myCalPERS Payroll Adjustments

Student Guide

June 21, 2025

CalPERS

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 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 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).

Contents

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.
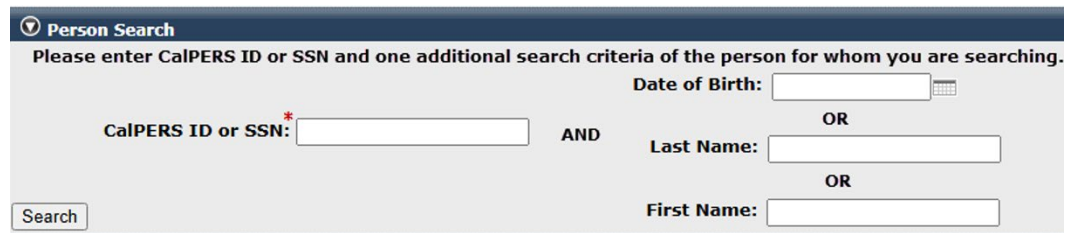
Contents

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.
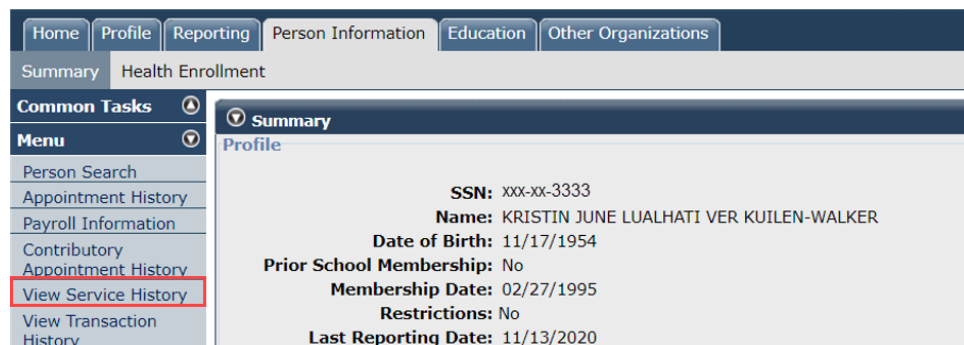
Step 3	Select the **Search** button.

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

Step 5	Select the appropriate fiscal year check box.

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
[Display]

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

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	10/31/2020	11/13/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	10/17/2020	10/30/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	10/03/2020	10/16/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	09/19/2020	10/02/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	09/05/2020	09/18/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	08/22/2020	09/04/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	08/08/2020	08/21/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	07/25/2020	08/07/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	07/11/2020	07/24/2020	0.044	Posted	Hourly	$55.97	$4,197.80	$45.00	$0.00	$339.42	$0.00
Credited Service	06/27/2020	07/10/2020	0.044	Posted	Hourly	$54.87	$4,115.50	$49.50	$0.00	$333.20	$0.00

Service History — View More Actions»

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.

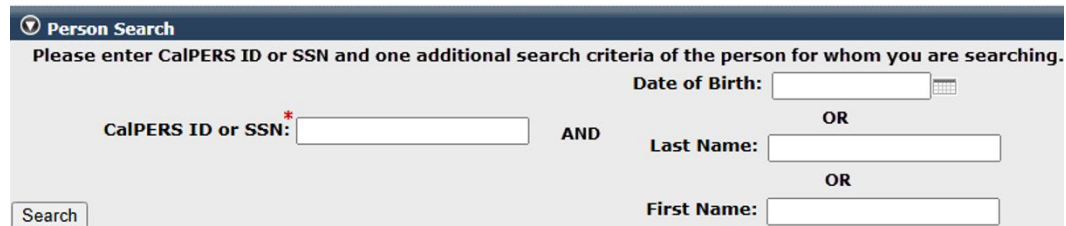## Scenario 2: View Transaction History Link

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.

Step 3	Select the **Search** button.
Step 4	Within the **Menu** left-side navigation folder, select the **View Transaction History** left-side link.

Step 5	Select the appropriate fiscal year check box.

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.

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.

You have completed this scenario.
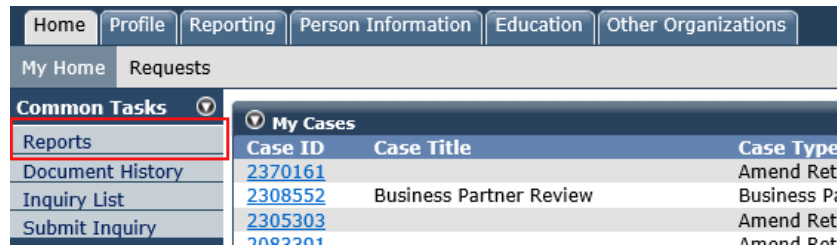
Scenario 3: Reported Member-Detail Report

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.
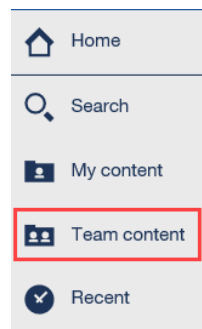
Step Actions (9 steps)

Step 1   From the homepage, select the **Common Tasks** left-side navigation folder.
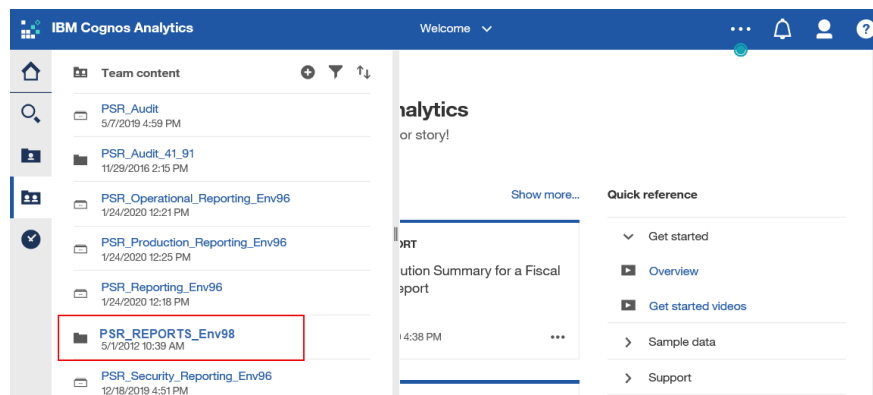
Step 2   Select the **Reports** left-side navigation link.

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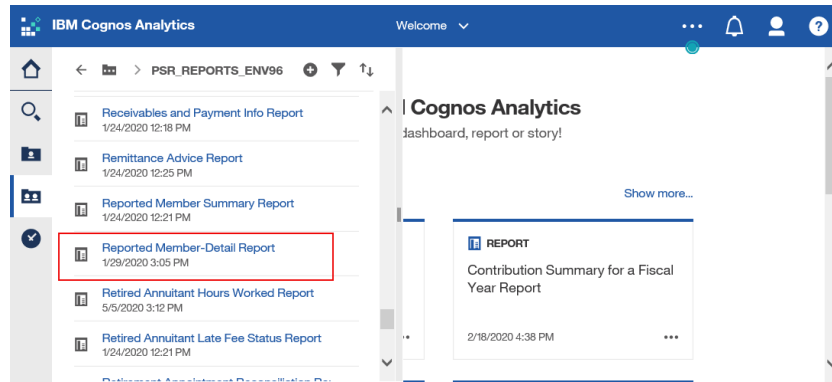

Step 4   Select the PSR_REPORTS_Env98 folder.

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.

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.
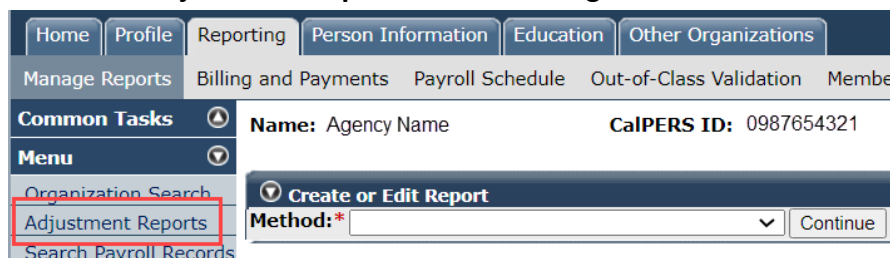- Once Arrears Apply – Employer Paid records are processed, they will post the following day.

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.
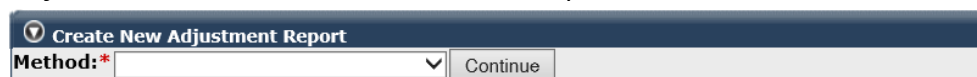
Step Actions (6 steps)

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Adjustment Reports** left-side navigation link.
Step 3	Within the Create New Adjustment Report section, select **Manually Enter Adjustment Records** from the **Method** drop-down list.

Step 4	Select the **Continue** button.

Step 5   Complete the Create Report section.

* 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.

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.

Contents

Scenario 1: Navigate to the View Payroll Records Page

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

System Logic

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

Step Actions (3 steps)

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

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

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

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

Search and Add New Record to the Report

To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

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

Search Clear Add New

Records Present in the Report

Select All Delete   Edit Selected Records   Save Selection   Apply Mass Update

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

Select All Delete   Edit Selected Records   Save Selection

Process Report Generate Report Summary   View Payroll Report Summary

Report Details

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

Report Details

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		

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

Search Clear Add New

Records Present in the Report

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

- **Select All:** Selects all the records displayed on the current page.
- **Delete:** Deletes any selected records.
- **Edit Selected Records:** Queues the selected records and 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.
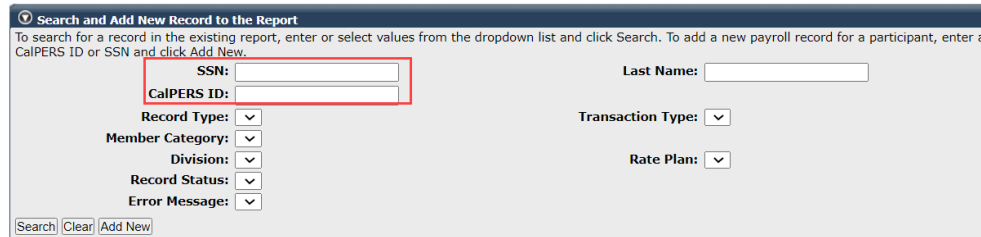
Contents

Scenario 1: Retroactive Salary Adjustment

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.
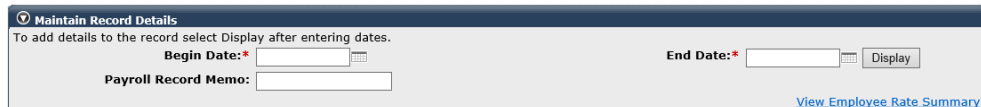
Step Actions (7 steps)

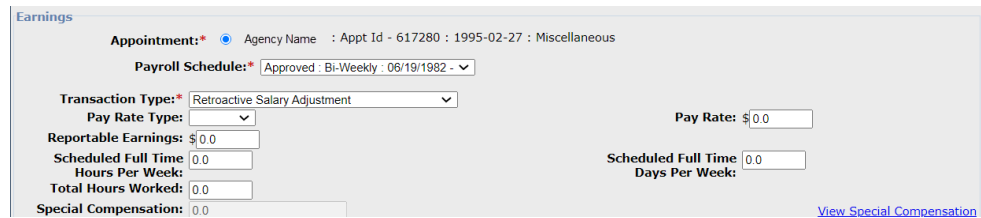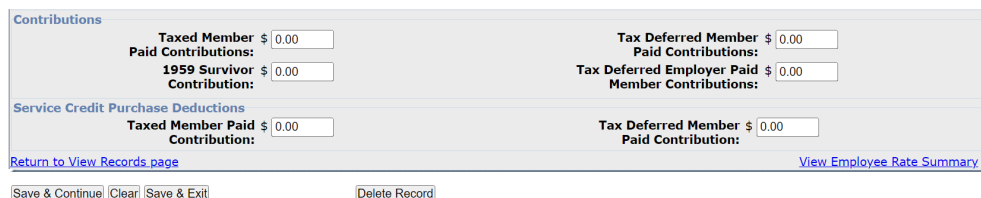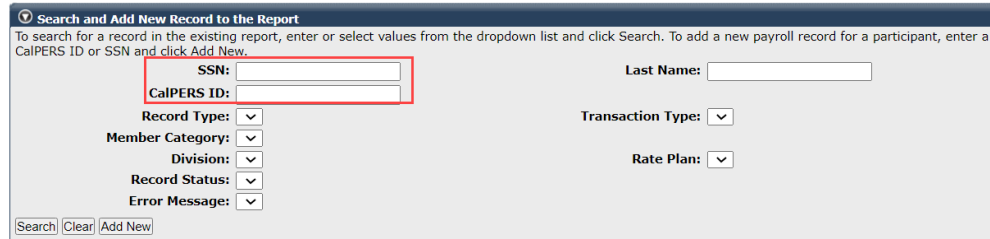|	
Step 1	Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate field. ![Search and Add New Record to the Report section] Search and Add New Record to the Report To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New. SSN: ___ Last Name: ___ CalPERS ID: ___ Record Type: ▼ Transaction Type: ▼ Member Category: ▼ Division: ▼ Rate Plan: ▼ Record Status: ▼ Error Message: ▼ Search Clear Add New
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. Maintain Record Details To add details to the record select Display after entering dates. Begin Date:* ___ End Date:* ___ Display Payroll Record Memo: ___ View Employee Rate Summary
Step 4	Select the **Display** button to expand the section.
Step 5	Complete the Earnings subsection. Earnings Appointment:* ● Agency Name : Appt Id - 617280 : 1995-02-27 : Miscellaneous Payroll Schedule:* Approved : Bi-Weekly : 06/19/1982 - ▼ Transaction Type:* Retroactive Salary Adjustment ▼ Pay Rate Type: ▼ Pay Rate: $ 0.0 Reportable Earnings: $ 0.0 Scheduled Full Time 0.0 Scheduled Full Time 0.0 Hours Per Week: Days Per Week: Total Hours Worked: 0.0 Special Compensation: 0.0 View Special Compensation • **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. Contributions Taxed Member $ 0.00 Tax Deferred Member $ 0.00 Paid Contributions: Paid Contributions: 1959 Survivor $ 0.00 Tax Deferred Employer Paid $ 0.00 Contribution: Member Contributions: Service Credit Purchase Deductions Taxed Member Paid $ 0.00 Tax Deferred Member $ 0.00 Contribution: Paid Contribution: Return to View Records page View Employee Rate Summary Save & Continue Clear Save & Exit Delete Record
Step 7	Select the **Save & Exit** button. **You have completed this scenario.**

Scenario 2: Reverse a Retroactive Salary Adjustment

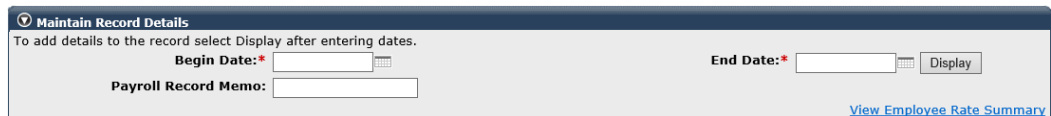An RSA record was posted for the incorrect employee, so you will reverse it with another RSA.

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.
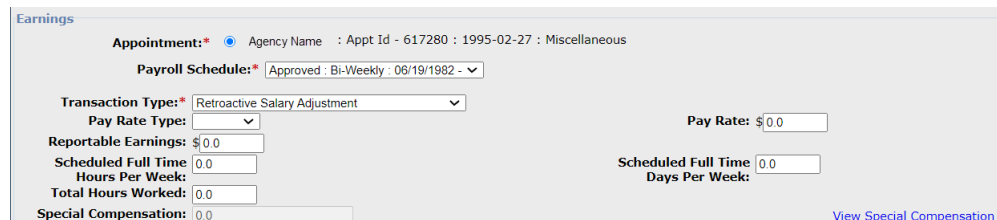

Step 2   Select the **Add New** button.
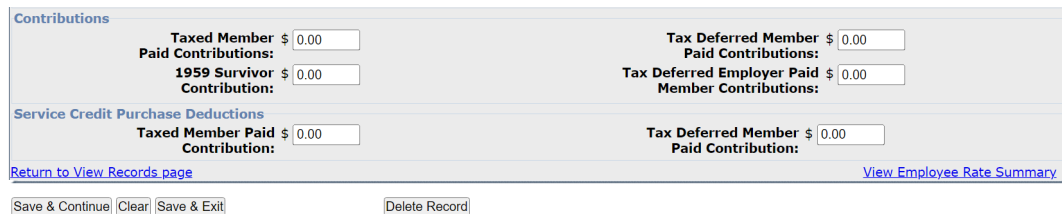
Step 3   Complete the Maintain Record Details section.

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

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.

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.

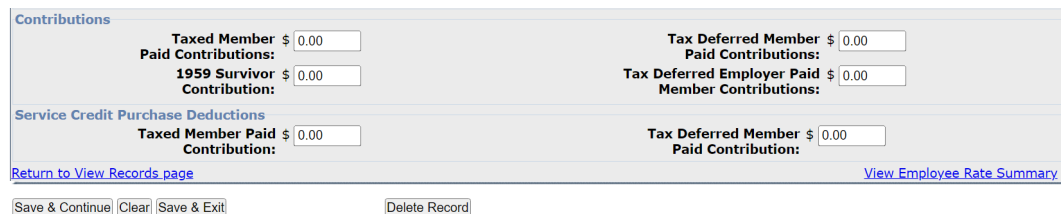| Step 8	Complete the Maintain Special Compensation Details section. Enter the positive difference in special compensation in the **Amount** field.

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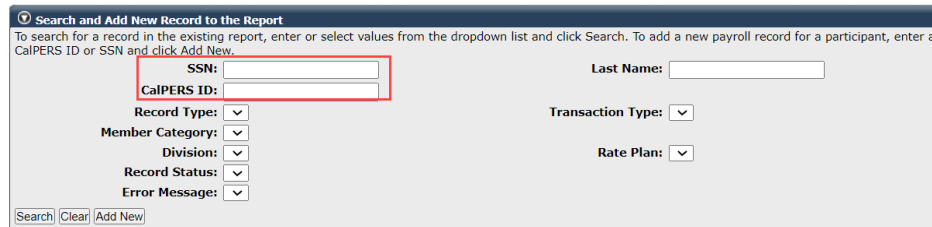
An RSC record was posted for the incorrect employee, so you will reverse it with another RSC.

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.
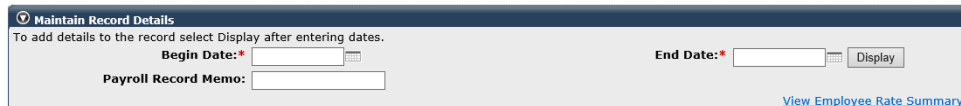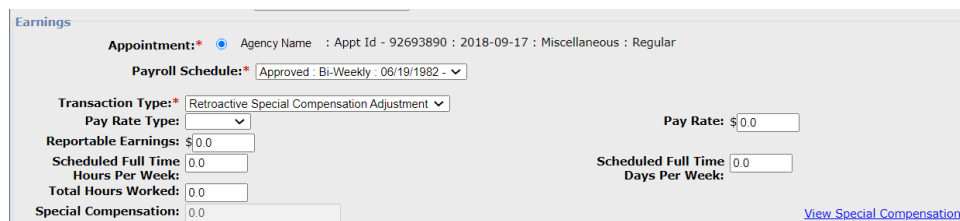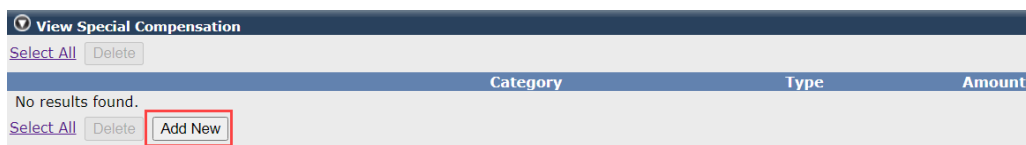
Step Actions (12 steps)

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. |

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. |

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

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.

Contents

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

You will report an employee's payroll that was not previously reported.
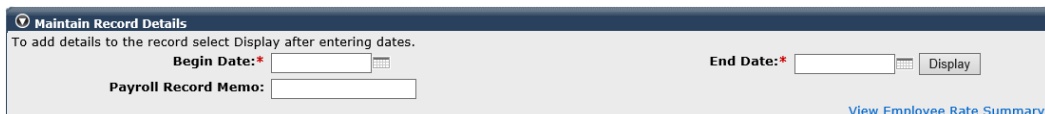
Step Actions (13 steps)

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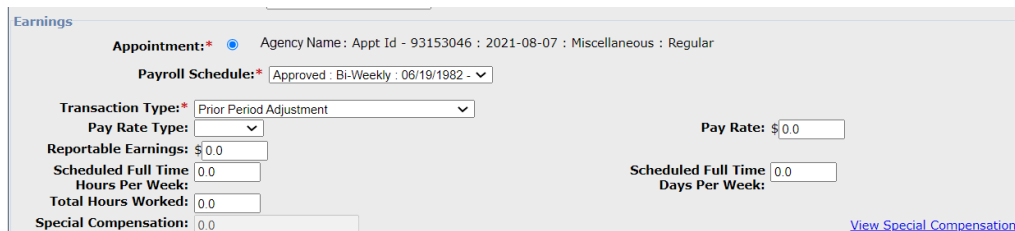   employee's full **SSN** or **CalPERS ID** in the appropriate field.

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:* [dropdown] Special Compensation Type:* [dropdown] 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 Tax Deferred Member Paid Contributions: $ 0.00 1959 Survivor Contribution: $ 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.**
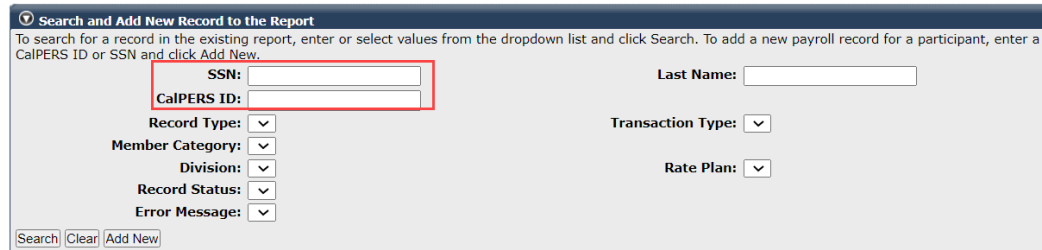
Scenario 2: Prior Period Adjustment – Due to Underreported Earnings

Earnings were underreported for your employee. Within one adjustment record, you will report the increased difference in reportable earnings and contributions.
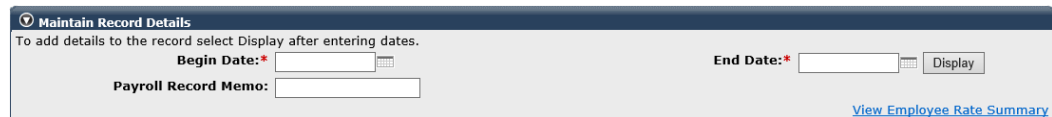
Step Actions (13 steps)

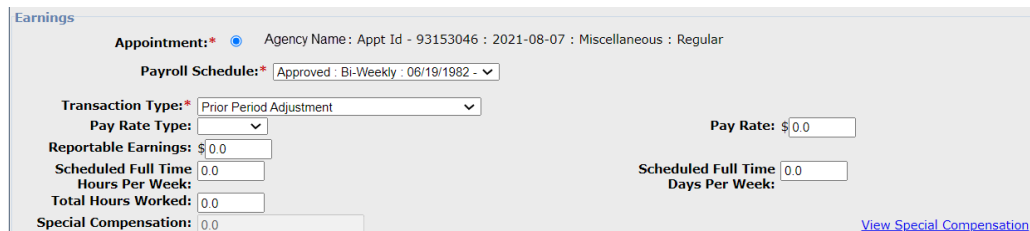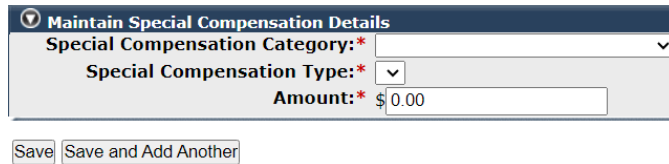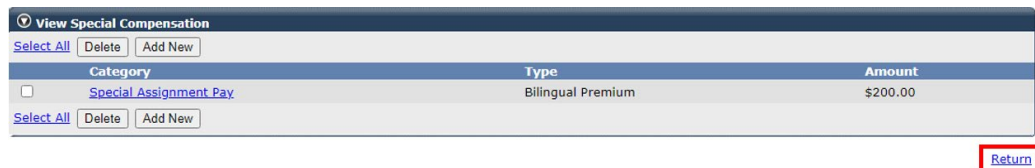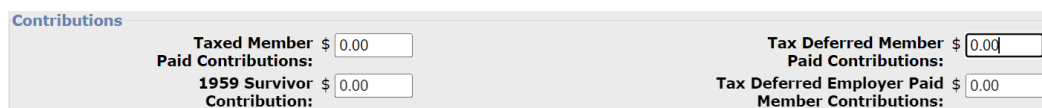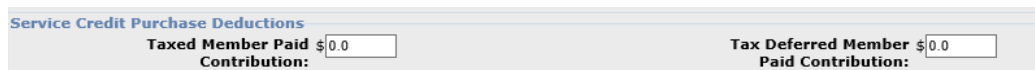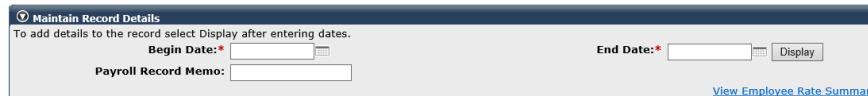|	
Step 1	Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate field.

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.
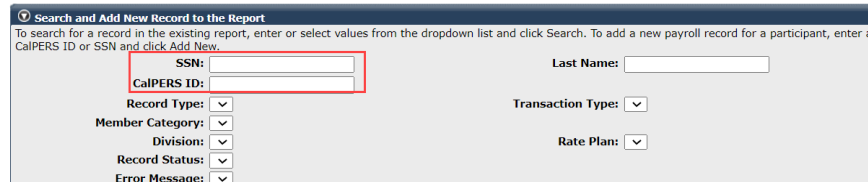
Scenario 3: Prior Period Adjustment – Reverse & Resubmit

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.
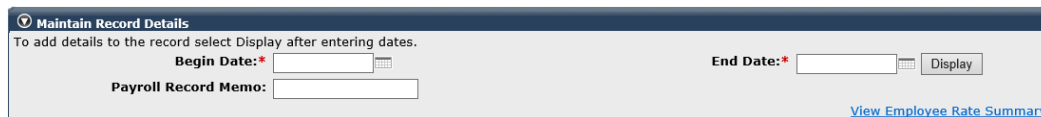
Step Actions (12 steps)
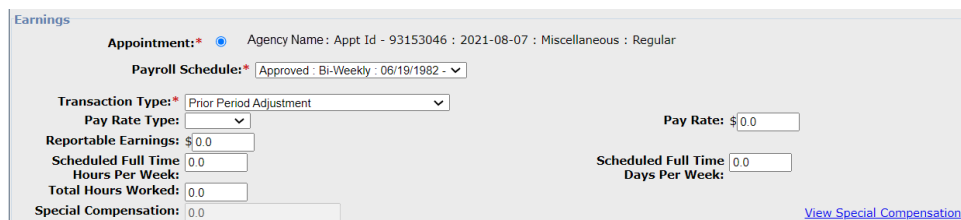
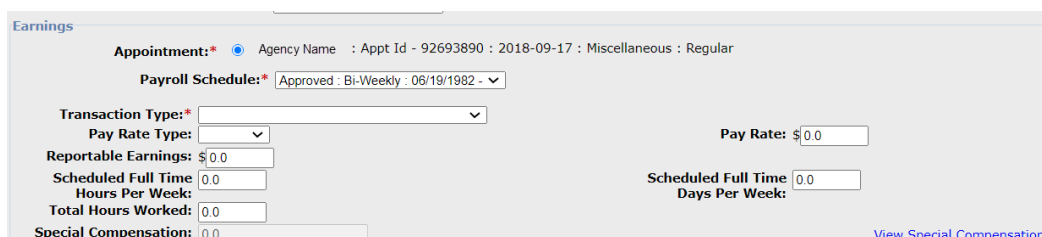|	
Step 1	Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate field.
Step 2	Select the **Add New** button.
Step 3	Complete the Maintain Record Details section.
Step 4	Select the **Display** button to expand the section.
Step 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**
☐ 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	Tax Deferred Member Paid Contributions:	$ 0.00
1959 Survivor Contribution:	$ 0.00	Tax Deferred Employer Paid Member Contributions:	$ 0.00

Service Credit Purchase Deductions

Taxed Member Paid Contribution:	$ 0.00	Tax Deferred 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.

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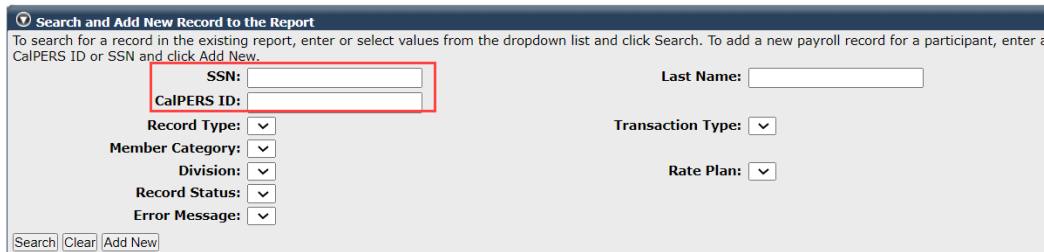
Scenario 1: Prior Period No Contribution and No Service Adjustment – Due to Underreported Earnings

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.

Step 8   Complete the Maintain Special Compensation Details section.

Step 9   Do you need to report additional special compensation?

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

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

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

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

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.
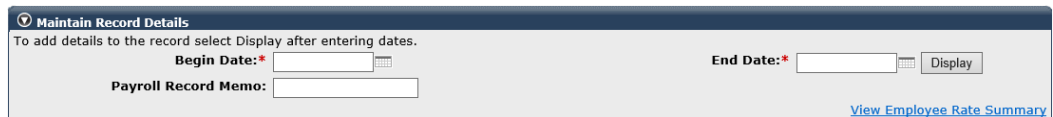
Step Actions (11 steps)

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.
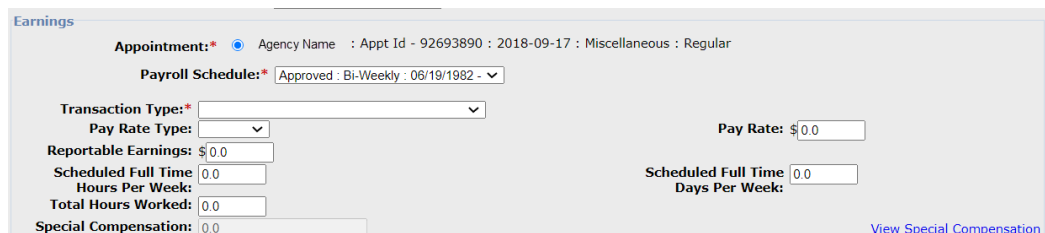
Step 4	Select the **Display** button to expand the section.
Step 5	Complete the Earnings subsection. **Reversing**: Report negative earnings (and negative total hours worked for an RA). **Resubmitting**: Report positive earnings (and total hours worked for an RA).

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.

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.

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 |
| ☐ | 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.

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.

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 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.

Step 6	Select **Save and Continue** button.

Part II: Resubmit SCP Deductions

Step 7	Complete the Maintain Record Details section.

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.

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

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.
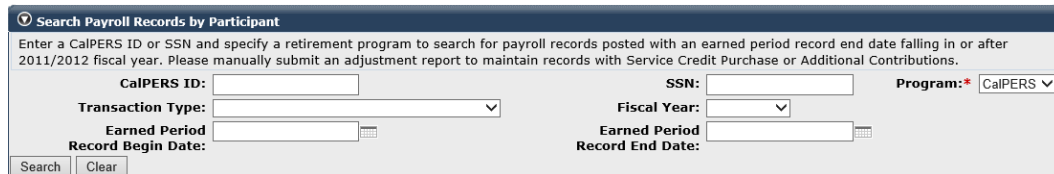
Step Actions (13 steps)

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

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

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.

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 check boxes for the posted payroll records that need to be reversed.

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.

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.

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

Step 10	Do you want to update the report name?
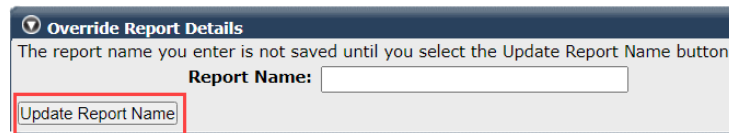
Yes: Within the Override Report Details section, enter your new report name in the Report Name field, then continue to step 11.

No: Skip to step 13.

Step 11	Select the **Update Report Name** button at the bottom left of the Override Report Details section.
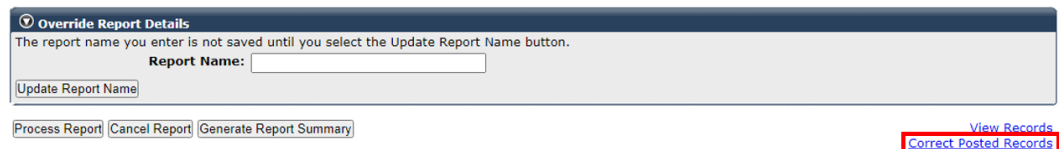
Step 12	Select the **Yes** button to confirm your request to update the report name.

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.
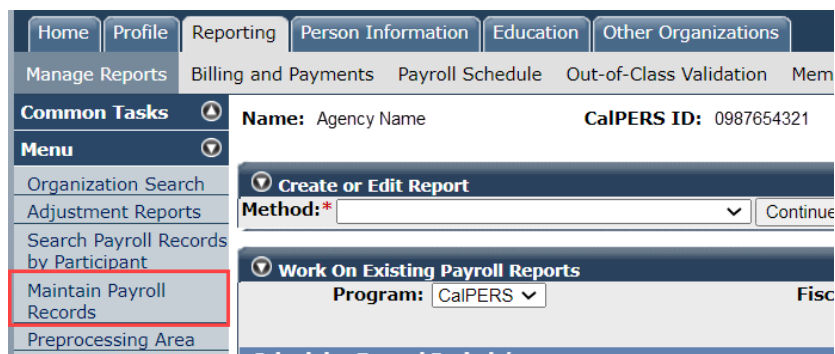
System Logic

- 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.

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.

Step 9	Within the Maintain Record Details section, change the fields as necessary to report a correct payroll record.

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.

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

Step 12	Complete the Maintain Special Compensation Details section.

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.

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

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.

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

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.

         No: Skip to step 21.

Step 19   Select the **Update Report Name** button at the bottom left of the Override
         Report Details section.

Step 20   Select the **Yes** button to confirm your request to update the report name.

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.

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.

- **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.

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.

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.

Payroll Report Summary

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

Override Report Details

You can 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.

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 **Earned Period / Adjustment Date** link.

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

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

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

                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.

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

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

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

You have completed this scenario.

CalPERS Resources

Obtain more information by visiting the [CalPERS website](#) at 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:

    o Business Partner Info Report

    o Participant Appointment Details Report

    o 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.