myCalPERS Out-of-Class Reporting

Student Guide

August 28, 2026

CalPERS

Introduction

Using myCalPERS, employers are responsible for reporting out-of-class hours worked in vacant positions.

myCalPERS allows you to:

- Verify out-of-class hours to report
- Submit out-of-class records for employees who meet out-of-class hours worked criteria
- Review penalties that have been assessed in accordance with Gov. Code section 20480
- Associate labor agreements and salary schedules to out-of-class records
- Review and pay out-of-class receivables and administrative penalties

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

We offer 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: Out-of-Class Reporting

An out-of-class appointment is an appointment to an upgraded position or higher classification by an employer or governing board or body that is a vacant position for a limited duration.

A vacant position is a position that is **vacant during recruitment** for a permanent appointment. A vacant position does not refer to a position that is temporarily available due to another employee's leave of absence.

Employer Notifications

CalPERS will mail up to two notification letters to all contracting public agency and school employers to their preferred address in myCalPERS.

Annual Notice – (Last week of June)

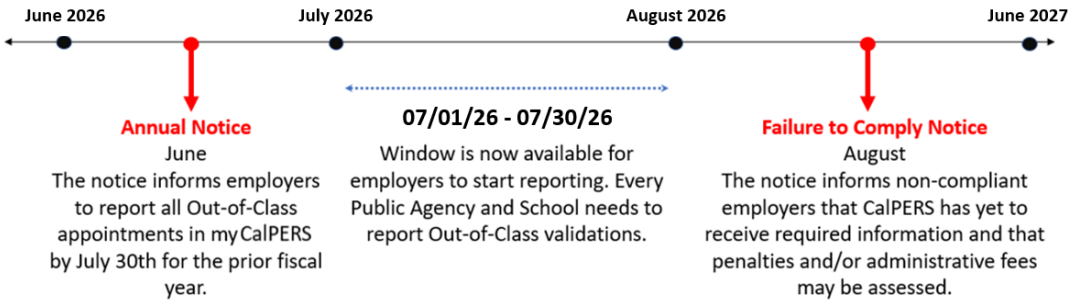
The notice informs employers to report all out-of-class appointments in myCalPERS by July 30 for the prior fiscal year.

Failure to Comply Notice – (August 1)

This notice informs non-compliant employers that report payroll directly to CalPERS that we have not received the required information. Penalties and/or administrative fees may be assessed.

Out-of-Class Reporting Timeline

- **Last week of June 2026**: Annual Notice sent.
- **July 1-30, 2026**: Window is now available for employers to start reporting. Every Public Agency and School needs to report out-of-class validations.
- **August 1, 2026**: Failure to Comply Notification sent.



Penalties

Penalties incurred with reporting out-of-class appointments that exceed 960 hours are anticipated to be generated the following June after the out-of-class review period. For example, reporting out-of-class appointments for fiscal year 2025/2026 completed by July 30, 2026 will be invoiced June 2027.

Employers who violate this provision must make payments to CalPERS equal to three times the amount of the difference between member and employer contributions for the out-of-class appointment and the member and employer contributions reported to the system for the member's permanent position. The penalty shall be applied for the entire period(s) the member served in an out-of-class appointment. In addition, the employer will be responsible for a $200 fee to cover administrative expenses.

Penalties paid are not normal contributions or additional contributions that are credited to an employee’s individual PERS account. The employee shall bear no liability, obligation, or expense because of the unlawful actions of the employer.

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Scenario 1: Report No Out-of-Class Appointments

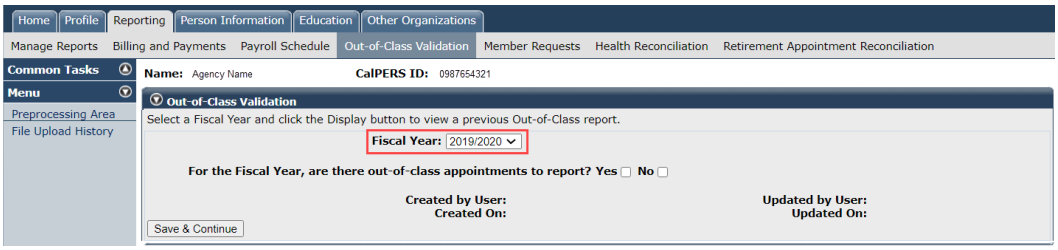
Using the out-of-class validation process, you will report that there are no out-of-class appointments for the fiscal year by July 30.

Step Actions (6 steps)

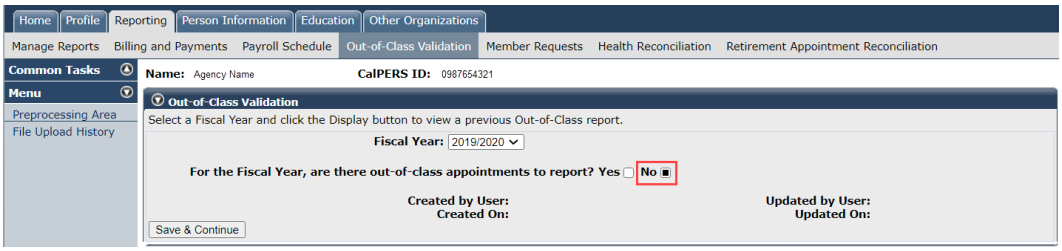
Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Out-of-Class Validation** local navigation link.

Step 3 Within the Out-of-Class Validation section, select from the Fiscal Year drop-down list.

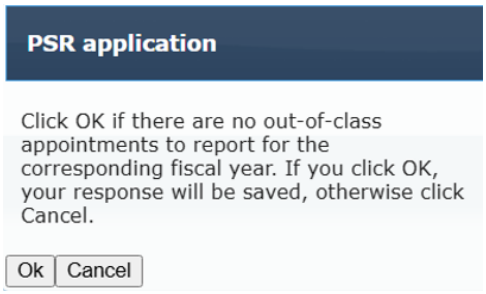


Step 4 Within the Out-of-Class Validation section, select the **No** check box.



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

Step 6 Within the PSR application window, select the **Ok** button.



You have completed this scenario.

Scenario 2: Report Out-of-Class Appointments

CalPERS requires employers to verify the amount of out-of-class hours worked for each qualified out-of-class appointment by July 30.

Scenario

Using the out-of-class validation process, you will:

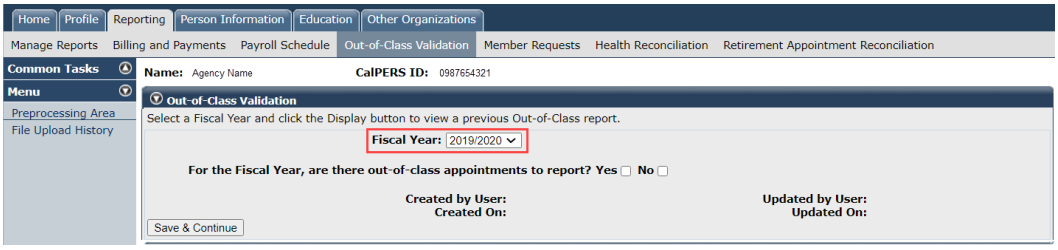
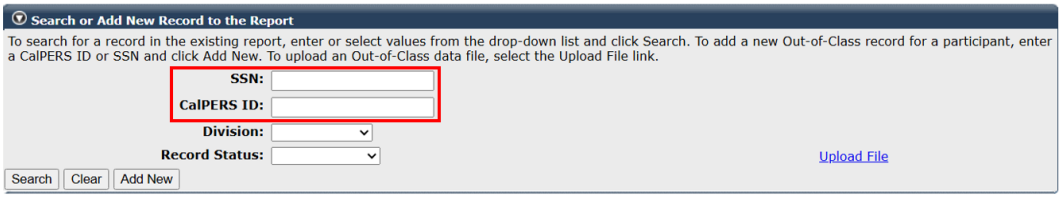
- Verify there are out-of-class hours to report
- Submit records for employees who meet the out-of-class hours worked criteria
- Review penalties that were assessed in accordance with Gov. Code section 20480
- Associate labor agreements and salary schedules to out-of-class records

System Logic

Begin and end dates must be within the selected fiscal year.

Step Actions (36 steps)

Out-of-Class Validation

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Out-of-Class Validation** local navigation link.
Step 3	Within the Out-of-Class Validation section, select from the Fiscal Year drop-down list. 
Step 4	Within the Out-of-Class Validation section, keep the **Yes** check box checked.
Step 5	Select the **Save & Continue** button.
Step 6	Within the Search or Add New Record to the Report section, enter the employee's SSN or CalPERS ID. 
Step 7	Select the **Add New** button.

Step 8	Within the Out-of-Class Appointment Validation section, is the Out-of-Class Appointment a vacant position? **Yes:** Select the **Yes** check box, then skip to step 10 **No:** Select the **No** check box. An error message will display: Due to the position not being vacant and recruited for, the record does not meet the criteria for an Out-of-Class appointment and does not require further validation information.
Step 9	Select the **Return to View Records** link to either add a new person or update the report status to **No** if no additional record is required. **You have completed this scenario.**
Step 10	Within the Out-of-Class Appointment Validation section, is the Out-of-Class Appointment in a recruitment? **Yes:** Select the **Yes** check box, then skip to step 12 **No:** Select the **No** check box. An error message will display: Due to the position not being vacant and recruited for, the record does not meet the criteria for an Out-of-Class appointment and does not require further validation information
Step 11	Select the **Return to View Records** link to either add a new person or update the report status to **No** if no additional record is required. **You have completed this scenario.**
Step 12	Within the Maintain Record Details section, complete the Begin and End Date fields.
Step 13	Select the appropriate **Appointment** radio button. 

Active Appointment

Step 14	Within the Active Appointment subsection, complete all appropriate fields for the member's original appointment before working in an out-of-class appointment. **Note:** Within the Total Earnings field, enter what the employee would have earned if they worked in the original position during the out-of-class-period. 

Out-of-Class Appointment

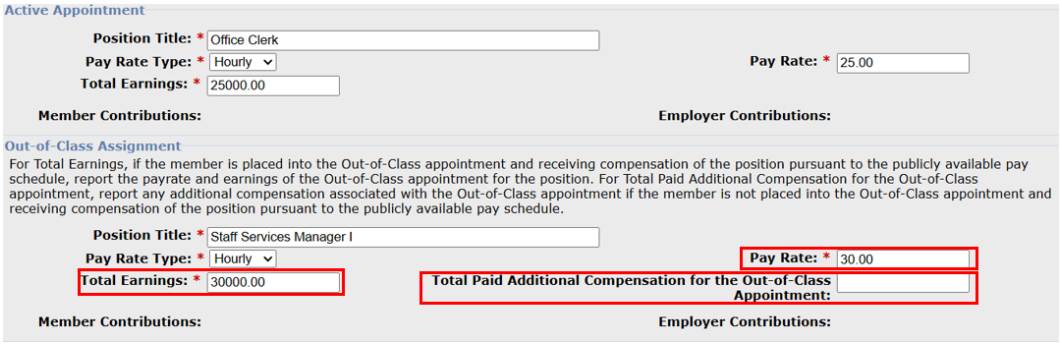
Step 15 The Out-of-Class Assignment subsection's Pay Rate field refers to the pay rate assigned to the employee's temporary out-of-class (OOC) position while working in the acting/out-of-class appointment. This pay rate must align with the employer's publicly available salary schedule. Depending on how the employee was compensated for the out-of-class assignment, this section should be completed in one of two ways:

- **If the Employee Was Paid an Increased Pay Rate**: Continue to step 16.
- **If the Employee Was Paid Temporary Upgrade Pay (TUP):** Skip to step 18.

Employee Was Paid an Increased Pay Rate

Step 16 Within the Out-of-Class Assignment subsection:

- Enter the increased pay rate in the Pay Rate field.
- Total all earnings from the increased pay rate and enter them in the Total Earnings field.
- Do not enter anything in the Total Paid Additional Compensation for the Out-of-Class Appointment field, as all compensation is already included in the increased pay rate and reflected in the Out-of-Class Total Earnings.

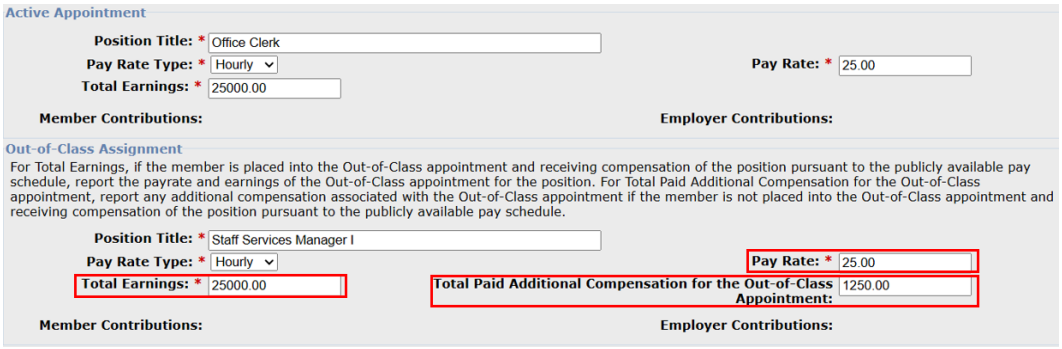


Step 17 Skip to step 19.

Employee Was Paid Temporary Upgrade Pay (TUP)

Step 18 Within the Out-of-Class Assignment subsection:

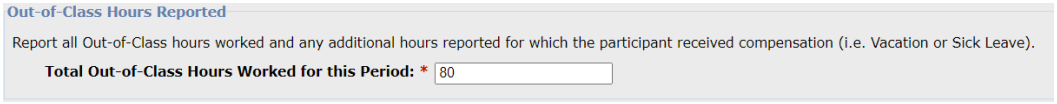
- Enter the Pay Rate as the same amount that was entered in the Active Appointment subsection's Pay Rate field.
- Enter the Total Earnings as the same amount that was entered in the Active Appointment subsection's Total Earnings field.
- Calculate the total TUP amount and enter it in the Total Paid Additional Compensation for the Out-of-Class Appointment field.



Note: For PEPRA members, TUP is not pensionable and should not be reported in payroll for pensionable purposes; however, it must still be recorded in the annual out-of-class report to accurately assess any penalties pursuant to Gov. Code 20480.

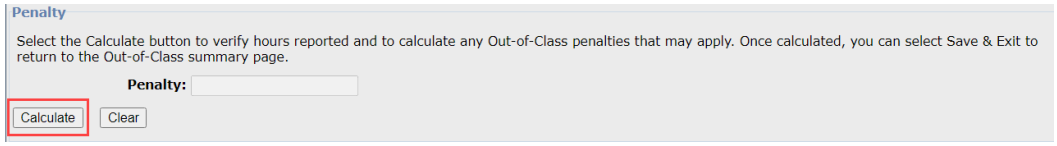
Out-of-Class Hours Reported

Step 19 Within the Out-of-Class Hours Reported subsection, complete the Total Out-of-Class Hours Worked for this Period field. Include vacation, sick leave, or overtime hours for which the employee received compensation during the out-of-class assignment.



Review Penalties

Step 20 Within the Penalty subsection, select the **Calculate** button.



Associate Labor Agreements/Salary Schedules

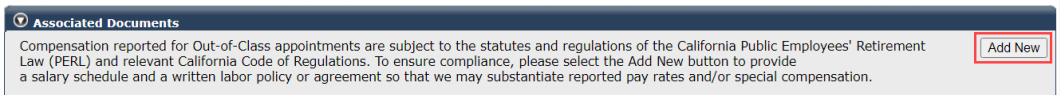
Step 21 Do you need to provide a salary schedule or written labor policy/agreement?

Yes: Continue to step 22.

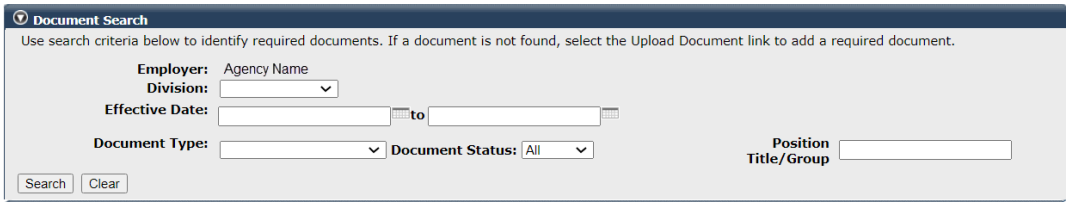
No: Skip to step 36.

Note: The salary schedule and/or written labor agreement must be submitted for employees who worked more than 960 hours in a fiscal year, in a qualifying out-of-class assignment.

Step 22 Within the Associated Documents section, select the **Add New** button.



Step 23 Within the Document Search section, enter the fields as necessary.



Step 24 Select the **Search** button.

Step 25 Do you need to upload a new document?

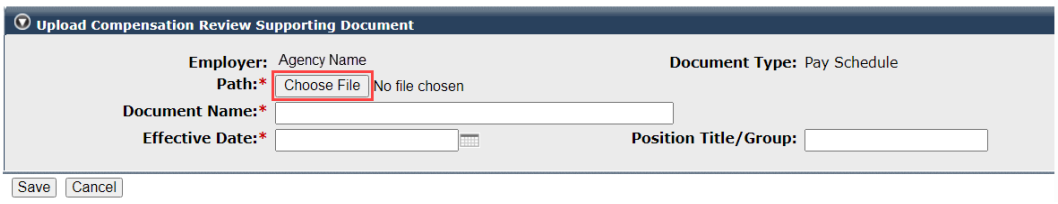
Yes: Continue to step 26.

No: Skip to step 34.

Step 26 In the Search Results section, select the **Upload Document** link.

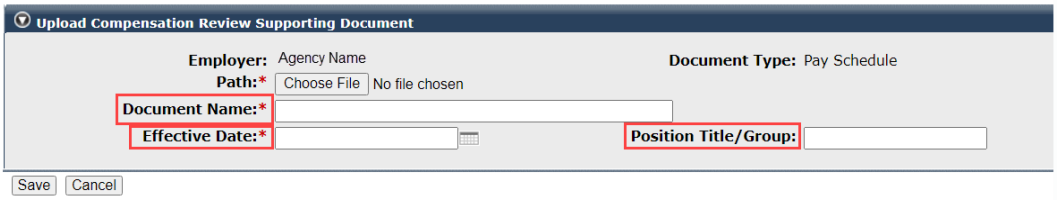
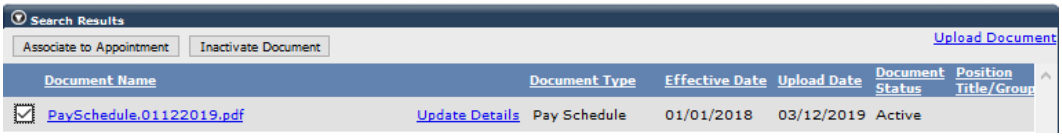
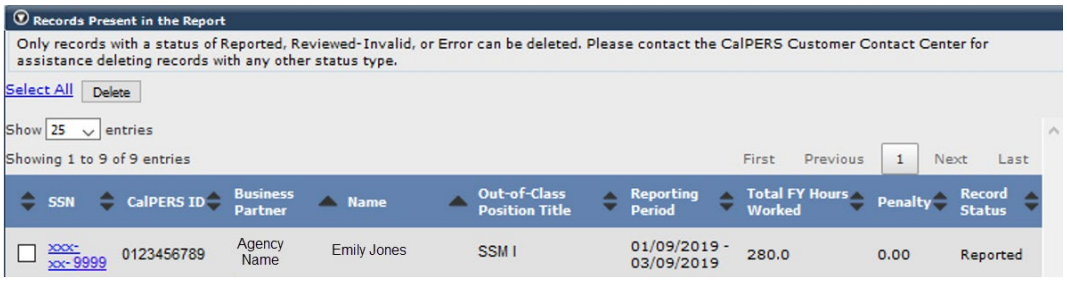


Step 27 Within the Upload Compensation Review Supporting Document section, select the **Browse** button.



Step 28 Select the supporting PDF document.

Step 29 Select the **Open** button.

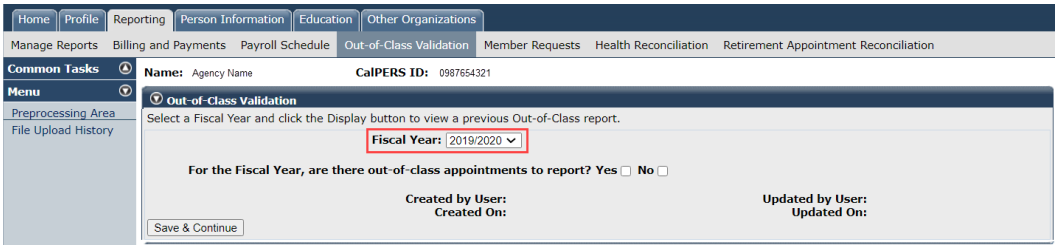
Step 30	Within the Upload Compensation Review Supporting Document section, complete the Document Name, Effective Date, and Position Title/Group fields. 
Step 31	Select the **Save** button.
Step 32	Within the Search Results section, select appropriate document check boxes. 
Step 33	Select the **Associate to Appointment** button. 
Step 34	Select the **Return** button in the bottom left corner.
Step 35	Select the **Save & Exit** button.
Step 36	Within the Records Present in the Report section, your out-of-class record displays.  **You have completed this scenario.**

Scenario 3: Out-of-Class File Upload

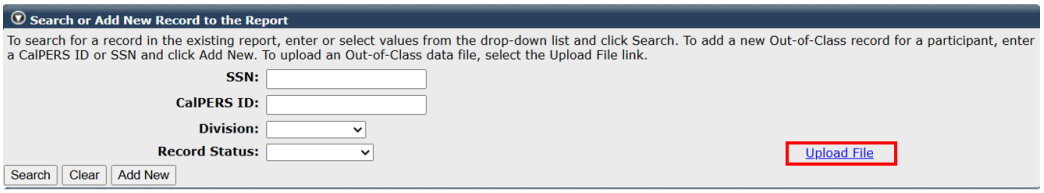
You will report your out-of-class validations through file upload.

Step Actions (14 steps)

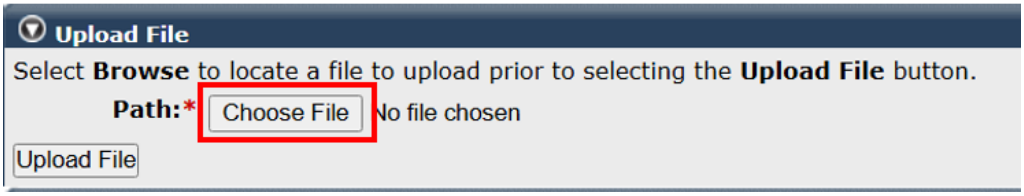
Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Out-of-Class Validation** local navigation link.
Step 3	Within the Out-of-Class Validation section, select from the Fiscal Year drop-down list.



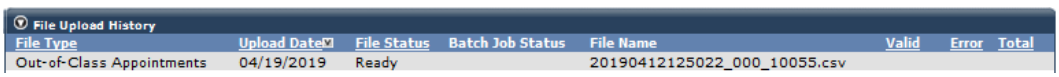
Step 4	Within the Out-of-Class Validation section, keep the **Yes** check box checked.
Step 5	Select the **Save & Continue** button.
Step 6	Within the Search or Add New Record to the Report section, select the **Upload File** link.



Step 7	Within the Upload File section, select the **Choose File** button.



Step 8	Select the CSV document.
Step 9	Select the **Upload File** button.
Step 10	After your out-of-class appointment has been uploaded and has a Ready file status, select the F5 key on your keyboard to refresh your totals.



Step 11 Your file has been validated and displays the number of records in the Valid and Error columns.


File Upload History

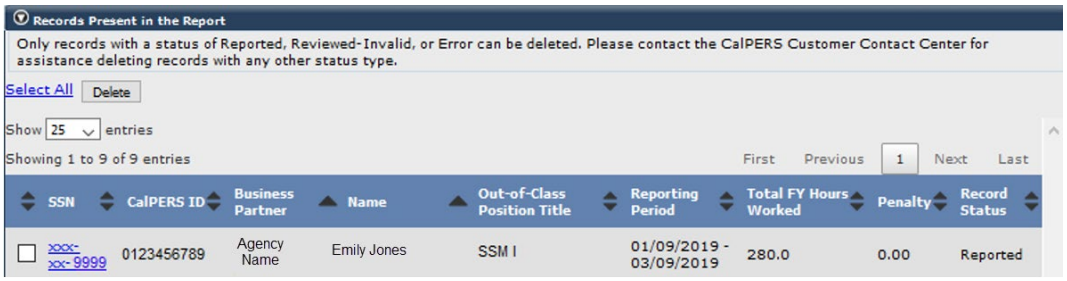
File Type	Upload Date	File Status	Batch Job Status	File Name	Valid	Error	Total
Out-of-Class Appointments	04/19/2019	Accepted	Completed	20190412125022_000_10055.csv	9	0	9

Review Your Reported Out-of-Class Appointments

Step 12 Select the **Reporting** global navigation tab.

Step 13 Select the **Out-of-Class Validation** local navigation link.

Step 14 Within the Records Present in the Report section, your out-of-class record displays.


Records Present in the Report

Only records with a status of Reported, Reviewed-Invalid, or Error can be deleted. Please contact the CalPERS Customer Contact Center for assistance deleting records with any other status type.

Select All Delete

Show 25 entries

Showing 1 to 9 of 9 entries First Previous 1 Next Last

SSN	CalPERS ID	Business Partner	Name	Out-of-Class Position Title	Reporting Period	Total FY Hours Worked	Penalty	Record Status
xxx-xx-9999	0123456789	Agency Name	Emily Jones	SSM I	01/09/2019 - 03/09/2019	280.0	0.00	Reported

You have completed this scenario.

Unit 2: Maintaining Supporting Documents

In this unit, you will learn how to maintain your supporting documents used for out-of-class validations.

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Scenario 1: Upload New Supporting Documents

You will upload a new salary schedule or written labor policy/agreement.

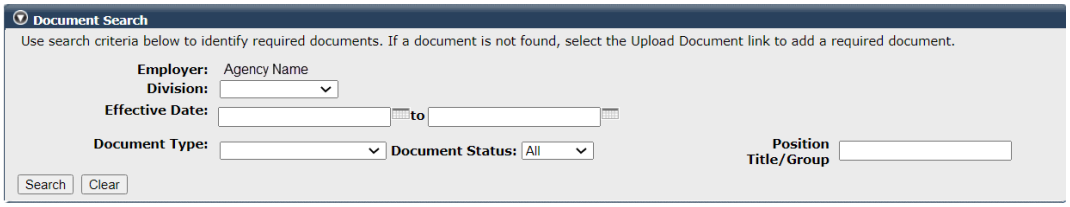
Step Actions (10 steps)

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

Step 2 Select the **Maintain Employer Supporting Documents** left-side navigation link.



Step 3 Within the Document Search section, complete all necessary fields.



Step 4 Select the **Search** button.

Step 5 In the Search Results section, select the **Upload Document** link.

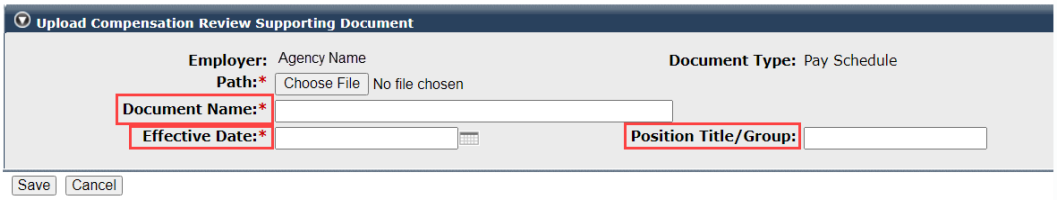


Step 6 Within the Upload Compensation Review Supporting Document section, select the **Choose File** button.



Step 7 Select the supporting PDF document.

Step 8 Select the **Open** button.

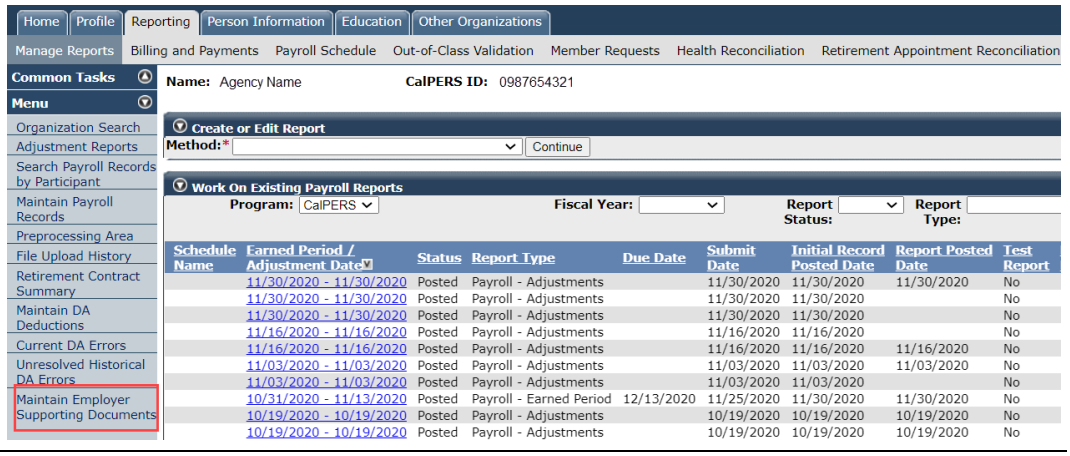
Step 9	Within the Upload Compensation Review Supporting Document section, complete the Document Name, Effective Date, and Position Tile/Group fields. 
Step 10	Select the **Save** button. **You have completed this scenario.**

Scenario 2: Update Supporting Document Details

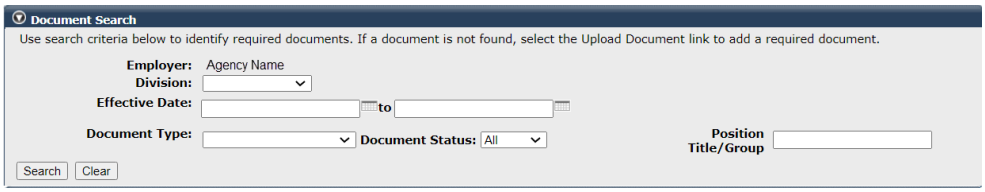
You will update supporting document details such as the type, effective date, status, and position title/group.

Step Actions (7 steps)

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Maintain Employer Supporting Documents** left-side navigation link.



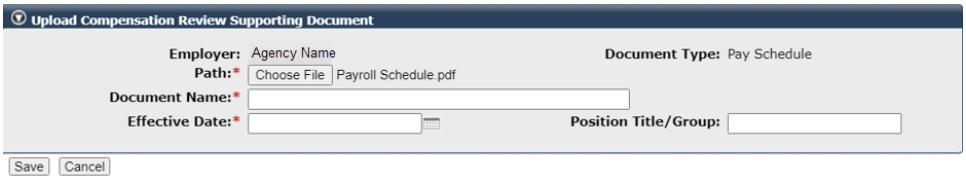
Step 3	Within the Document Search section, complete all necessary fields.



Step 4	Select the **Search** button.
Step 5	Within the Search Results section, locate the appropriate supporting document, then select the **Update Details** link.



Step 6	Update the Upload Compensation Review Supporting Document section.



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

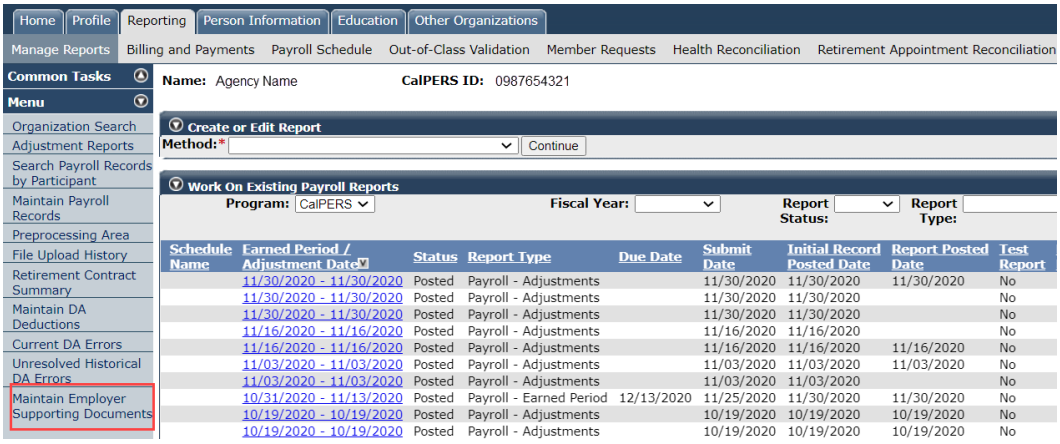
Scenario 3: Inactivate Supporting Documents

You will inactivate a supporting document.

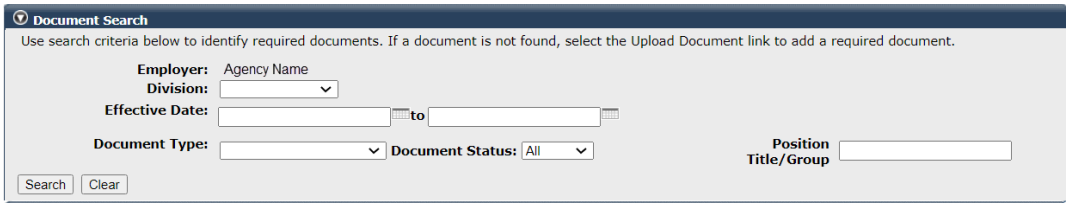
Step Actions (6 steps)

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

Step 2 Select the **Maintain Employer Supporting Documents** left-side navigation link.

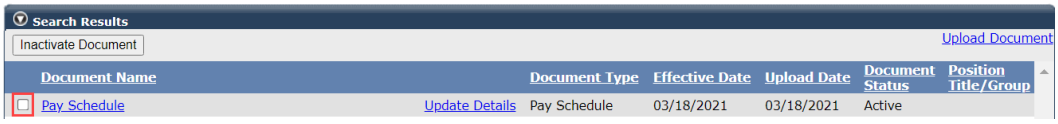


Step 3 Within the Document Search section, complete all necessary fields.

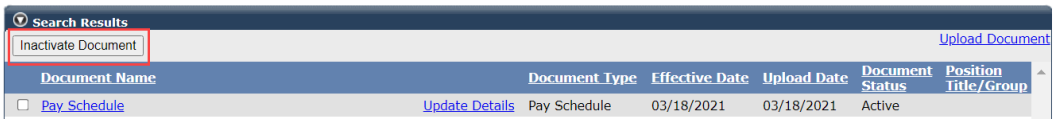


Step 4 Select the **Search** button.

Step 5 Within the Search Results section, select appropriate document check box(s).



Step 6 Select the **Inactivate Document** button.



You have completed this scenario.

Scenario 4: Reactivate Supporting Documents

You will reactivate a supporting document.

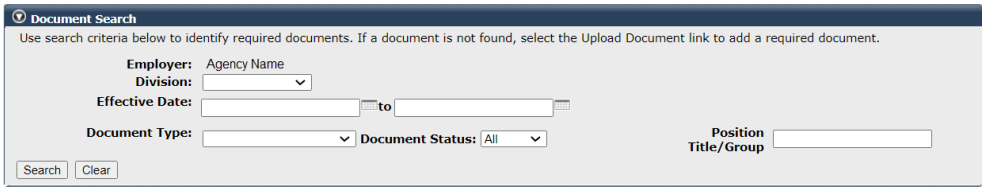
Step Actions (6 steps)

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

Step 2 Select the **Maintain Employer Supporting Documents** left-side navigation link.



Step 3 Within the Document Search section, complete all necessary fields.



Step 4 Select the **Search** button.

Step 5 Within the Search Results section, find the appropriate inactive supporting document, then select the **Update Details** link.



Step 6 Select the **Reactivate Document** button.



You have completed this scenario.

CalPERS Resources

Obtain more information by visiting the CalPERS website at www.calpers.ca.gov.

- Data Element Definitions Out-of-Class Validation Reporting (PDF)
  Pathway: CalPERS website > Employers > Technical Resources > Employers (+) Reporting Out-of-Class Hours Worked (section) > Data Element Definitions Out-of-Class Validation Reporting (PDF)
- Out-of-Class Reporting Frequently Asked Questions (PDF)
  Pathway: CalPERS website > Employers > Technical Resources > Employers (+) Reporting Out-of-Class Hours Worked (section) > Government Code Section 20480: Out-of-Class Reporting Frequently Asked Questions (PDF)
- 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
  - myCalPERS
    - Out-of-Class Reporting
- 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 Technical Resources > myCalPERS Reports Catalog

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.

Users should no longer contact the Audit Compliance and Resolution Unit at **mou_review@calpers.ca.gov** for compensation compliance questions.