorized		(\$73,890.85)	(\$5,911.23)
Totals		(\$73,890.85)	(\$5,911.23)
		(\$9,073.82)	\$0.00
		\$0.00	\$0.00
		\$0.00	(\$14,985.05)
<b>Generate Report</b>			
Report Type:			
<input checked="" type="radio"/> Payroll Record Errors Report			
<input type="radio"/> Payroll Record Exceptions Report			
Generate Report			
<b>Override Report Details</b>			
The report name you enter is not saved until you select the Update Report Name button.			
Report Name:			
Update Report Name			

## Accept Valid Records

The **Accept Valid Records** button is displayed 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. In addition to all valid records posting, records in the report will be categorized to their appropriate rate plan identifier and displayed in the Payroll Report Summary section.
- Arrears Apply – Employer Paid records can still be edited and removed from the report after selecting the **Accept Valid Records** button; however, they cannot be edited or removed once the **Process Report** button has been selected.

Report Statistics				
Accept Valid Records				
	Records Reported	Records Posted	Unposted Records	Records with Errors
Total	109	0	109	0



## 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.

Payroll Report Summary							
Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.							
Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
25846	Safety - Police	\$8,514.46	\$532.47	\$1,582.24	\$0.00	\$0.00	\$2,114.71
Uncategorized		\$340,410.35	\$30,578.74	\$0.00	\$9.30	\$331.63	\$30,919.67
<b>Totals</b>		<b>\$348,924.81</b>	<b>\$31,111.21</b>	<b>\$1,582.24</b>	<b>\$9.30</b>	<b>\$331.63</b>	<b>\$33,034.38</b>

## Override Report Details

You can give your report a name 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. A report name cannot be changed after the report has posted.

Override Report Details	
The report name you enter is not saved until you select the Update Report Name button.	
<b>Report Name:</b>	<input type="text"/>
<input type="button" value="Update Report Name"/>	

## 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

## Generate Report Summary

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

[Return to Manage Reports](#)

## Scenario 2: Process an Adjustment 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

After selecting the **Process Report** button, Arrears Apply – Employer Paid records cannot be removed from the report, 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 [myCalPERS 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 <b>Earned Period / Adjustment Date</b> link.
--------	--

[Home](#)
[Profile](#)
[Reporting](#)
[Person Information](#)
[Education](#)
[Other Organizations](#)

[Manage Reports](#)
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[Payroll Schedule](#)
[Out-of-Class Validation](#)
[Member Requests](#)
[Health Reconciliation](#)
[Retirement Appointment Reconciliation](#)

Common Tasks

Menu

[Organization Search](#)
[Adjustment Reports](#)
[Search Payroll Records by Participant](#)
[Maintain Payroll Records](#)
[Preprocessing Area](#)
[File Upload History](#)
[Furlough Reduction](#)

Name: Agency Name

CalPERS ID: 9876543210

Required Fields

Create or Edit Report

Method:

Continue

Work on Existing Payroll Reports

Program: CalPERS

Fiscal Year:

Report Status:

Report Type:

Display

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	07/06/2024 - 07/19/2024	Pending Release	Payroll - Earned Period	08/18/2024	10/29/2024			No	
	06/13/2024 - 06/13/2024	Posted	Payroll - Adjustments		06/13/2024	06/13/2024		No	Jones, J

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

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

Confirmation Page

Do you want to process this report?

Yes

No

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

**You have completed this scenario.**

## 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.

Home | Profile | Reporting | Person Information | Education | Other Organizations

Manage Reports | Billing and Payments | Payroll Schedule | Out-of-Class Validation | Member Requests | Health Reconciliation | Retirement Appointment Reconciliation

Common Tasks ⓘ Name: Agency Name CalPERS ID: 9876543210 \*Required Fields

Menu ⓘ

Organization Search

Adjustment Reports

Search Payroll Records by Participant

Maintain Payroll Records

Preprocessing Area

File Upload History

Furlough Reduction

Retirement Contract

Create or Edit Report

Method: ⓘ Continue

Work On Existing Payroll Reports

Program: CalPERS Fiscal Year: Report Status: Report Type: Display

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	<a href="#">07/06/2024 - 07/19/2024</a>	Pending Release	Payroll - Earned Period	08/18/2024	10/29/2024			No	
	<a href="#">06/13/2024 - 06/13/2024</a>	Posted	Payroll - Adjustments		06/13/2024	06/13/2024		No	Jones, J

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

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 records 1 - 25 | First << Previous 1 2 3 4 5 Next >> Last | [View Max](#)

[Select All](#) Delete Edit Selected Records Save Selection

[Process Report](#) Generate Report Summary

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

Confirmation Page

Do you want to process this report?

Yes No

**You have completed this scenario.**

## CalPERS Resources

Obtain more information by visiting the [CalPERS website](http://www.calpers.ca.gov) at [www.calpers.ca.gov](http://www.calpers.ca.gov).

- [myCalPERS Student Guides & Resources](#)  
**Pathway:** CalPERS website > Employers > Employer Education > myCalPERS Student Guides & Resources (*under Resources header*)
- [Business Rules & myCalPERS Classes](#)  
**Pathway:** CalPERS website > Employers > Employer Education > Business Rules & myCalPERS Classes
- [Self-Paced Online Classes](#) (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
- [Public Agency & Schools Reference Guide \(PDF\)](#)  
**Pathway:** CalPERS website > Employers > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)
- [Circular Letters](#)  
**Pathway:** CalPERS website > Employers > Circular Letters
- [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
- Confirmation of No Payroll Contributions Reportable Report
- Contribution Summary for a Fiscal Year 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
  - Participant Appointment Details Report
  - Business Partner On Leave Report

# CalPERS Contacts

## Email

- To contact the [Employer Educators](#) for questions and inquiries, email **calpers\_employer\_communications@calpers.ca.gov**.
- To contact the [Employer Response Team](#) for assistance with your most critical, complex, or time-sensitive issues, email **ert@calpers.ca.gov**.
- To contact [CalPERS Membership Unit](#) 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 [Audit Compliance and Resolution Unit](#) 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.