

myCalPERS Payroll Receivables Reconciliation

Student Guide

April 3, 2026



Introduction

This guide will assist you in understanding how earned period payroll and adjustment records are billed.

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:

Step 1: Take [Business Rules](#) classes.

Step 2: Review the [Introduction to myCalPERS for Business Partners \(PDF\)](#) student guide.

Step 3: Attend a [myCalPERS](#) instructor-led class.

Step 4: Review the [self-paced online classes](#).

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

Contents

Scenario 1: Balance Receivables for an Earned Period Report.....	3
Scenario 2: Balance Receivables for an Adjustment Report.....	6
Scenario 3: Reconcile Arrears Receivables	10
CalPERS Resources	12
CalPERS Contacts	14

Scenario 1: Balance Receivables for an Earned Period Report

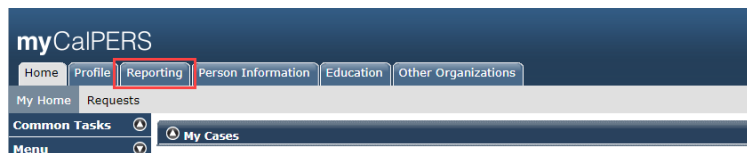
You will compare what is reported in the **Contribution Detail Report** to what is billed in the **Contribution Posted Detail Report**. When there is a difference, use this guide to help you reconcile the records individually. For other financial activities, review the [myCalPERS Projected Contributions Student Guide \(PDF\)](#). Run the following reports and compare them to reconcile the records in an earned period receivable:

- **Contribution Detail Report**
- **Contribution Posted Detail Report**

Step Actions (17 steps)

Run the Contribution Detail Report

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



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

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	12/11/2021 - 12/24/2021	Suspended	Payroll - Earned Period	02/15/2022	01/11/2022			No	
	11/27/2021 - 12/10/2021	Posted	Payroll - Earned Period	01/16/2022	01/06/2022	01/11/2022	01/11/2022	No	
	11/13/2021 - 11/26/2021	Posted	Payroll - Earned Period	12/26/2021	12/29/2021	01/03/2022	01/10/2022	No	
	10/30/2021 - 11/12/2021	Posted	Payroll - Earned Period	12/20/2021	12/29/2021	12/31/2021	12/31/2021	No	
	10/16/2021 - 10/29/2021	Posted	Payroll - Earned Period	11/28/2021	11/15/2021	11/29/2021	11/29/2021	No	
	10/02/2021 - 10/15/2021	Posted	Payroll - Earned Period	11/14/2021	11/01/2021	11/10/2021	11/10/2021	No	
	09/18/2021 - 10/01/2021	Posted	Payroll - Earned Period	10/31/2021	10/15/2021	10/19/2021	10/19/2021	No	
	09/04/2021 - 09/17/2021	Posted	Payroll - Earned Period	10/17/2021	10/01/2021	10/07/2021	10/07/2021	No	
	08/21/2021 - 09/03/2021	Posted	Payroll - Earned Period	10/03/2021	09/16/2021	09/30/2021	09/30/2021	No	
	08/07/2021 - 08/20/2021	Posted	Payroll - Earned Period	09/19/2021	09/03/2021	09/13/2021	09/13/2021	No	

Step 3 Select the **Generate Report Summary** button to access the Payroll Report Summary Report.



Step 4 After the report opens, confirm the totals for each rate plan within the **Total Contributions** column.

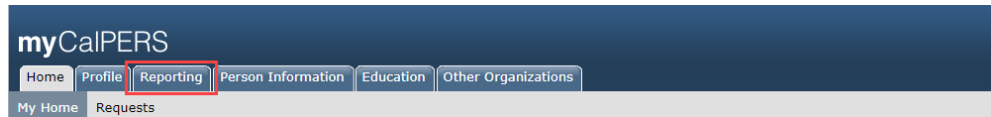
Earned Period / Payroll Adjustment Date	Rate Plan	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions *
09/05/2022-09/18/2022	Rate Plan-58.Miscellaneous	\$37,926,094.31	\$2,943,664.05	\$3,547,892.83	\$0.00	\$14,120.77	\$6,505,677.65
09/05/2022-09/18/2022	Rate Plan-26033.Miscellaneous	\$45,933,065.43	\$2,575,159.39	\$3,635,789.17	\$0.00	\$3,015.86	\$6,213,964.42
09/05/2022-09/18/2022	Rate Plan-25047.Safety - County Peace Officer	\$3,829,633.31	\$449,981.82	\$741,418.78	\$717.96	\$479.78	\$1,192,598.34
09/05/2022-09/18/2022	Rate Plan-59.Safety - Fire	\$6,092,497.08	\$538,134.81	\$1,157,591.29	\$969.06	\$5,347.37	\$1,702,042.53
		\$93,781,290.13	\$6,506,940.07	\$9,082,692.07	\$1,687.02	\$22,963.78	\$15,614,282.94

Step 5 Select a date link to download the **Contribution Detail Report** for the expected billing of each record in the selected rate plan.

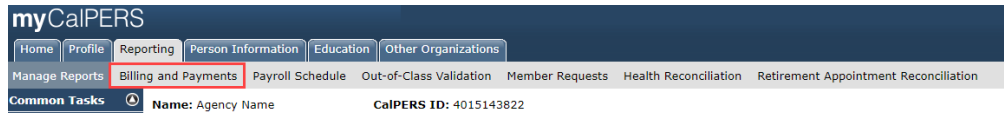
Earned Period / Payroll Adjustment Data	Rate Plan	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions *
09/05/2022-09/18/2022	Rate Plan- 58.Miscellaneous	\$37,926,094.31	\$2,943,664.05	\$3,547,892.83	\$0.00	\$14,120.77	\$6,505,677.65
09/05/2022-09/18/2022	Rate Plan- 26033.Miscellaneous	\$45,933,065.43	\$2,575,159.39	\$3,635,789.17	\$0.00	\$3,015.86	\$6,213,964.42
09/05/2022-09/18/2022	Rate Plan- 25047.Safety - County Peace Officer	\$3,829,633.31	\$449,981.82	\$741,418.78	\$717.96	\$479.78	\$1,192,598.34
09/05/2022-09/18/2022	Rate Plan- 59.Safety - Fire	\$6,092,497.08	\$538,134.81	\$1,157,591.29	\$969.06	\$5,347.37	\$1,702,042.53
		\$93,781,290.13	\$6,506,940.07	\$9,082,692.07	\$1,687.02	\$22,963.78	\$15,614,282.94

Run the Contribution Posted Detail Report

Step 6 Select the **Reporting** global navigation tab.



Step 7 Select the **Billing and Payments** local navigation link.



Step 8 Within the Billing and Payments Summary (Year-To-Date) section, select from the **Fiscal Year** drop-down list.

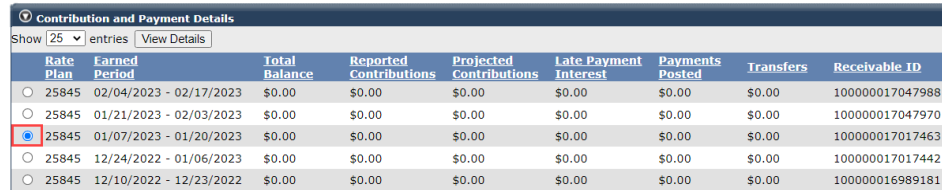
Billing and Payment Summary (Year-To-Date)	
Fiscal Year:	2021/2022
Display	
Contributions For Defined Benefit CalPERS:	\$10,770,153.62
Unfunded Accrued Liability:	\$0.00
Health Premium Deduction:	\$7,235,193.35
Arrears Contributions:	\$52,062.45
CERBT Contributions:	\$0.00
Other Obligations:	\$0.00
Admin/Other Fees:	\$6,800.00
Total Balance:	\$18,064,209.42
Note: Payments received against receivables with a \$0.00 balance will not be posted until the next time contributions are reported.	

Step 9 Select the **Display** button.

Step 10 Select the **View Receivables Detail** link for the rate plan you want to verify.

Contributions For Defined Benefit CalPERS (Year-To-Date)	
Rate Plan 25845 - Safety - Fire - PEPR	
Reported Contributions	
Member Contributions:	\$1,196,139.10
Employer Contributions:	\$1,650,716.25
1959 Survivor Contributions:	\$1,645.17
Service Credit Purchase Contributions:	\$19,361.04
Total Posted Contributions:	\$2,867,861.56
View Contributions Details	
Projected Contributions	
Member Contributions - Projection:	\$2,555.42
Employer Contributions - Projection:	\$3,526.46
Total Projected Contributions:	\$6,081.88
Payments Posted	
Payments Posted:	\$2,163,659.68
Total Payments:	\$2,163,659.68
View Payment Details	
Transfers	
Transfer of Employer Credit:	\$0.00
Transfers In:	(\$1,594.05)
Transfers Out:	\$1,594.05
Total Transfers:	\$0.00
Total Balance:	\$710,283.76
View Receivables Detail	

Step 11 Select the desired **Earned Period** radio button.



The screenshot shows a table titled "Contribution and Payment Details" with a "View Details" button. The table has columns for Rate Plan, Earned Period, Total Balance, Reported Contributions, Projected Contributions, Late Payment Interest, Payments Posted, Transfers, and Receivable ID. Five rows are listed, each with a radio button. The second row, representing the period 01/07/2023 - 01/20/2023, is selected with a blue radio button.

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
<input type="radio"/> 25845	02/04/2023 - 02/17/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017047988
<input type="radio"/> 25845	01/21/2023 - 02/03/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017047970
<input checked="" type="radio"/> 25845	01/07/2023 - 01/20/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017017463
<input type="radio"/> 25845	12/24/2022 - 01/06/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017017442
<input type="radio"/> 25845	12/10/2022 - 12/23/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016989181

Step 12 Select the **View Details** button at bottom left to open the receivable details.

Step 13 For the Regular Payroll report type, review the total contributions column.



The screenshot shows two sections. The top section, "Receivable", displays Fiscal Year: 2021/2022, Rate Plan: 25846, Receivable ID: 100000016484399, Earned Period: 08/07/2021-08/20/2021, and Receivable Due Date: 09/20/2021. The bottom section, "Reported Contributions", shows a table with columns for Report Type, Submission Date, Member Contributions, Employer Contributions, 1959 Survivor Contributions, Additional Contributions, Service Credit Purchase, Overpayment Deduction, and Total Contributions. A single row for "Regular Payroll" with a submission date of 09/03/2021 is shown, with a total contribution of \$641,154.22.

Report Type	Submission Date	Member Contributions	Employer Contributions	1959 Survivor Contributions	Additional Contributions	Service Credit Purchase	Overpayment Deduction	Total Contributions
Regular Payroll	09/03/2021	\$248,652.43	\$392,501.79	\$0.00	\$0.00	\$0.00	\$0.00	\$641,154.22

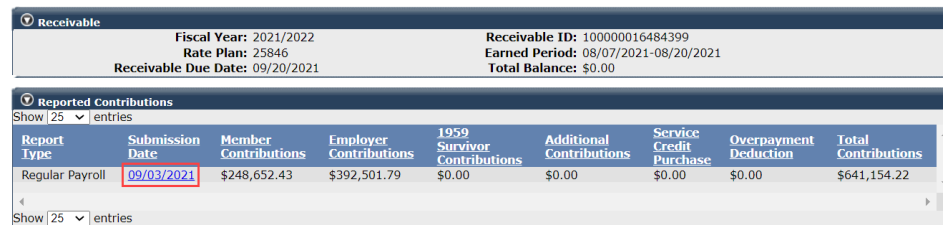
Note: There will only be one regular report listed. The total contributions should match the payroll report summary amount for this rate plan.

Step 14 Do the total contributions differ from the total on the earned period report?

Yes: Continue to step 15

No: Review the [myCalPERS Projected Contributions \(PDF\)](#) student guide to access other financial activities

Step 15 Select the **submission date** link to generate the Contribution Posted Detail Report.



The screenshot shows the "Receivable" and "Reported Contributions" sections. In the "Reported Contributions" table, the "Submission Date" for the "Regular Payroll" row is highlighted with a red box, indicating it is the link to be clicked.

Report Type	Submission Date	Member Contributions	Employer Contributions	1959 Survivor Contributions	Additional Contributions	Service Credit Purchase	Overpayment Deduction	Total Contributions
Regular Payroll	09/03/2021	\$248,652.43	\$392,501.79	\$0.00	\$0.00	\$0.00	\$0.00	\$641,154.22

Step 16 Compare the records listed in the Contribution Detail Report and Contribution Posted Detail Report to find any discrepancies.

Step 17 Do you have another receivable to balance?

Yes: Return to step 8

No: You have completed this scenario.

Scenario 2: Balance Receivables for an Adjustment Report

Run the following reports and compare them to reconcile the records within a receivable:

- **Contribution Detail Report** (located in an adjustment report)
- **Contribution Posted Detail Report** (located in Billing and Payments)

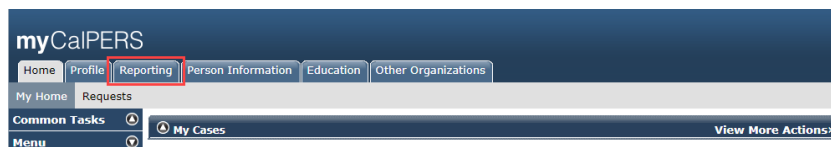
System Logic

- If your adjustment report was posted before March 6, 2021, the receivable will be located based on the **Earned Period/Adjustment Date** column.
- If the adjustment report was posted after March 6, 2021, the receivable will be located based on the record posted date in the Contribution Detail Report. Records in a single adjustment report can post to multiple receivables if records were posted on different days.

Step Actions (17 steps)

Run the Contribution Detail Report

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



Step 2 Select the **Adjustment Date** link.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	01/17/2022 - 01/17/2022	Pending Release	Payroll - Adjustments		01/17/2022			No	External C
	01/17/2022 - 01/17/2022	Pending Release	Payroll - Adjustments		01/17/2022			No	External C
	01/17/2022 - 01/17/2022	Pending Release	Payroll - Adjustments		01/17/2022			No	External C
	01/17/2022 - 01/17/2022	Pending Release	Payroll - Adjustments		01/17/2022			No	External C
	01/16/2022 - 01/16/2022	Pending Release	Payroll - Adjustments		01/16/2022			No	External C
	01/16/2022 - 01/16/2022	Pending Release	Payroll - Adjustments		01/16/2022			No	External C
	01/16/2022 - 01/16/2022	Pending Release	Payroll - Adjustments		01/16/2022			No	External C
	01/16/2022 - 01/16/2022	Pending Release	Payroll - Adjustments		01/16/2022			No	External C
	01/16/2022 - 01/16/2022	Pending Release	Payroll - Adjustments		01/16/2022			No	External C
	01/16/2022 - 01/16/2022	Pending Release	Payroll - Adjustments		01/16/2022			No	External C
	01/14/2022 - 01/14/2022	Pending Release	Payroll - Adjustments		01/14/2022			No	External C
	01/13/2022 - 01/13/2022	Pending Release	Payroll - Adjustments		01/13/2022			No	Over the o
	01/10/2022 - 01/10/2022	Posted	Payroll - Adjustments		01/10/2022	01/10/2022		No	External C
	01/10/2022 - 01/10/2022	Posted	Payroll - Adjustments		01/10/2022	01/10/2022		No	Retro Adju
	01/10/2022 - 01/10/2022	Posted	Payroll - Adjustments		01/10/2022	01/10/2022		No	External C
	01/10/2022 - 01/10/2022	Posted	Payroll - Adjustments		01/10/2022	01/10/2022	01/10/2022	No	Port of Oak
	01/10/2022 - 01/10/2022	Posted	Payroll - Adjustments		01/10/2022	01/11/2022		No	Wladmir W
	01/08/2022 - 01/08/2022	Posted	Payroll - Adjustments		01/08/2022	01/11/2022	01/11/2022	No	Comp Limi
	12/31/2021 - 12/31/2021	Posted	Payroll - Adjustments		12/31/2021	01/07/2022		No	Over the o
	12/25/2021 - 12/25/2021	Posted	Payroll - Adjustments		12/25/2021	12/25/2021	12/25/2021	No	Port of Oak
	12/25/2021 - 12/25/2021	Posted	Payroll - Adjustments		12/25/2021	12/25/2021	12/25/2021	No	Port of Oak

Step 3 Select the **Generate Report Summary** button to access the Payroll Report Summary Report.



Step 4

Find the total for each rate plan within the **Total Contributions** column.

Financial Summary

Earned Period / Payroll Adjustment Date	Rate Plan	Total Member Earnings	Member Contributions	Employer Contributions	Total Contributions *
08/19/2022	Rate Plan-58:Miscellaneous	\$22,590.46	\$735.16	\$869.35	\$1,604.51
08/19/2022	Rate Plan-26033:Miscellaneous	\$497,375.14	\$500.30	\$697.21	\$1,197.51
		\$519,965.60	\$1,235.46	\$1,566.56	\$2,802.02

* Total Member Earnings are not included in the Total Contributions totals.

Step 5

Select the **Earned Period/Payroll Adjustment Date** link for the rate plan that has been identified to have discrepancies with its receivable.

Financial Summary

Earned Period / Payroll Adjustment Date	Rate Plan	Total Member Earnings	Member Contributions	Employer Contributions	Total Contributions *
08/19/2022	Rate Plan-58:Miscellaneous	\$22,590.46	\$735.16	\$869.35	\$1,604.51
08/19/2022	Rate Plan-26033:Miscellaneous	\$497,375.14	\$500.30	\$697.21	\$1,197.51
		\$519,965.60	\$1,235.46	\$1,566.56	\$2,802.02

* Total Member Earnings are not included in the Total Contributions totals.

Step 6

Review the **Record Posted Date** and **Receivable ID** columns to determine which receivable the record(s) was billed.

Contribution Detail Report

Payroll Report Name : PSE 12/10/2022 On-Cycle
 Program : CalPERS
 Fiscal Year : 2022/2023
 Schedule Name :
 Rate Plan Identifier : 26413
 Report Type : Payroll - Earned Period
 Text Indicator : R

Employer :
 Employer CalPERS ID :
 Schedule :
 Member Category : B-Weekly
 Member Category : Miscellaneous
 Earned Period/Adjustment Date : 11/27/2022-12/10/2022
 Report Status : Suspended

CalPERS ID	Name	Record Type	Earned Period Begin Date	Earned Period End Date	Transaction Type	Record Status	Record Posted Date	Receivable ID	Division	Child Rate Plan Identifier	Pay Rate Type	Pay Rate	Reported Earnings	Special Compensation Category	Special Compensation Type	Special Compensation Amount	Scheduled Full Time Hours Per Week	Total Hours Worked	Taxed Member Paid Contributions	Tax Deferred Member Paid Contributions
123456781	Lounamaa, Harold	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Valid				26413	Hourly	\$50.00	\$850.00	N/A	N/A	\$0.00	40	17	\$0.00	\$65.63
234567812	Luhanko, Harjo	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Valid				26413	Hourly	\$38.67	\$3,093.60	N/A	N/A	\$0.00	40	80	\$0.00	\$24.29
345678912	Martinez, Stefania	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Valid				26413	Monthly	\$10,328.74	\$4,790.96	N/A	N/A	\$0.00	40	0	\$0.00	\$346.62
456789123	Masimmi, Diego	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Valid				26413	Hourly	\$31.36	\$2,508.80	N/A	N/A	\$0.00	40	80	\$0.00	\$181.89

Run the Contribution Posted Detail Report

Step 7

Select the **Reporting** global navigation tab.

The screenshot shows the myCalPERS user interface. At the top, there are navigation tabs: Home, Profile, Reporting (highlighted with a red box), Person Information, Education, and Other Organizations. Below the tabs, there are sections for 'My Home', 'Requests', 'Common Tasks', and 'Menu'. The 'My Cases' section is visible with a 'View More Actions' link. At the bottom, there is a footer with contact information and system details.

Step 8

Select the **Billing and Payments** local navigation link.

The screenshot shows the myCalPERS user interface with the 'Reporting' tab selected. Below the navigation tabs, there is a local navigation bar with links: Manage Reports, Billing and Payments (highlighted with a red box), Payroll Schedule, Out-of-Class Validation, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. Below this bar, there are 'Common Tasks' and a 'Name: Agency Name' field. The CalPERS ID is 4015143822.

Step 9 Within the Billing and Payments Summary (Year-To-Date) section, select from the **Fiscal Year** drop-down list.

Billing and Payment Summary (Year-To-Date)	
Fiscal Year:	2020/2021
Contributions For Defined Benefit CalPERS:	\$433,561.34
Unfunded Accrued Liability:	\$0.00
Health Premium Deduction:	\$6,766,522.76
Arrears Contributions:	\$1,899.24
Admin/Other Fees:	\$0.00
Total Balance:	\$7,201,983.34

Note: Payments received against receivables with a \$0.00 balance will not be posted until the next time contributions are reported.

Step 10 Select the **Display** button.

Step 11 Select the **View Receivable Detail** link for the rate plan you want to verify.

Rate Plan 899 - Miscellaneous - Classic	
Reported Contributions	
Member Contributions:	\$5,966,239.13
Employer Contributions:	\$8,844,386.05
Service Credit Purchase Contributions:	\$85,671.83
Total Posted Contributions:	\$14,896,297.01
Projected Contributions	
Member Contributions - Projection:	\$9,570.81
Employer Contributions - Projection:	\$14,176.77
Total Projected Contributions:	\$23,747.58
Payments Posted	
Payments Posted:	\$12,428,183.99
Total Payments:	\$12,428,183.99
Transfers	
Transfer of Employer Credit:	\$0.00
Transfers In:	(\$69,336.89)
Transfers Out:	\$69,331.38
Total Transfers:	(\$5.51)
Total Balance:	\$2,491,855.09

Step 12 Select the desired **earned period** radio button based on the adjustment report date or the record posted date.

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
<input type="radio"/> 25845	02/04/2023 - 02/17/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017047988
<input type="radio"/> 25845	01/21/2023 - 02/03/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017047970
<input checked="" type="radio"/> 25845	01/07/2023 - 01/20/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017017463
<input type="radio"/> 25845	12/24/2022 - 01/06/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017017442
<input type="radio"/> 25845	12/10/2022 - 12/23/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016989181

Step 13 Select the **View Details** button.

Step 14 Select the **Submission Date** link to confirm that the contributions match the payroll report summary amount.

Report Type	Submission Date	Member Contributions	Employer Contributions	1959 Survivor Contributions	Additional Contributions	Service Credit Purchase	Overpayment Deduction	Total Contributions
Payroll Adjustment	12/25/2021	\$123,643.80	\$183,147.44	\$0.00	\$0.00	\$1,920.99	\$0.00	\$308,712.23

Note: There may be more than one adjustment report listed, and the total contributions for each report should match each payroll report summary amount for this rate plan.


Step 15 Do the total contributions differ from the amount on the adjustment report?

Yes: Continue to step 16

No: Review the [myCalPERS Projected Contributions \(PDF\)](#) student guide to access other financial activities

Step 16 Select the **submission date** link to generate the **Contribution Posted Detail Report**.

Contribution Posted Detail Report


Payroll Report Name: SPP 12/10/2022 On-Cycle
Employer: 2022/2023
Fiscal Year: 2022/2023
Schedule Name: 1780
Rate Plan Identifier: 1780
Report Type: Payroll - Earned Period
Text Indicator: N

Program: Employer CalPERS ID :
Schedule: Bi-Weekly
Member Category: Miscellaneous
Earned Period/Adjustment Date: 11/27/2022-12/10/2022
Report Status: Suspended
Receivable Id: 1000001899043

CalPERS ID	Name	Record Type	Earned Period Begin Date	Earned Period End Date	Transaction Type	Record Status	Record Posted Date	Division	Child Rate Plan Identifier	Pay Rate Type	Pay Rate	Reported Earnings	Special Compensation Category	Special Compensation Type	Special Compensation Amount	Scheduled Full Time Hours Per Week	Taxable Member Paid Contributions	Tax Deferred Member Paid Contributions
023456789	Abulencia, Javier	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Posted	02/23/2023		1780	Monthly	\$14,575.81	\$6,727.30	Incentive Pay	Value of Employer Paid Member Contributions	\$538.18	40	\$0.00	\$0.00
234567890	Alvira, Pedro	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Posted	02/23/2023		1780	Hourly	\$57.61	\$2,606.86	Incentive Pay	Value of Employer Paid Member Contributions	\$208.55	40	\$0.00	\$0.00
345678910	Bekele, Mitze	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Posted	02/23/2023		1780	Hourly	\$37.79	\$3,023.21	Incentive Pay	Value of Employer Paid Member Contributions	\$241.86	40	\$0.00	\$0.00
456789120	Celestid, Banna	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Posted	02/23/2023		1780	Hourly	\$45.93	\$3,674.43	Incentive Pay	Value of Employer Paid Member Contributions	\$293.95	40	\$0.00	\$0.00

Note: You can compare the posted records in the report to the records posted in the Contribution Detail Report (step 5).

Step 17 Do you have another receivable to balance?

Yes: Return to step 9

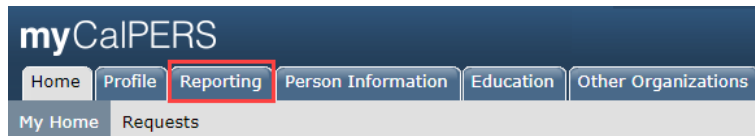
No: You have completed this scenario.

Scenario 3: Reconcile Arrears Receivables

When an employee qualifies for CalPERS membership, your agency must enroll them in a timely manner. Per Government Code 20283, when a late enrollment (90 days after the eligibility date) is reported, the employer is liable for both the member and employer contributions due on the member's account along with a \$500 administrative cost.

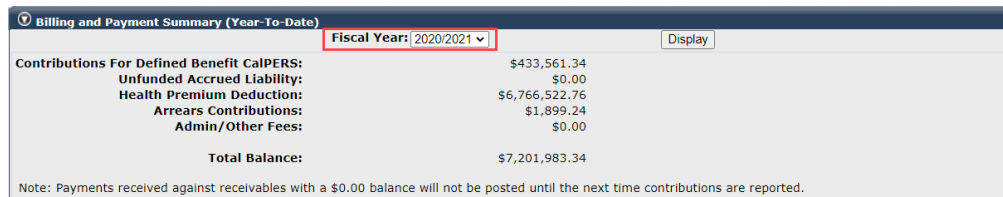
Step Actions (9 steps)

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



Step 2 Select the **Billing and Payments** local navigation link.

Step 3 Within the Billing and Payments Summary (Year-To-Date) section, select from the **Fiscal Year** drop-down list.

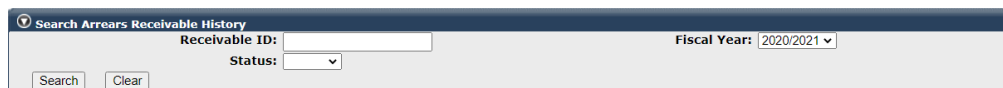


Step 4 Select the **Display** button.

Step 5 Within the Arrears Contributions (Year-To-Date) section, select the **View Arrears Invoice Summary** link.



Step 6 **Optional:** Use the Search Arrears Receivable History section to search for your receivables.



Step 7 Within the Arrears Receivable History section, locate the receivable.

Note: There will be two receivables (one for the administrative cost and the other for the arrears contributions).

Step 8 Within the Arrears Receivable History section, select the **Details** link on the right.

Arrears Receivable History						
Receivable ID	Balance	Due Date	Status	Type	Participant Name	
100000016980787	\$103.28	08/27/2022	Open	20283 Arrears, CalPERS	Teddy Soil	Details
100000016877323	\$500.00	08/21/2022	Open	Admin Fee - 20283 Arrears, CalPERS	Brooke Selvaggio	Details
100000016876729	\$500.00	08/20/2022	Open	Admin Fee - 20283 Arrears, CalPERS	Molly Treat	Details
100000016875469	\$536.26	08/19/2022	Open	20283 Arrears, CalPERS	Daisy Bloom	Details
100000016875468	\$69.47	08/19/2022	Open	20283 Arrears, CalPERS	Eddie Smith	Details

Quick Pay

Select a **Receivable ID** link to display the employer statement for adjustment invoices and administrative cost.

Step 9 Review the Arrears Detail section.

Arrears Detail

Appointment Information

Employer: Agency Name CalPERS ID: 1234567890
 Appointment ID: 12345678 Enrollment Date: 11/01/2021

Determination Information

Arrears Period Begin Date: 11/01/2021 Arrears Period End Date: 06/30/2022
 Arrears Type: Arrears - Employer Paid Admin Fee: Yes
 Status: Completed
 Processing Date: 07/22/2022
 Source of Payroll: N/A - Late Enrollment

Reason: Appointment enrollment was reported late 90 days or more

Does this determination change the enrollment level from PEPRA to Classic? No

Create Date: 06/16/2022
 Determination Date: 06/16/2022
 Update Date: 07/22/2022

Contribution Receivable ID:
 Admin Fee Receivable ID: [100000016877323](#)

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 > I Want To...: Access myCalPERS Student Guides
- [Business Rules & myCalPERS Classes](#)
Pathway: CalPERS website > Employers > I Want To... : Attend Training & Events > Business Rules & myCalPERS Classes
- [Self-Paced Online Classes](#) (log in to myCalPERS, select the **Education** global navigation tab, then the **Classes** local navigation link)
 - Business Rules
 - The Importance of Accurately Reporting Payroll
 - Special Compensation for Public Agencies & Schools
 - myCalPERS
 - Copy Forward an Earned Period Report
 - Maintain Payroll Records
 - Manage Records in a Payroll Report
 - Report a Zero Payroll Record
 - Reporting & Adjusting Special Compensation
 - Reporting Earnings Over the Compensation Limit
 - Request Extension for an Earned Period Report
 - Adjustment Reports
 - View Service & Transaction History
 - Service Credit Purchase & Arrears
 - Projected Contributions
 - Out-of-Class Reporting
- [myCalPERS Technical Requirements](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements
- [CalPERS Public Agency & Schools Reference Guide \(PDF\)](#)
Pathway: CalPERS website > Employers > Policies & Procedures > Reference & Health Guides > Public Agency & Schools Reference Guide
- [Circular Letters](#)
Pathway: CalPERS website > Employers > Policies & Procedures > Circular Letters
- [California Public Employees' Retirement Law \(PERL\)](#)
Pathway: CalPERS website > About > Laws, Legislation, & Regulations > California Public Employees' Retirement Law (PERL)

- [myCalPERS Reports Catalog](#)

Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > myCalPERS Reports Catalog

- Confirmation of No Payroll Contributions Reportable Report
- Retirement Appointment Reconciliation Report
- Separated Retirement Reconciliation Appointments Report

CalPERS Contacts

Email

- To contact [employer educators](#) for questions and requests, 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.