myCalPERS Payroll Adjustments

Student Guide

October 30, 2026

CalPERS

Introduction

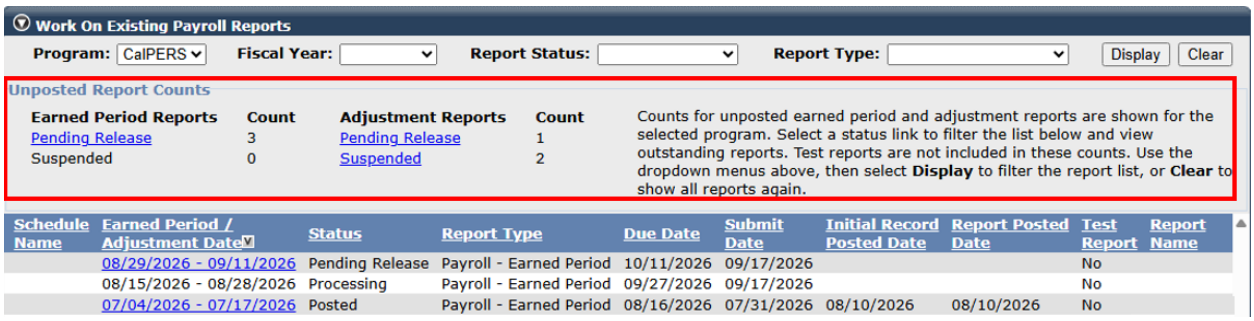
This student guide is a resource to assist you with reporting payroll adjustments.

Disclaimer

- Business partner and participant information has been masked in this procedure guide.
- We strive to provide accurate information within this guide; however, the Public Employees' Retirement Law is the authoritative source for CalPERS policies.

What's New

- You can refer to the Common myCalPERS Payroll Reporting Errors and Resolutions (PDF) resource for guidance on resolving common payroll record errors.
- If you have earned period or adjustment reports with a status of pending release or suspended, the **Reporting** global navigation tab's Work On Existing Payroll Reports section will display an Unposted Reports Counts subsection. Use this to identify outstanding reports that need to be processed and posted.



System Access

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

Training Opportunities

We offer instructor-led and self-paced online classes based on this guide. Follow these steps to ensure your CalPERS education experience is comprehensive and well-structured:

1. Take Business Rules instructor-led classes.
2. Review the Introduction to myCalPERS for Business Partners (PDF) student guide.
3. Attend a myCalPERS instructor-led class.
4. Refresh your knowledge with self-paced online classes as needed.

To access the classes, log in to your myCalPERS business partner account and then select the **Education** tab.

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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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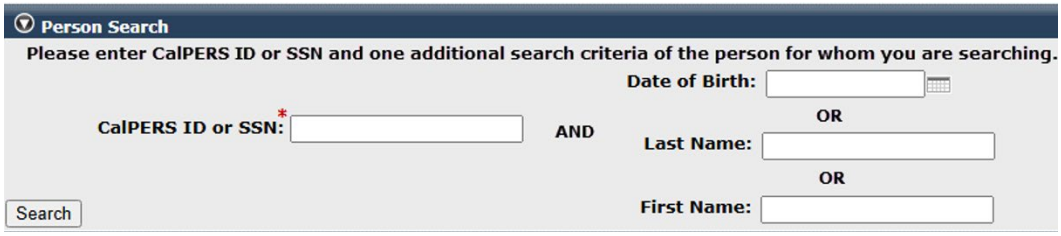
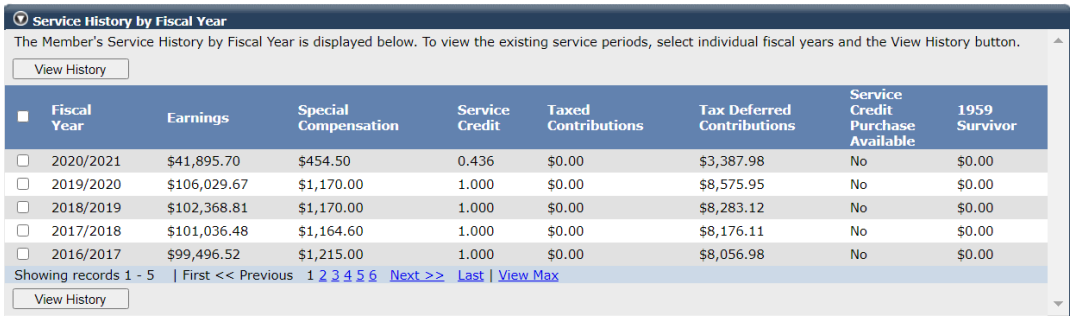
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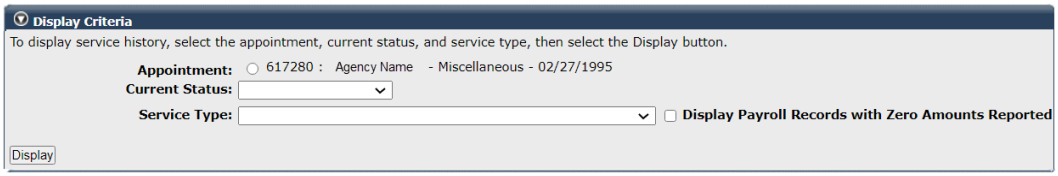
Scenario 1: View Service History Link

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. 
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	Within the Service History by Fiscal Year section, 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.



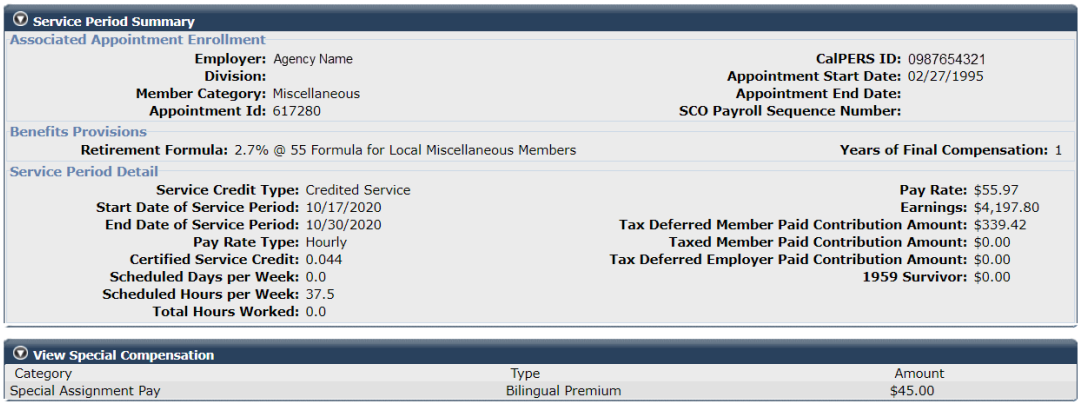
Step 8 Within the Service History section, select the appropriate **Start Date** link to display more payroll record details.



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	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

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



You have completed this scenario.

Scenario 2: View Transaction History Link

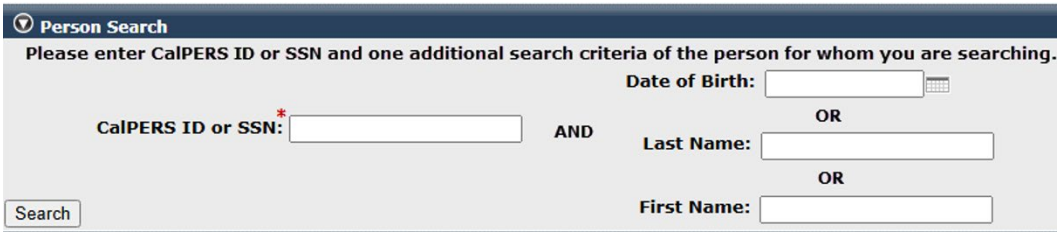
You will select the **View Transaction History** link to access a summary page that captures all payroll transactions in *posting date* order. Each transaction includes transaction type, earnings, special compensation amount (not category and type), contributions, and interest.

You can also export the payroll history to Excel.

Step Actions (8 steps)

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

Step 2 Complete the Person Search section.

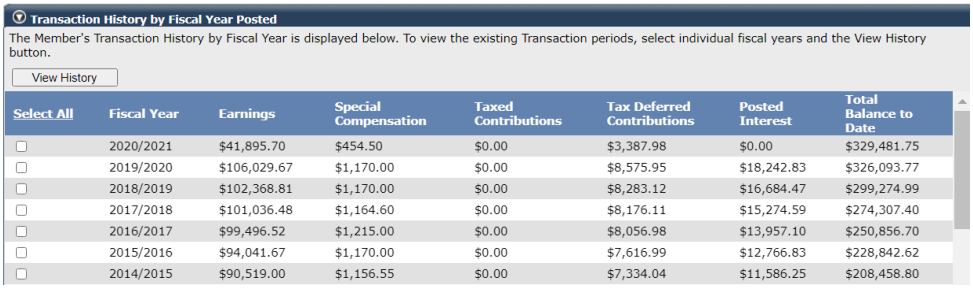


Step 3 Select the **Search** button.

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



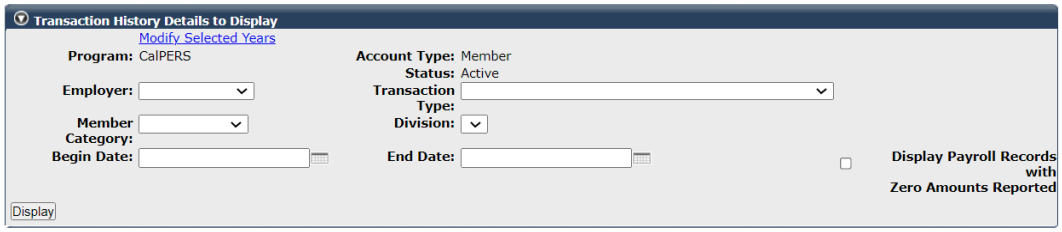
Step 5 Within the Transaction History by Fiscal Year Period section, select the appropriate fiscal year check box.



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

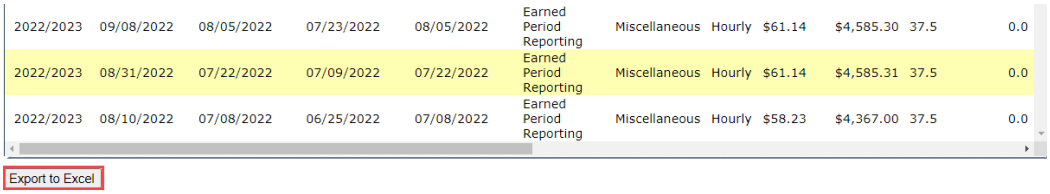
Step 6 Select a **View History** button.

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



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

Export to Excel

You have completed this scenario.

Scenario 3: Reported Member-Detail Report

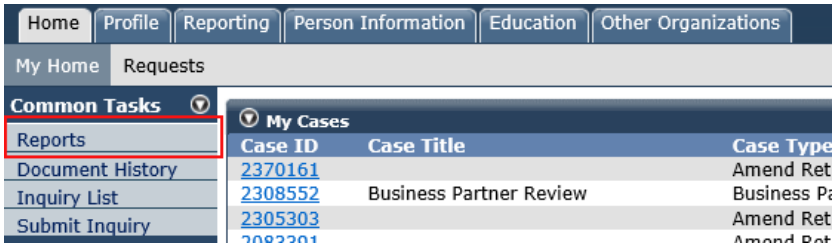
You will run the Reported Member-Detail Report to review posted earnings and member contributions by fiscal year including special compensation details.

The report is only available in the myCalPERS Reports application. Refer to the myCalPERS Reports (PDF) student guide to review additional reporting functionality.

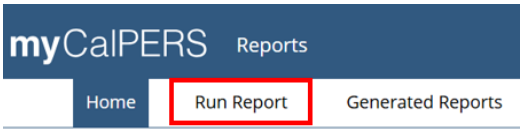
Step Actions (10 steps)

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

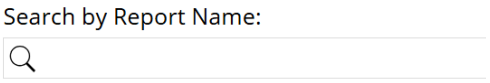
Step 2 Select the **Reports** left-side navigation link.



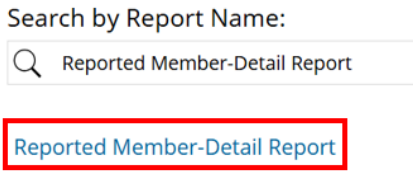
Step 3 Within myCalPERS Reports, select **Run Report**.



Step 4 Within the Search by Report Name field, enter Reported Member-Detail Report.



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

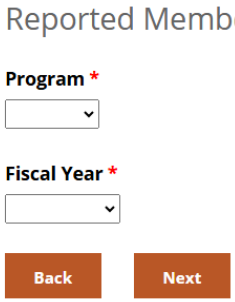


Step 6 Complete the Employer and Participant CalPERS ID fields.

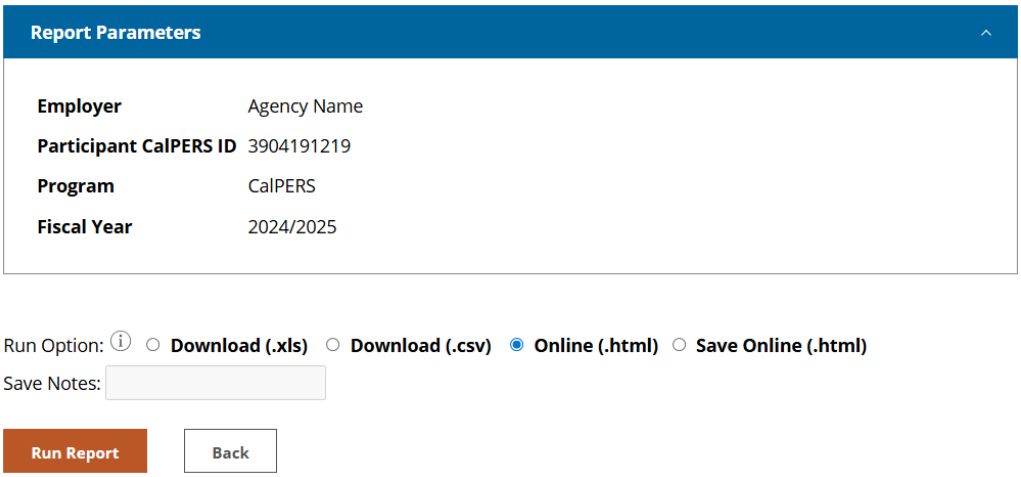


Step 7 Select the **Next** button.

Step 8 Complete the Program and Fiscal Year fields.



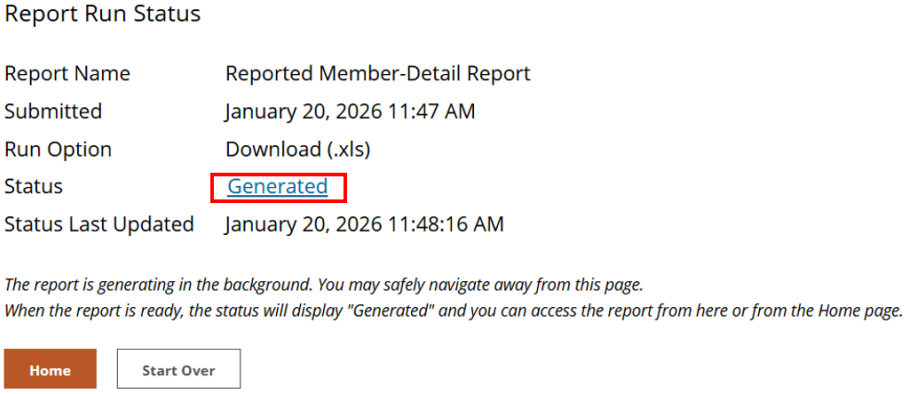
Step 9 Select a format from the Run Option list.



Step 10 Did you select Online (.html) as your Run Option format?

Yes: Your report will display in HTML format within myCalPERS Reports. **You have completed this scenario.**

No: To download and access the report, select the **Generated** link after the report has finished running.



You have completed this scenario.

Unit 2: Adjustment Report

In this unit, you will learn how to manually create an adjustment report so you can add adjustment records to it. Adjustment records can also be submitted via file upload.

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

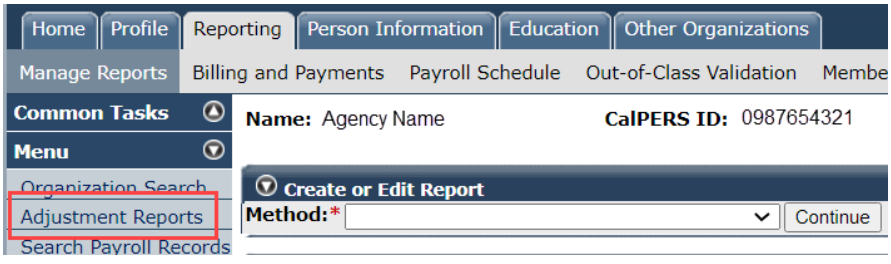
Reporting Member and Employer Paid Arrears

- Report payroll records associated with a *member* paid arrears determination 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.
- We recommend reporting payroll records associated with 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.
- Arrears Apply – Employer Paid records will post the day after they are processed.

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.
- Process an adjustment report by using the same steps to process an earned period report. Refer to Unit 5: Process an Earned Period Payroll Report in the myCalPERS Payroll Reporting (PDF) student guide for instructions. The Common myCalPERS Payroll Reporting Errors and Resolutions (PDF) provides guidance on resolving common payroll record errors.

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. 
Step 6	Select the **Save & Continue** button. **You have completed this scenario.**

Unit 3: Retroactive Salary Adjustment

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

- Use the RSA transaction type to report retroactive salary increases or to reverse a posted RSA 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.

System Logic

- Report partial earned periods separately from full earned periods.
- You cannot report special compensation in an RSA transaction. To report retroactive special compensation, refer to Unit 4: Retroactive Special Compensation Adjustment.

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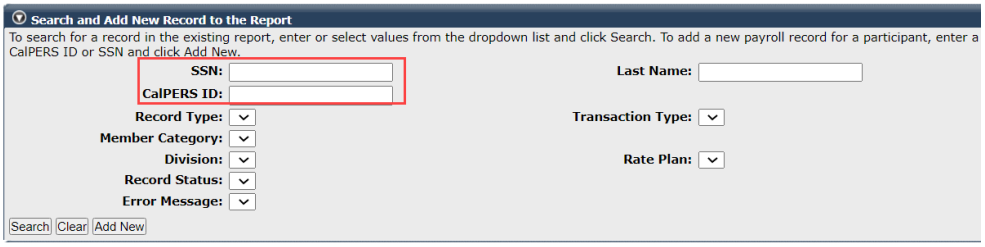
Scenario 2: Reverse a Retroactive Salary Adjustment..... 15

Scenario 1: Retroactive Salary Adjustment

You did not report your employee's retroactive salary increase. You will report the new pay rate and difference in reportable earnings and contributions with an RSA.

Step Actions (7 steps)

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



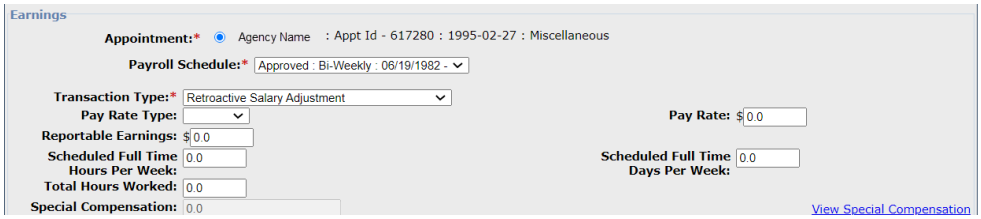
Step 2 Select the **Add New** button.

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



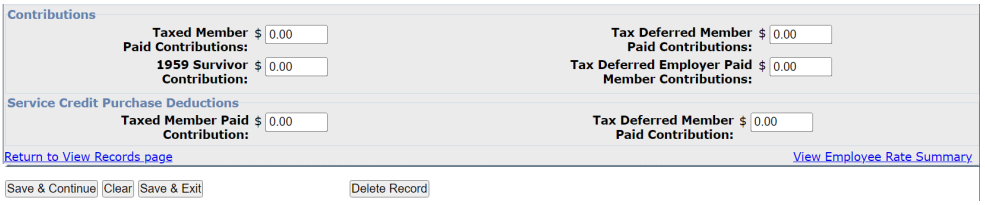
Step 4 Select the **Display** button to expand the section.

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.

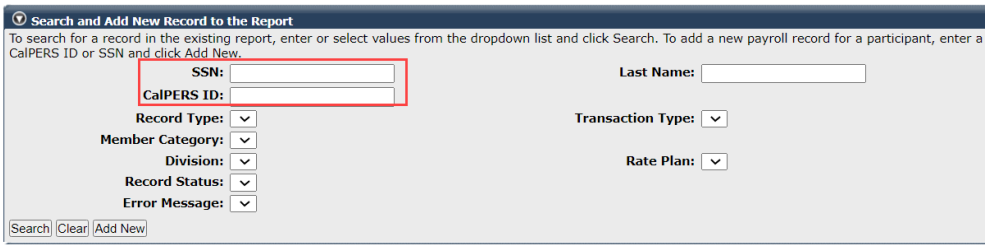
You have completed this scenario.

Scenario 2: Reverse a Retroactive Salary Adjustment

An incorrect RSA posted, 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 SSN or CalPERS ID.



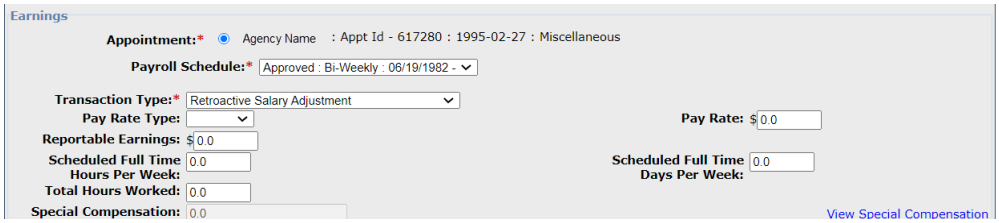
Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

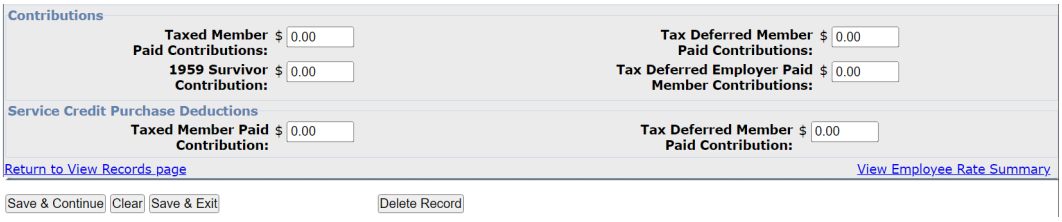


Step 4 Select the **Display** button to expand the section.

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



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 4: Retroactive Special Compensation Adjustment

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

- Use the RSC transaction type to report positive retroactive special compensation or to reverse a posted RSC 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.

System Logic

- Report special compensation for the pay period(s) it was earned, not when it was paid.
- Report partial earned periods separately from full earned periods.
- Do not report the pay rate type or change the pay rate when reporting retroactive special compensation adjustments.

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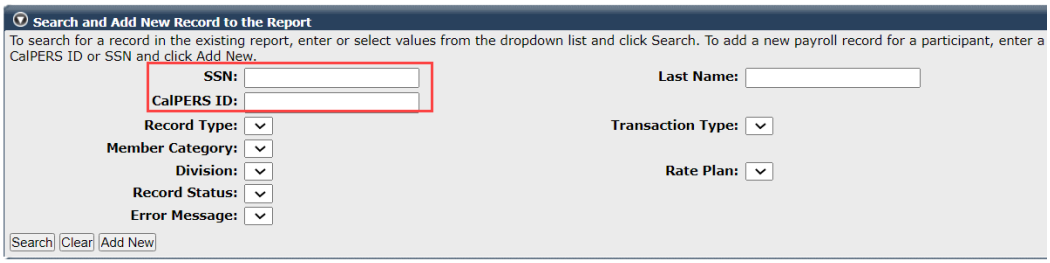
Scenario 2: Reverse a Retroactive Special Compensation Adjustment..... 19

Scenario 1: Retroactive Special Compensation Adjustment

You did not report your employee's special compensation. You will report the special compensation and difference in contributions with an RSC.

Step Actions (12 steps)

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



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

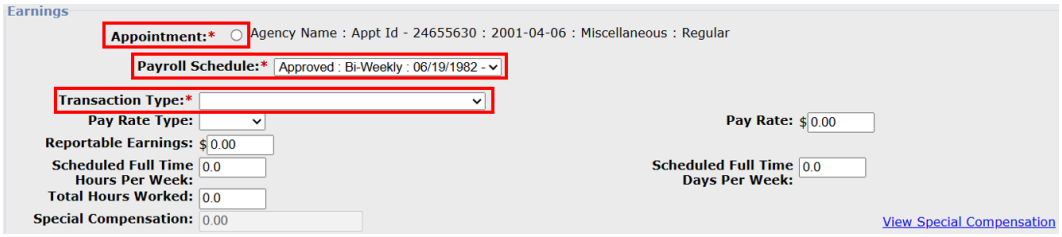
Step 3 Complete the Maintain Record Details section.



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

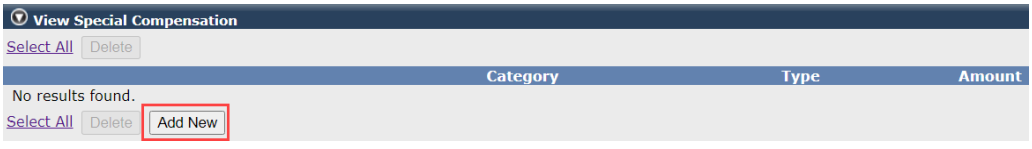
Step 5 Complete only the following fields in the Earnings subsection:

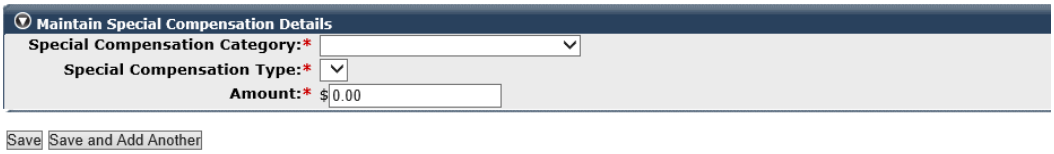
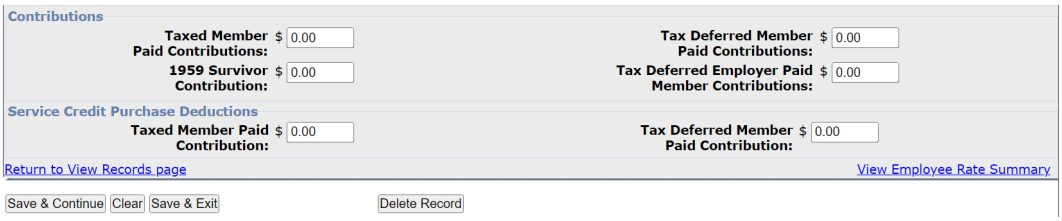
- Appointment
- Payroll Schedule
- Transaction Type



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

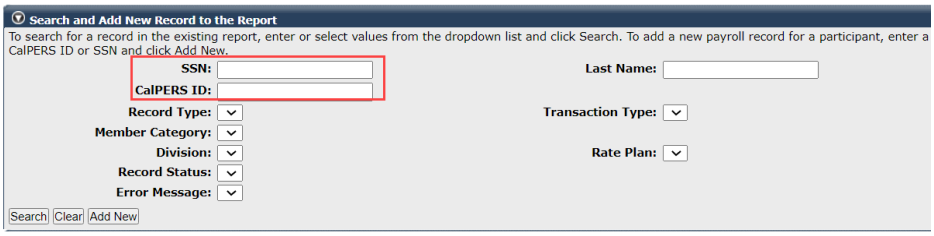
An incorrect RSC posted, so you will reverse it with another RSC.

System Logic

Pay rate type and pay rate are only required if the original RSC 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 SSN or CalPERS ID.



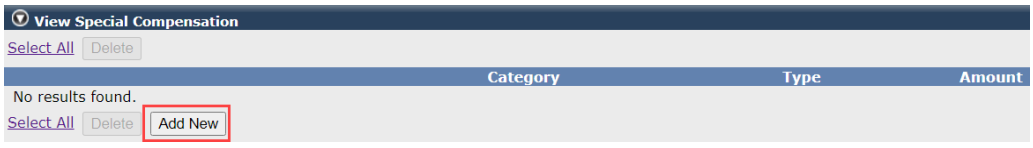
Step 2	Select the **Add New** button.
Step 3	Complete the Maintain Record Details section.

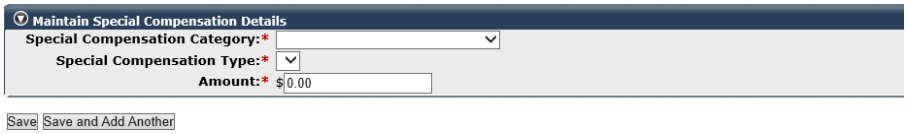
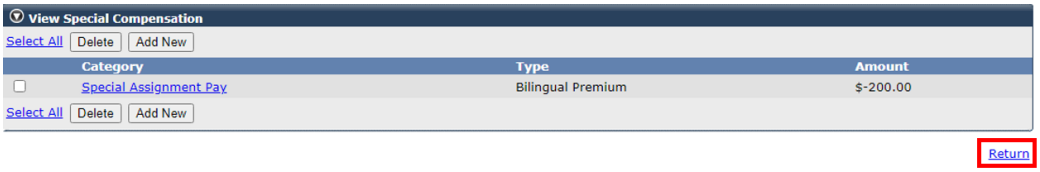
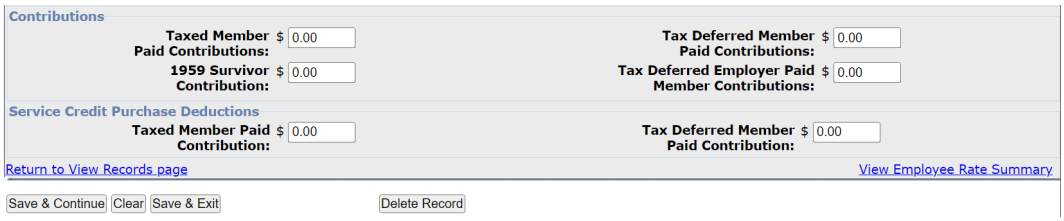


Step 4	Select the **Display** button to expand the section.
Step 5	Complete only the following fields in the Earnings subsection: • Appointment • Payroll Schedule • Transaction Type



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 5: Prior Period Adjustment

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

- Use the PPA transaction type 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.

To following methods may be used to correct payroll:

- If the employee's earned period payroll record is missing from a posted earned period report, enter one PPA transaction to add the record.
- If the employee's earned period payroll record posted but needs to be adjusted (either positive or negative), enter two PPA transactions: one PPA to reverse the original payroll record, then resubmit a second PPA with the correct payroll information.

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Scenario 1: Prior Period Adjustment – Due to Missing Payroll Record 22

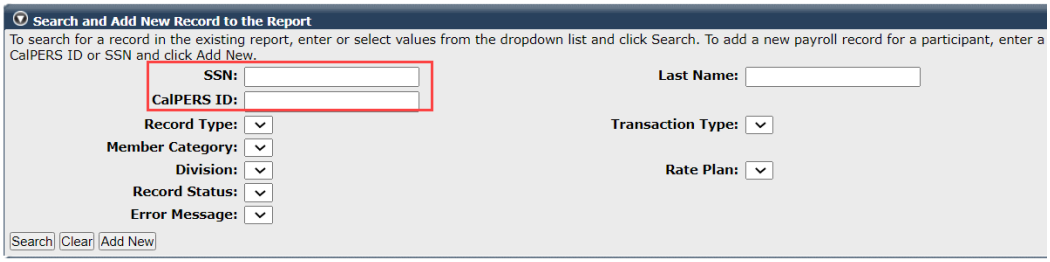
Scenario 2: Prior Period Adjustment – Reverse & Resubmit 24

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 SSN or CalPERS ID.



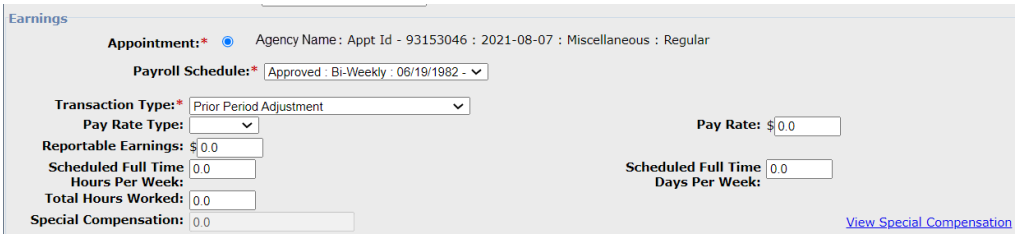
Step 2 — Select the **Add New** button.

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.

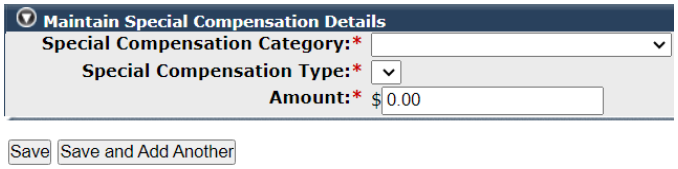
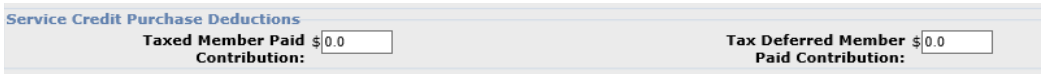
Step 6 — Do you need to report special compensation?

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. 
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	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.**

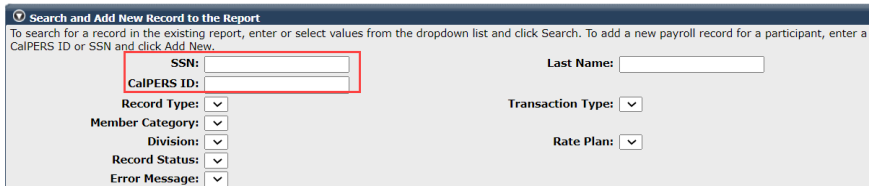
Scenario 2: Prior Period Adjustment – Reverse & Resubmit

You need to correct an employee's posted payroll record. You will: (1) Reverse the originally posted payroll record, then (2) resubmit the correct payroll information.

Step Actions (22 steps)

Part I: Reverse Posted Payroll

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



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

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



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

Step 5 Complete the Earnings subsection.

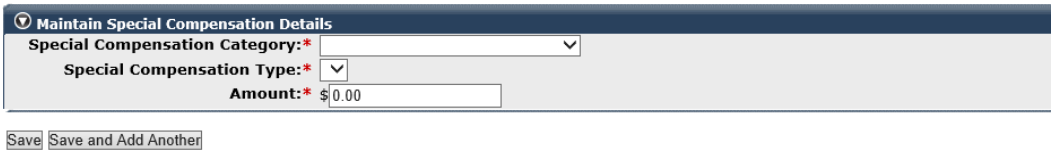
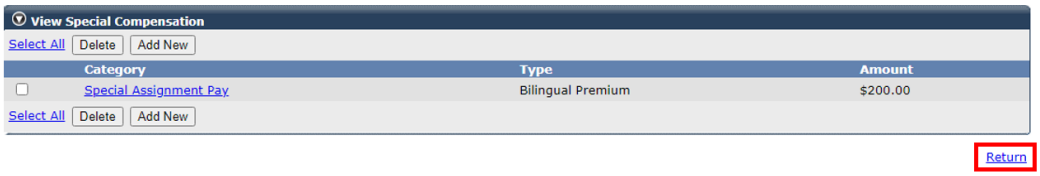
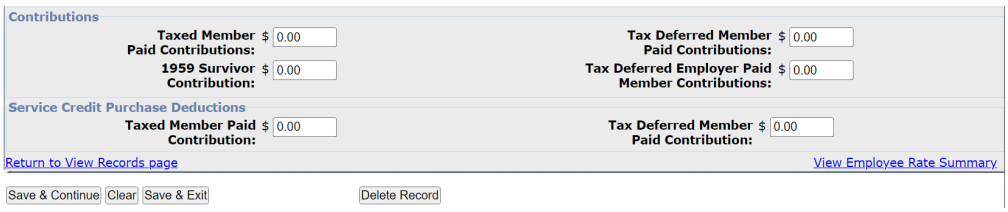


- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Reportable Earnings:** To reverse posted reportable earnings, enter a negative amount.

Step 6 Do you need to reverse 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. In the Amount field, enter a negative amount to reverse the posted special compensation. 
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	Within the Contributions and Service Credit Purchase Deductions subsections, enter negative contribution amounts in the appropriate fields to reverse the posted contributions. 
Step 12	Select the **Save & Continue** button.

Part II: Resubmit Correct Payroll

Step 13	Complete the Maintain Record Details section. 
Step 14	Select the **Display** button to expand the section.

Step 15 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:** Enter a positive amount.

Step 16 Do you need to report special compensation?

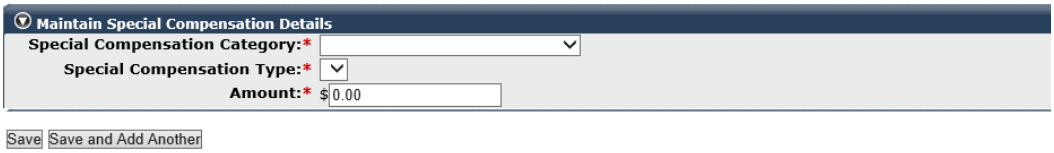
Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 17.

No: Skip to step 21.

Step 17 Within the View Special Compensation section, select the **Add New** button.



Step 18 Complete the Maintain Special Compensation Details section. In the Amount field, enter a positive amount.

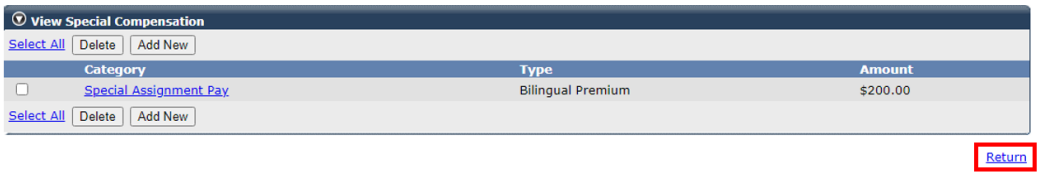


Step 19 Do you need to report additional special compensation?

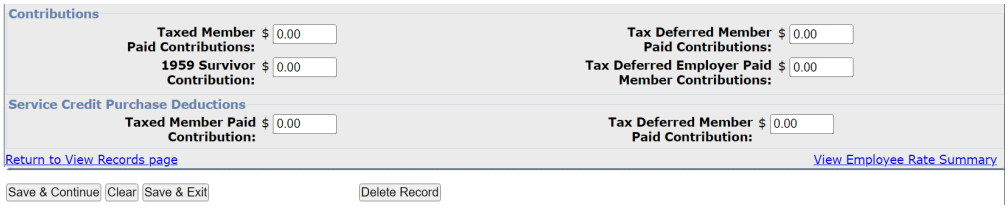
Yes: Select the **Save and Add Another** button, then return to step 18.

No: Select the **Save** button, then continue to step 20.

Step 20 Select the **Return** link at the bottom right under the View Special Compensation section.



Step 21 Within the Contributions and Service Credit Purchase Deductions subsections, enter positive contribution amounts in the appropriate fields.



Step 22 Select the **Save & Exit** button.

You have completed this scenario.

Unit 6: 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.

- Use the PPN transaction type to report both positive and negative adjustments for one earned period at a time for non-contributory positions (such as 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:

- If the employee's earned period payroll record is missing from a posted earned period report, enter one PPN transaction to add the record.
- If the employee's earned period payroll record posted but needs to be adjusted (either positive or negative), enter two PPN transactions: one PPN to reverse the original payroll record (including negative total hours worked for retired annuitants to avoid exceeding 960 hours), then resubmit a second PPN with the correct payroll information.

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Scenario 1: Prior Period No Contribution and No Service Adjustment – Due to Missing Payroll Record 29

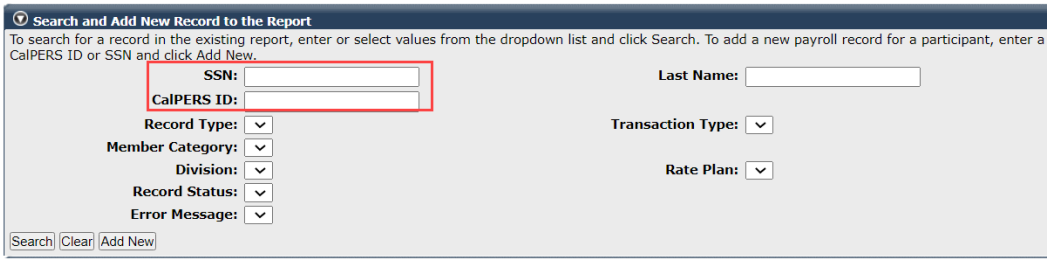
Scenario 2: Prior Period No Contribution and No Service Adjustment - Reverse & Resubmit 31

Scenario 1: Prior Period No Contribution and No Service Adjustment – Due to Missing Payroll Record

You will report a non-contributory employee's payroll that was not previously reported.

Step Actions (11 steps)

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



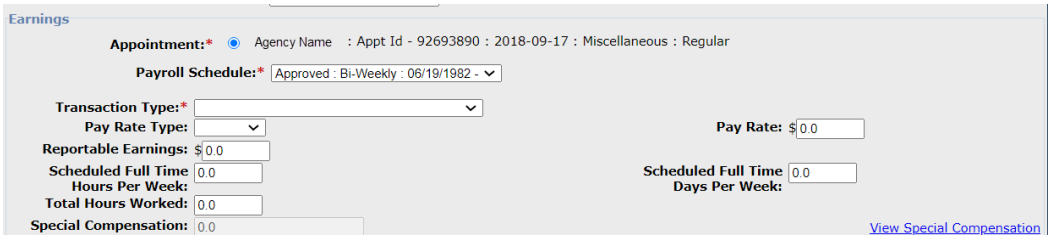
Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.



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

Step 5 Complete the Earnings subsection.

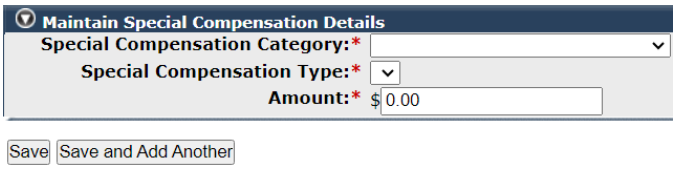


- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Total Hours Worked:** Enter for retired annuitants only.

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	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.**

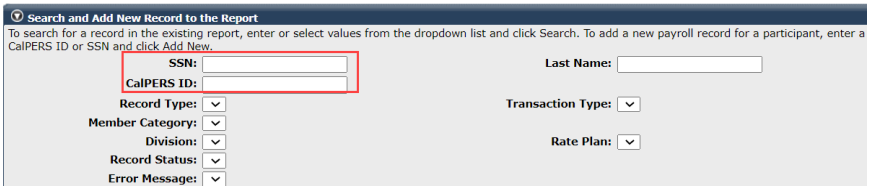
Scenario 2: Prior Period No Contribution and No Service Adjustment - Reverse & Resubmit

You need to correct a non-contributory employee's posted payroll record. You will: (1) Reverse the originally posted payroll record, then (2) resubmit the correct payroll information.

Step Actions (20 steps)

Part I: Reverse Posted Payroll

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



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

Step 3 Within the Maintain Record Details section, enter the posted 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:** To reverse posted reportable earnings, enter a negative amount.
- **Total Hours Worked:** To reverse posted total hours worked for a retired annuitant, enter a negative amount.

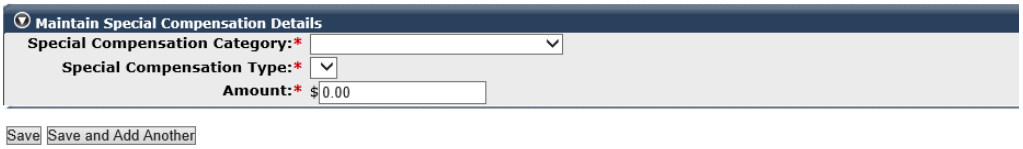
Step 6 Do you need to reverse special compensation?
Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 7.

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. In the Amount field, enter a negative amount to reverse the posted special compensation.

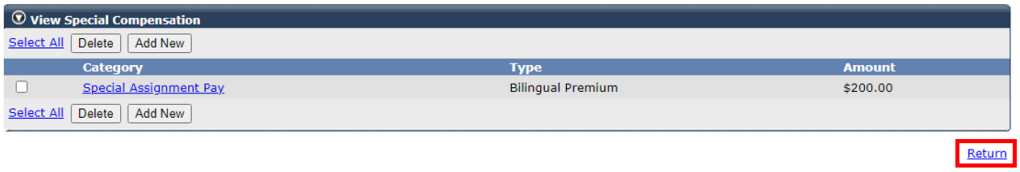


Step 9 Do you need to reverse additional special compensation?

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 Select the **Save & Continue** button.

Part II: Resubmit Correct Payroll

Step 12 Complete the Maintain Record Details section.

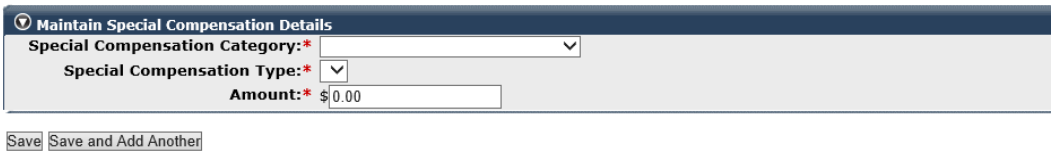
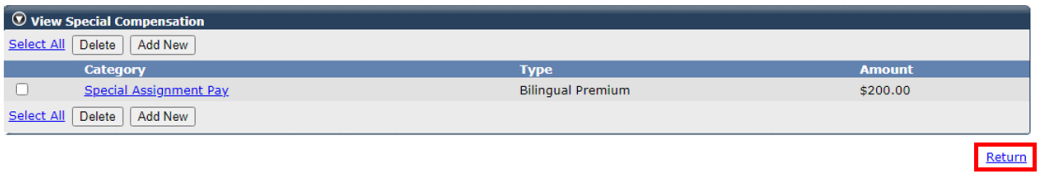


Step 13 Select the **Display** button to expand the section.

Step 14 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**: Enter a positive amount.
- **Total Hours Worked**: For retired annuitants, enter a positive amount.

Step 15	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 16. **No**: Skip to step 20.
Step 16	Within the View Special Compensation section, select the **Add New** button. 
Step 17	Complete the Maintain Special Compensation Details section. In the Amount field, enter a positive amount. 
Step 18	Do you need to report additional special compensation? **Yes**: Select the **Save and Add Another** button, then return to step 17. **No**: Select the **Save** button, then continue to step 19.
Step 19	Select the **Return** link at the bottom right under the View Special Compensation section. 
Step 20	Select the **Save & Exit** button. **You have completed this scenario.**

Unit 7: 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.

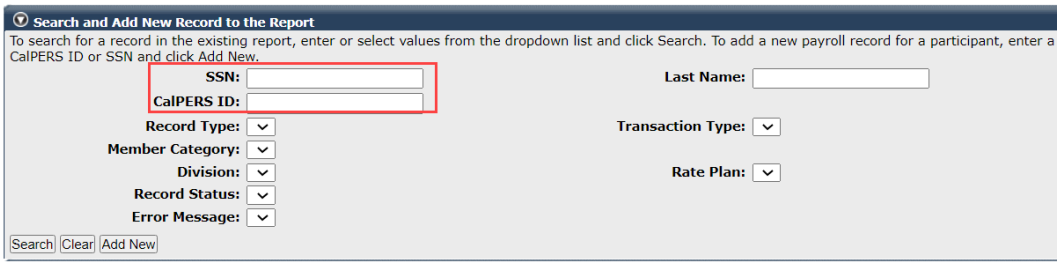
System Logic

- 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.
- Do not adjust SCP deductions through the simplified payroll adjustment process (Unit 8: Simplified Payroll Adjustment Process).

Step Actions (10 steps)

Part I: Reverse Posted SCP Deduction

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



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

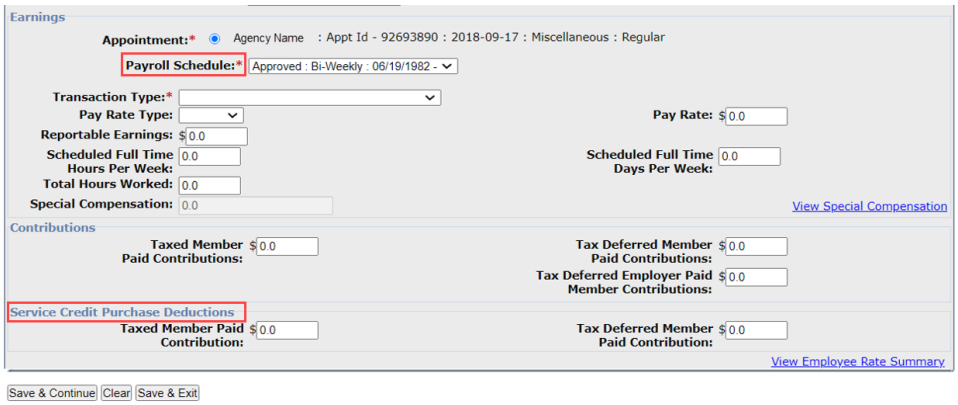
Step 3 Complete the Maintain Record Details section.



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 Correct SCP Deduction

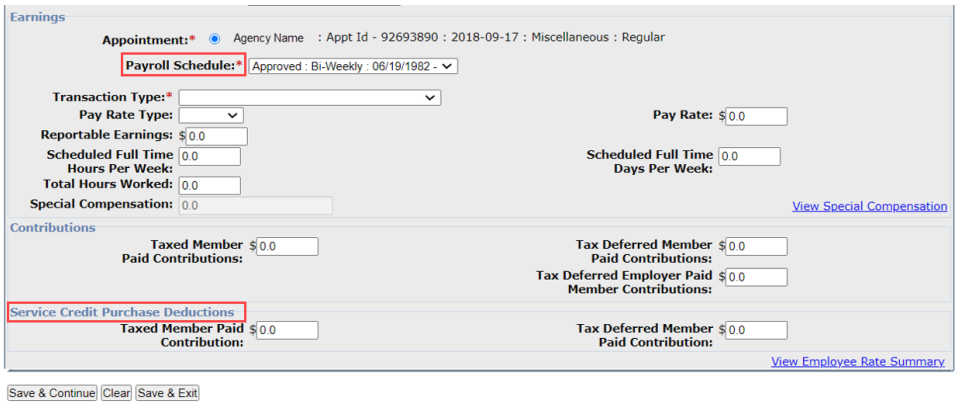
Step 7 Complete the Maintain Record Details section.



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 8: 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

- myCalPERS 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 2-7 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 37

Scenario 2: Modify Posted Payroll Records 40

Scenario 1: Reverse Posted Payroll Records

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

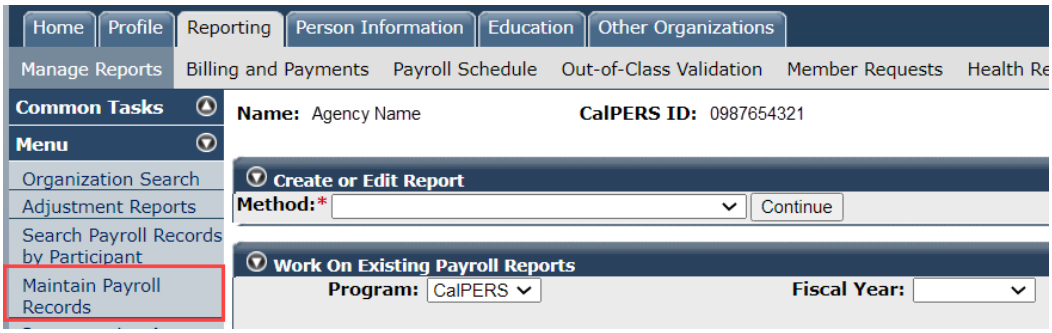
Additional circumstances for reversing posted payroll records include:

- 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.

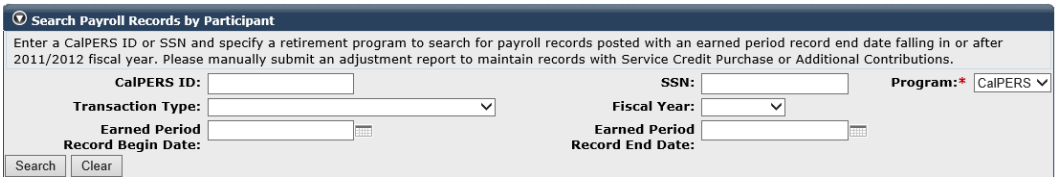
Step Actions (13 steps)

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 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.



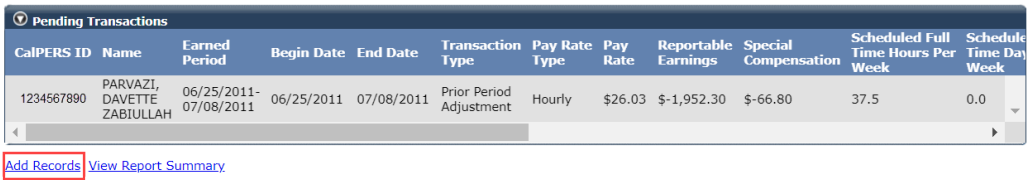
Note: Select the earned period date link to review all posted payroll for that earned period. Select the special compensation amount link to review the category and type.

Step 8 Select the **Reverse Record** button at bottom left.

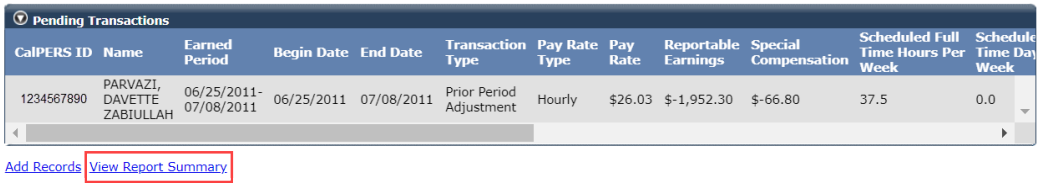


Step 9 Do you need to reverse additional records?

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

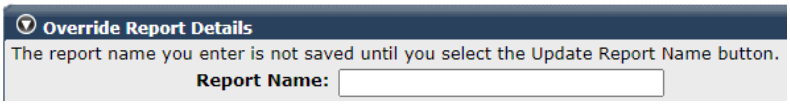


No: Select the **View Report Summary** link below the Pending Transactions section, then continue to step 10.



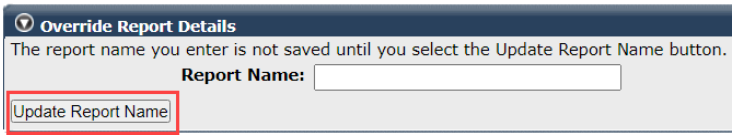
Step 10 Do you want to update the report name?

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.

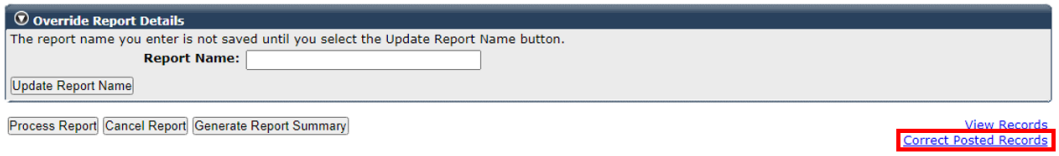


Step 12 Select the **Yes** button to confirm your request to update the report name.



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: Select the **Process Report** button. **You have completed this scenario.**

Scenario 2: Modify Posted Payroll Records

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

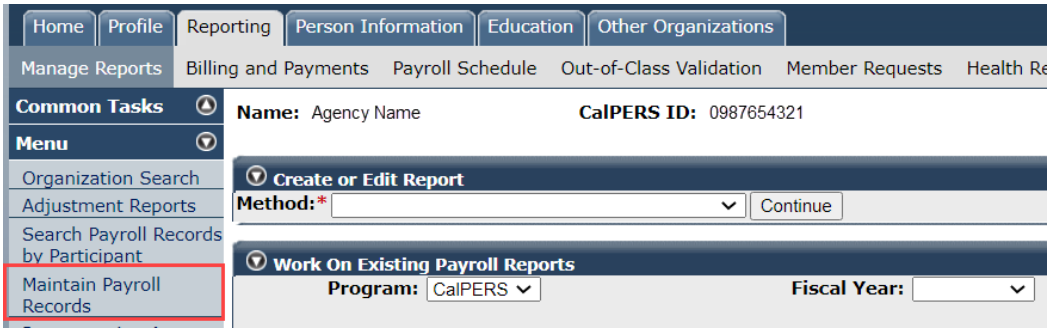
System Logic

Begin and end dates can be modified outside of the originally reported range.

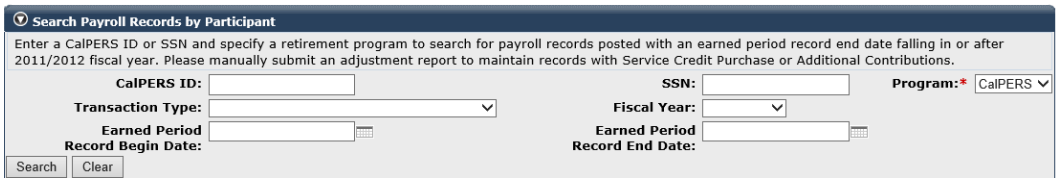
Step Actions (21 steps)

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 SSN. The other fields can be used to filter results after searching.



Step 4 Select the **Search** button.

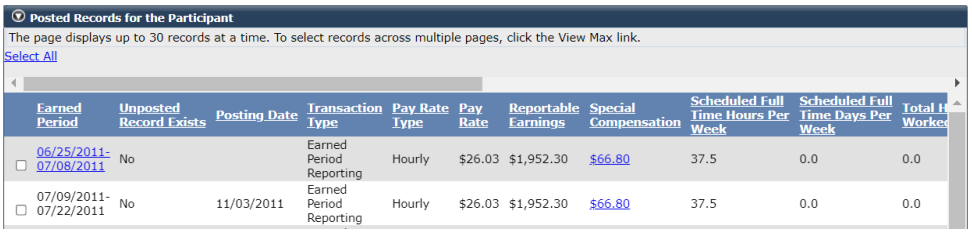
Step 5 In the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.



Step 6 Select the **Display** button.

Step 7

In the Posted Records for the Participant section, select the check boxes 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.

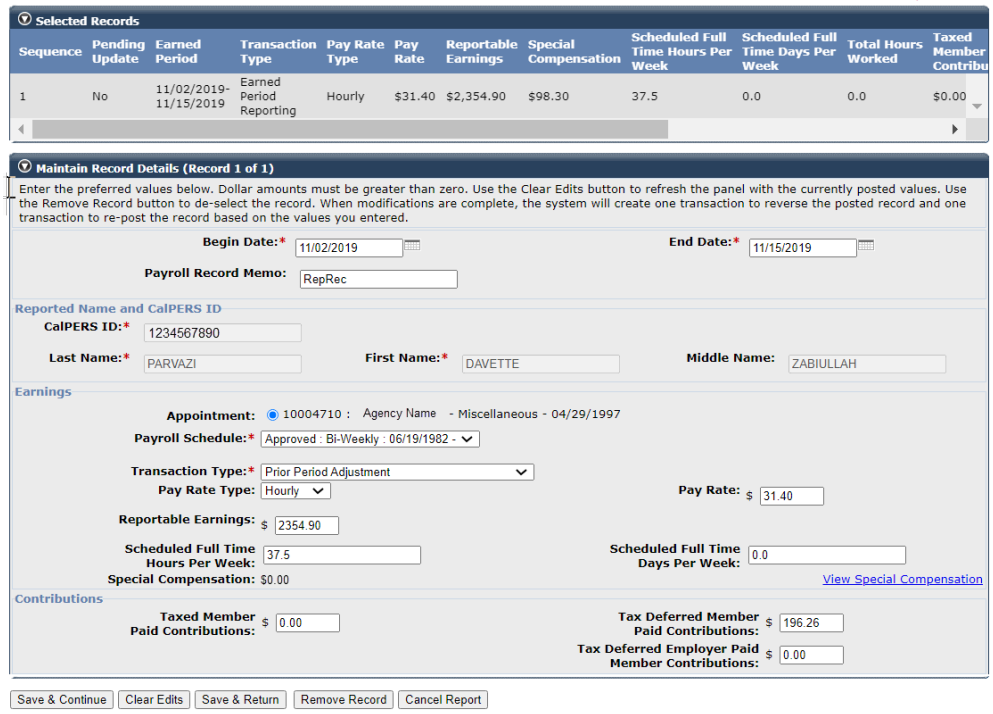
Step 8

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.



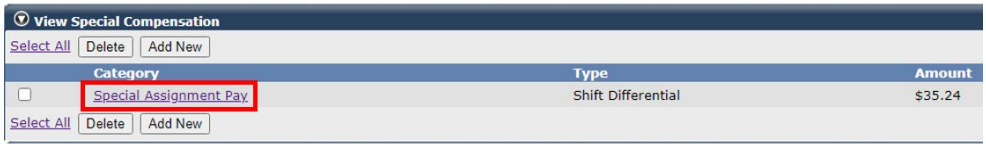
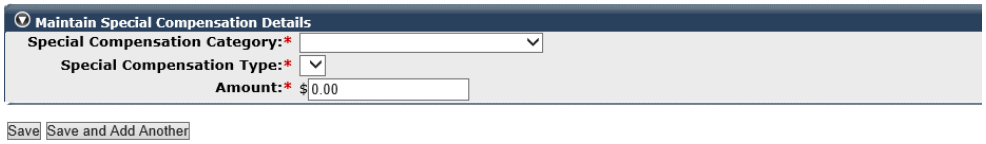
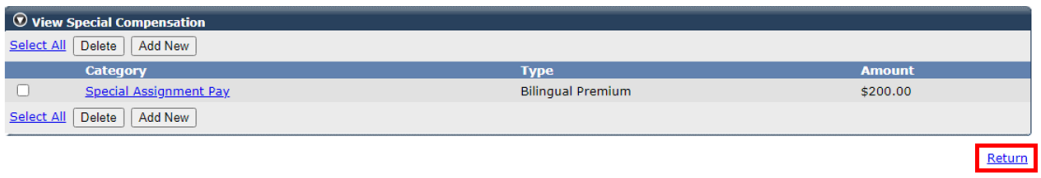
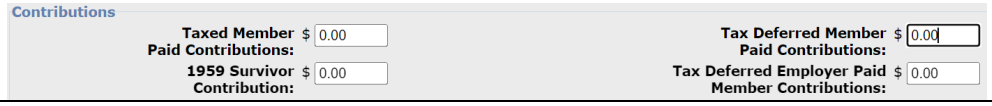
Note: Do not change the Payroll Record Memo field.

Step 10

Do you need to modify special compensation?

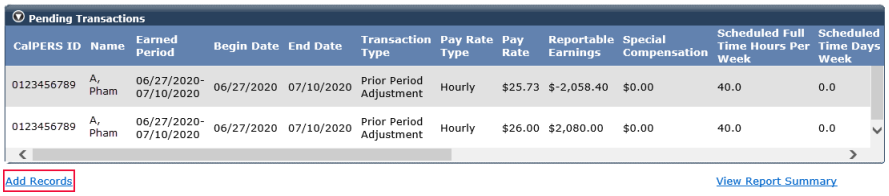
Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 11.

No: Skip to step 15.

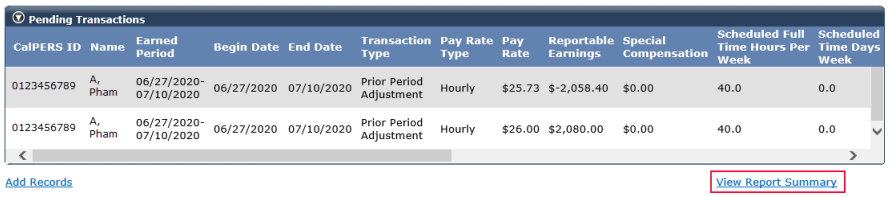
Step 11	Do you need to add new special compensation or modify existing special compensation? **Add new special compensation**: Within the View Special Compensation section, select the **Add New** button, then continue to step 12.  **Modify existing special compensation**: Within the View Special Compensation 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.

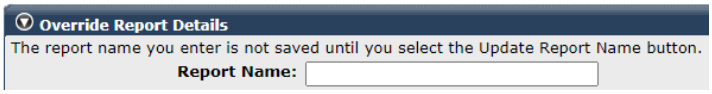


No: Select the **View Report Summary** link below the Pending Transactions section, then continue to step 18.



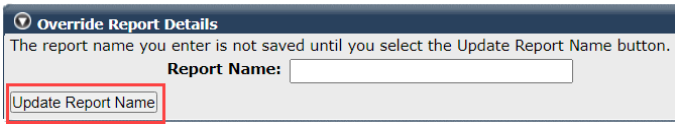
Step 18 Do you want to update the report name?

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.

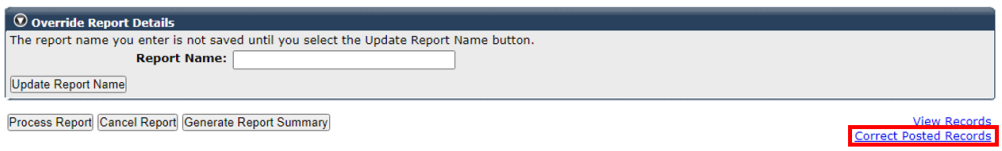


Step 20 Select the **Yes** button to confirm your request to update the report name.



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: Select the **Process Report** button. **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 *(under Resources header)*
- 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
- Technical Resources
  Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > Technical Resources
- Common myCalPERS Payroll Reporting Errors and Resolutions (PDF)
  Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > Technical Resources *(under Resources heading)*
- 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 Reports Catalog
  Pathway: CalPERS website > Employers > myCalPERS Reports Catalog

  Some common reports that are run for payroll:

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

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.

Compensation Compliance Analysis

You can request a compensation compliance analysis to ensure your payroll reporting is compliant with the PERL. Review topics include labor agreements, out-of-class validations, publicly available pay schedules, compensation settlement agreements, side letter/resolutions documents, and general compensation compliance inquiries.

Refer to the myCalPERS Payroll Reporting (PDF) student guide (Unit 8, Scenario 3: Request a Compensation Compliance Analysis) for more information.