myCalPERS Projected Contributions

Student Guide

June 26, 2026

CalPERS

Introduction

This student guide is a resource to assist you with projected contributions and receivables.

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.

System Access

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

Training Opportunities

Follow these steps to ensure your CalPERS education experience is comprehensive and well-structured:

1. Take Business Rules classes. Business Rules summarize the laws defined by the California Public Employees' Retirement Law (PERL).
2. Review the Introduction to myCalPERS for Business Partners (PDF) student guide.
3. Attend a myCalPERS instructor-led class.
4. Review the self-paced online classes.

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

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Unit 1: Projected Contributions

Projected Contributions Description

Only active/qualified appointments with no reported payroll after an earned period due date can be subject to projected contributions. Projected contributions are based on actual historical payroll reported and posted to myCalPERS. The system will use the highest member and employer contributions recorded within the last 90 days from the earned period end date to project contributions. Projected contributions will post to the payroll period receivable 31 days after the earned period end date. Projected contributions will reverse when payroll is successfully reported, the participant's appointment status is updated, or missing payroll for an earned period is confirmed unposted. Projected contributions will not impact or be recorded against the member's account balance.

If a requested extension is approved, the projections will still post on the earned period payroll receivable due date and not the report due date.

Reporting and Paying Payroll

- On the Second Saturday of Each Month – the myCalPERS system will create receivable shells only for reporting earned period payroll ending within the following month. This will allow for payments to be made on your receivable. Payments should be made on or after the 15th day of the earned period end date.
- On the First Day of Each Month – all active appointments including Retired Annuitants on each payroll schedule will be available to report payroll, confirm payroll is not reportable (confirm unposted payroll) or permanently separate an appointment (maintain enrollment).

Projected Contributions Timeline

- 15 days after earned period end date is when your contributions *payments* are due.
- 30 days after earned period end date is when your posted payroll is due.
- 31 days after earned period end date, if there are projected contributions, it will apply to the receivables, and a $200 late reporting fee will apply on a separate receivable.
- 45 days after earned period end date, a 10% late payment interest will apply to any unpaid balance and again 30 days thereafter until the balance is paid in full.
- 60 days after selecting the **Process Report** button, if the payroll report remains suspended or pending release, a $200 payroll correction fee will apply on a separate receivable and again 30 days later until report is in Posted status.

Projected Payroll Process Posts Daily for Appointments with an Outstanding Status

If an active appointment has an outstanding payroll status, then projected member and employer contributions are automatically added to the applicable earned period receivable on the 31st day after the due date. The projected payroll amount is based on the highest normal contributions reported in the last 90 days and a $200 late payroll reporting fee will be assessed. If payroll is expected on active appointments, then mass confirming all payroll appointments is not advised.

Unit 2: Contributions Receivable Reconciliation

The contributions receivable pages will help you reconcile your billing, payroll reporting, and appointments.

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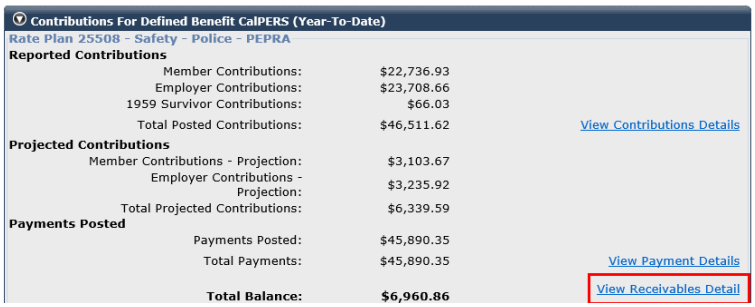
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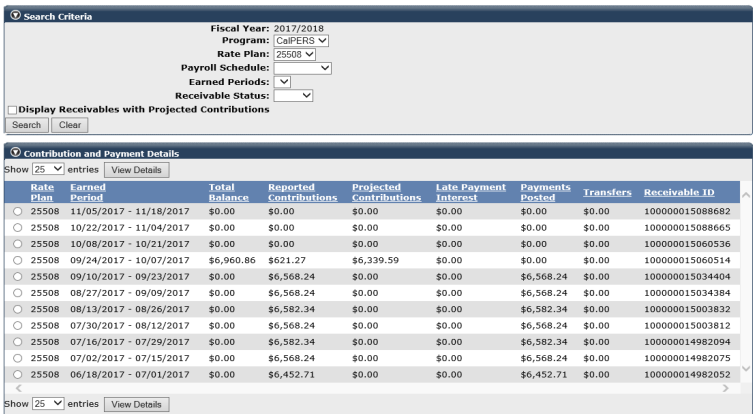
Scenario 1: Reconcile Your Contributions Receivable

Step Actions (18 Steps)

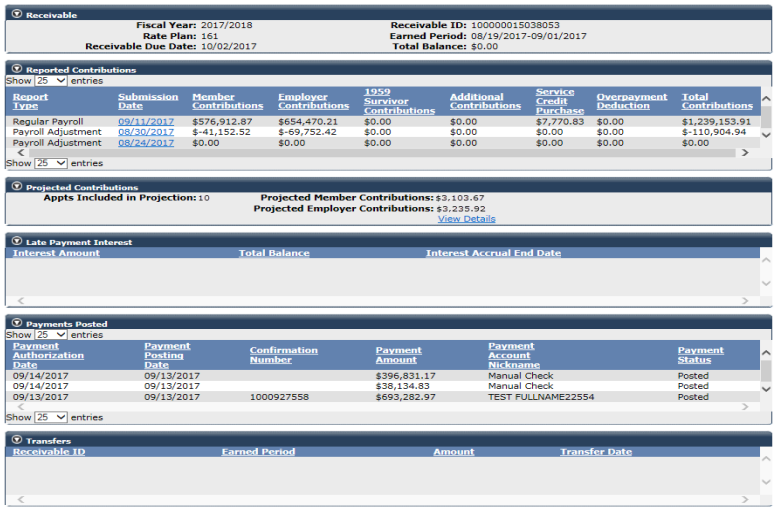
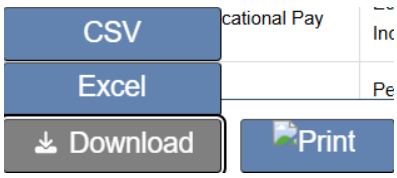
Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Billing and Payments** local navigation link.
Step 3	Select from the Fiscal Year drop-down list.
Step 4	Select the **Display** button.
Step 5	Within the Contributions For Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.
Step 6	Select the **View Receivables Detail** link for the appropriate rate plan.



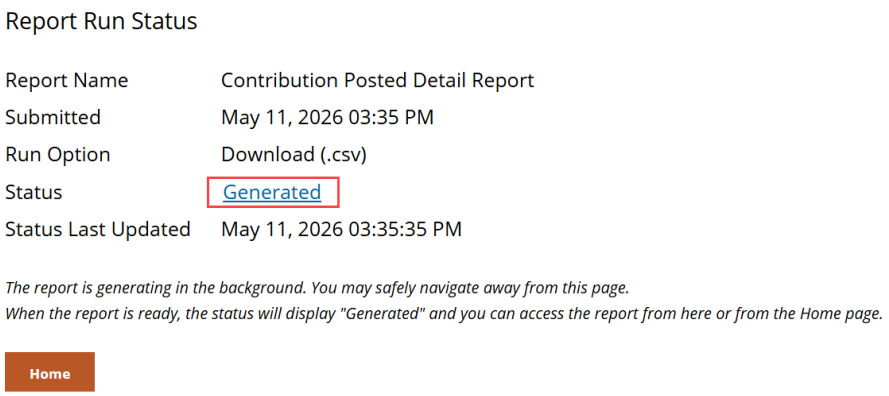
Step 7	Review the Contribution and Payment Details section.



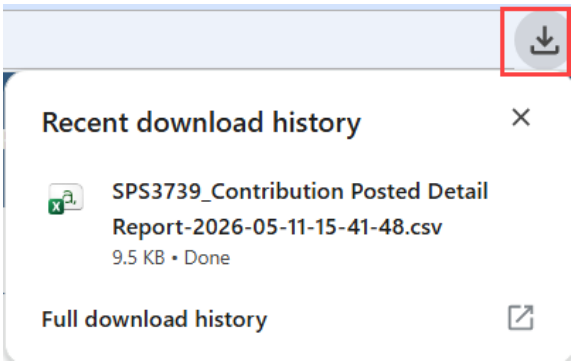
Step 8	To reconcile a different rate plan, complete the Search Criteria section and select the **Search** button.
Step 9	Do you want to review more details for a receivable? **Yes**: Continue to step 10 **No**: **You have completed this scenario.**
Step 10	Select the radio button for the earned period you want to reconcile.

Step 11	Select the **View Details** button.
Step 12	Review the receivable details. 
Step 13	Do you want to review what was reported for payroll? **Yes**: Continue to step 14 **No**: **You have completed this scenario.**
Step 14	Within the Reported Contributions section, select the **Submission Date** link for the Contributions Posted Detail Report. A separate myCalPERS Reports browser window will open.
Step 15	Do you want to download the report as a CSV or Excel file? **Yes**: Continue to step 16 **No**: **You have completed this scenario.**
Step 16	Select the **download** button to download the report as a CSV or Excel file. 

Step 17 A *Report Run Status* window will appear when the report is generating in the background. Once the status link changes from **Running** to **Generated**, you can select the **Generated** link.



Step 18 The report will be saved to your computer downloads folder. Select the folder to open your downloaded file.



You have completed this scenario.

Scenario 2: Maintain Projections

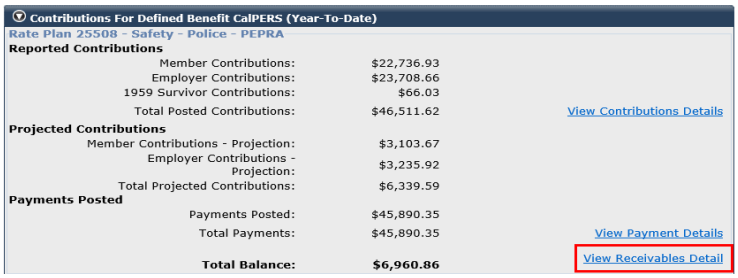
For each earned period, myCalPERS will project contribution amounts and add administrative fees for active appointments with missing payroll. You can avoid being overcharged by confirming missing payroll, permanently separating former employees, or posting payroll.

System Logic

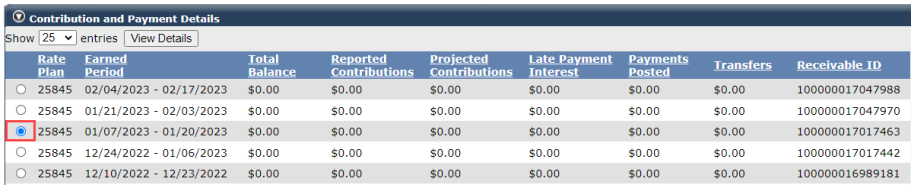
- Before the earned period end date, you may maintain these appointments from the Payroll Schedule page to avoid inaccurate contributions charges and administrative fees.
- Projected contributions are applied to the receivable 31 days after the earned period end date.
- Any updates made after the projection will adjust the receivable total after a nightly batch; however, administrative fees will remain.

Step Actions (23 Steps)

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Billing and Payments** local navigation link.
Step 3	Select from the Fiscal Year drop-down list.
Step 4	Select the **Display** button.
Step 5	Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.
Step 6	Select the **View Receivables Detail** link for the appropriate rate plan.

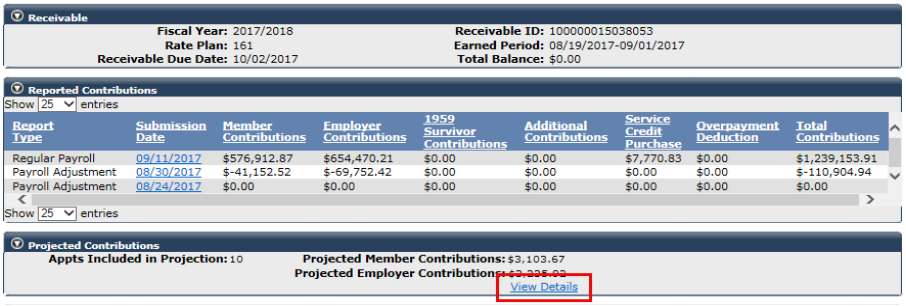


Step 7	Select the radio button for the earned period you want to maintain projection.

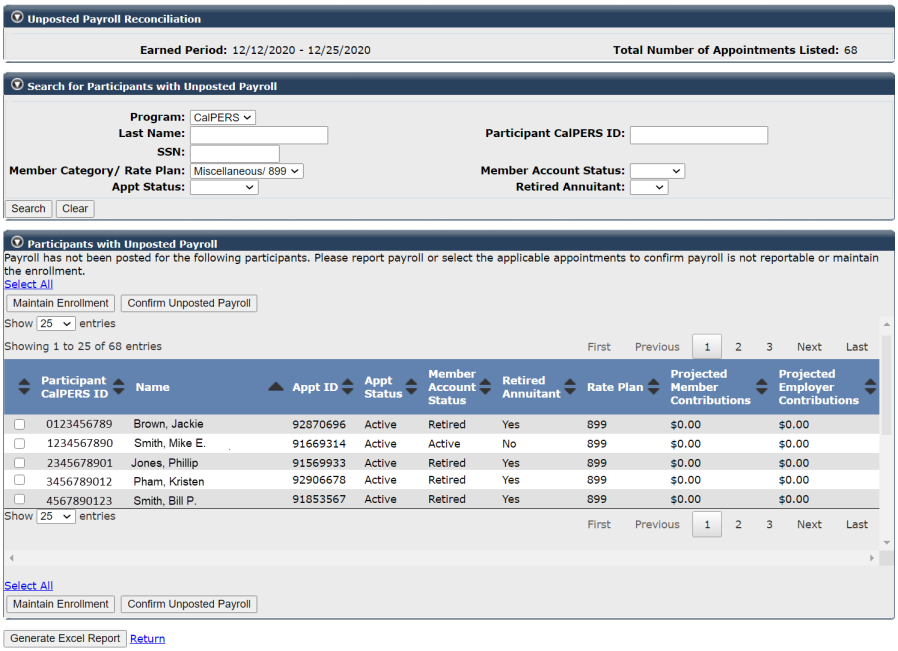


Step 8	Select the **View Details** button.

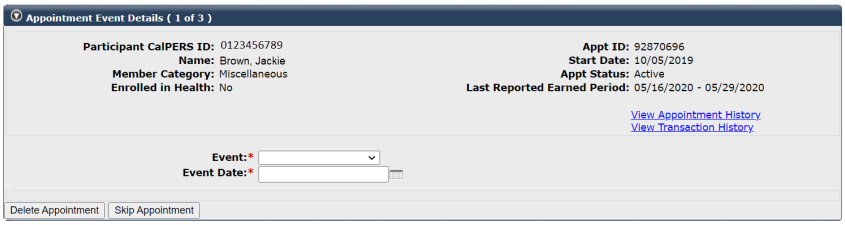
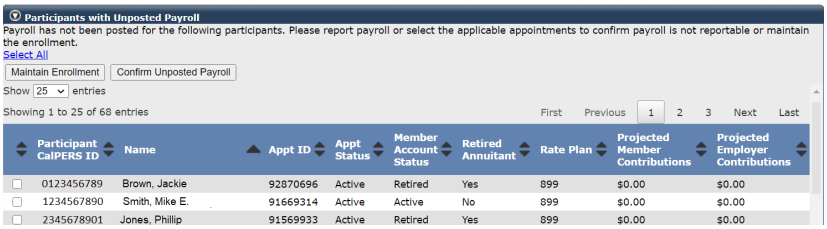
Step 9	Are there projected contributions? **Yes**: Continue to step 10 **No**: **You have completed this scenario.**
Step 10	Within the Projected Contributions section, select the **View Details** link.



Step 11	Use the Search for Participants with Unposted Payroll section to filter your Participants with Unposted Payroll section.



Step 12	Do you need to maintain enrollments? **Yes**: Continue to step 13 **No**: Skip to step 19
Step 13	Select the check box(es) for the appointment(s) you wish to maintain.
Step 14	Select the **Maintain Enrollment** button.

Step 15	Complete the Appointment Event Details section.  • Permanent separation - The date must be entered as at least one day after the last day at your agency, even if the date falls on a weekend or a holiday. • Leave of Absence - The Begin Leave date must be entered as at least one day after the last paid day at your agency. The End Leave date should be the day they return.
Step 16	Select the **Save & Go to Next** button.
Step 17	Repeat steps 15-16 until you no longer have appointments to maintain.
Step 18	Return to step 2.
Step 19	Do you need to confirm missing payroll records that are not reportable **Yes**: Continue to step 20 **No**: Skip to step 22
Step 20	Select the check box(es) for the appointment(s) that have missing payroll for that earned period. 
Step 21	Select the **Confirm Missing Payroll** button.
Step 22	Do you need to report payroll for any employees that are identified as missing payroll? **Yes**: Continue to step 23 **No**: **You have completed this scenario.**
Step 23	Submit missing payroll records in the next earned period report or in an adjustment report. **You have completed this scenario.**

Scenario 3: Apply a Credit

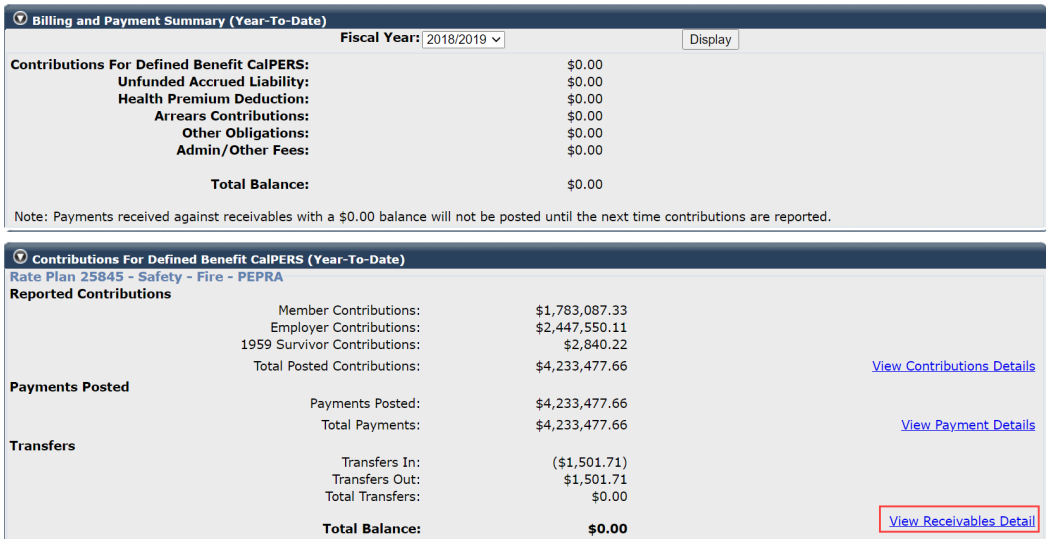
There is a credit on your receivable, so you will make an adjusted payment. Any credit balance within the same rate plan will apply to the receivable.

System Logic

- The credit will automatically apply to the receivable on the report due date.
- The credit will not apply if the receivable balance is zero.
- A credit can only be applied within the same rate plan.

Step Actions (19 Steps)

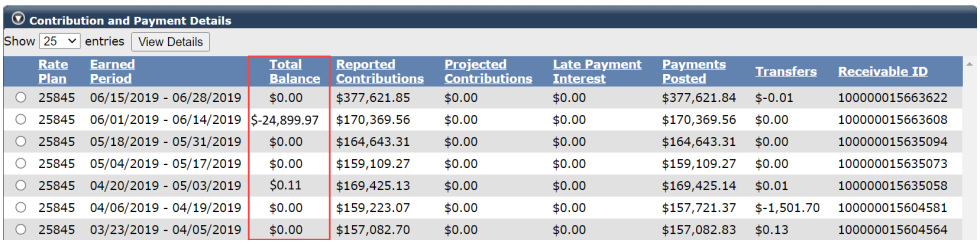
Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Billing and Payments** local navigation link.
Step 3	Select from the Fiscal Year drop-down list.
Step 4	Select the **Display** button.
Step 5	Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.
Step 6	Select the **View Receivables Detail** link for the appropriate rate plan.



Step 7	Do you have a credit balance? **Yes**: Continue to step 8 **No**: Repeat steps 1-6 to confirm you have a credit balance for your other rate plans. If not, then **you have completed this scenario.**

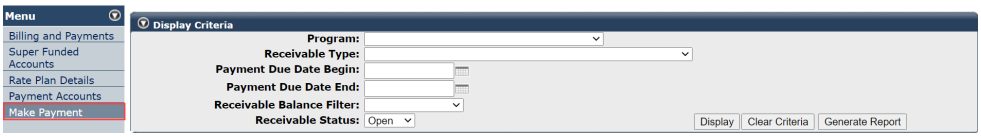
Step 8 Total your credits in your **Total Balance** column.

Note: You will deduct your credit amount from the current receivable.

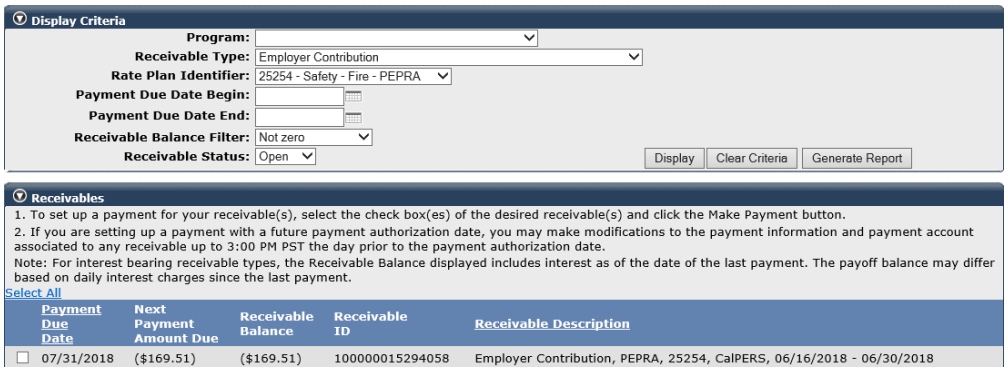


	Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
○	25845	06/15/2019 - 06/28/2019	$0.00	$377,621.85	$0.00	$0.00	$377,621.84	$-0.01	100000015663622
○	25845	06/01/2019 - 06/14/2019	$-24,899.97	$170,369.56	$0.00	$0.00	$170,369.56	$0.00	100000015663608
○	25845	05/18/2019 - 05/31/2019	$0.00	$164,643.31	$0.00	$0.00	$164,643.31	$0.00	100000015635094
○	25845	05/04/2019 - 05/17/2019	$0.00	$159,109.27	$0.00	$0.00	$159,109.27	$0.00	100000015635073
○	25845	04/20/2019 - 05/03/2019	$0.11	$169,425.13	$0.00	$0.00	$169,425.14	$0.01	100000015635058
○	25845	04/06/2019 - 04/19/2019	$0.00	$159,223.07	$0.00	$0.00	$157,721.37	$-1,501.70	100000015604581
○	25845	03/23/2019 - 04/05/2019	$0.00	$157,082.70	$0.00	$0.00	$157,082.83	$0.13	100000015604564

Step 9 Select the **Make Payment** left-side navigation link.



Step 10 Use the Display Criteria section to filter your receivables.

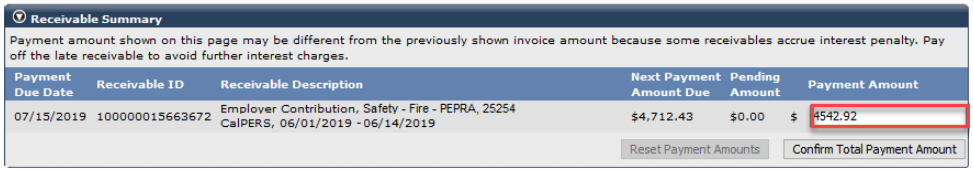


Step 11 Select the check box for the same rate plan contributions receivable for which you need to make a payment.

Step 12 Select the **Make Payment** button.

Step 13 Within the Receivable Summary section, enter the payment amount.

Payment Amount = Receivable Balance – Credit Total

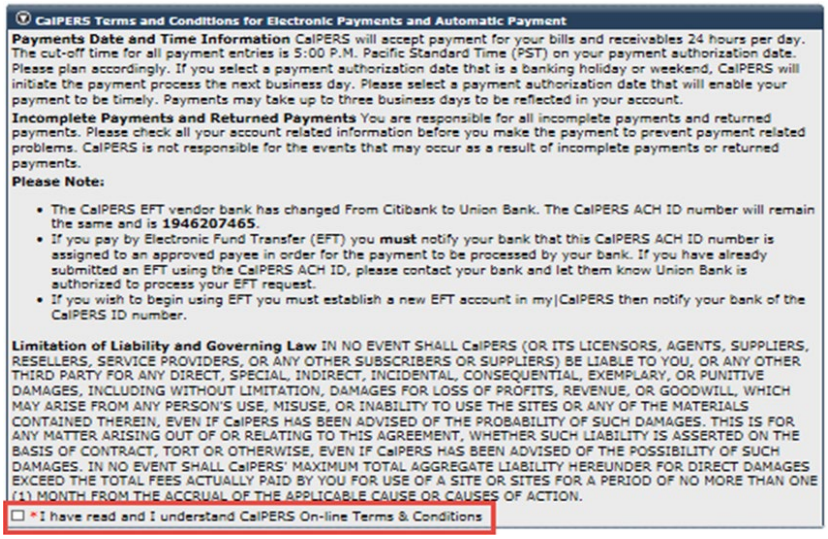


Step 14 Select the **Confirm Total Payment Amount** button.

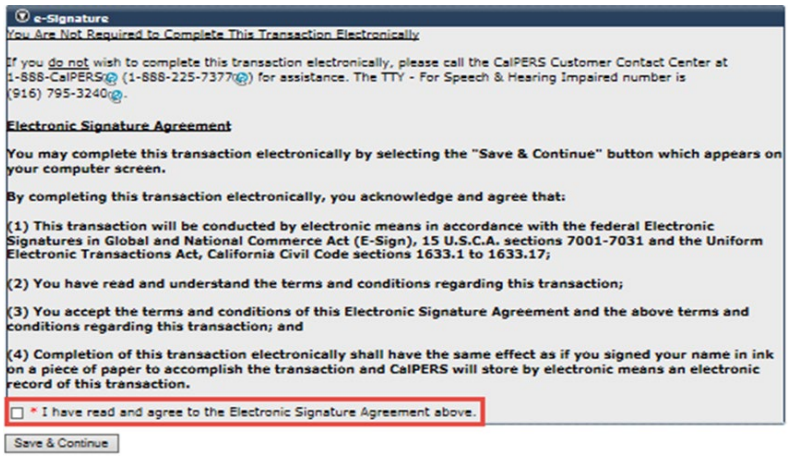
Step 15 Complete the remaining payment information.

Step 16 Select the **Save & Continue** button.

Step 17 After reading the CalPERS Terms and Conditions for Electronic Payments and Automatic Payment section, select the check box.



Step 18 Select the check box to agree to e-Signature for electronic payments.



Step 19 Select **Save & Continue** 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
- myCalPERS Technical Requirements
  Pathway: CalPERS website > Employers > myCalPERS Technical Requirements
- 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
  - Projected Contributions Detail Report

CalPERS Contacts

Email

- To contact the Employer Education Teams 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.**

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.