

# myCalPERS Payroll Receivables Reconciliation

Student Guide

**January 31, 2025**



# Introduction

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

## Disclaimer

As a security safeguard, business partner and participant information has been masked within the figures in this procedure guide.

## System Access

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

## Training Opportunities

Prior to taking a myCalPERS training, new users should review the [Introduction to myCalPERS for Business Partners \(PDF\)](#) student guide and take a [Business Rules](#) class. Business rules summarizes the laws defined by the California Public Employees’ Retirement Law (PERL).

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# Scenario 1: Balance Receivables for an Earned Period Report

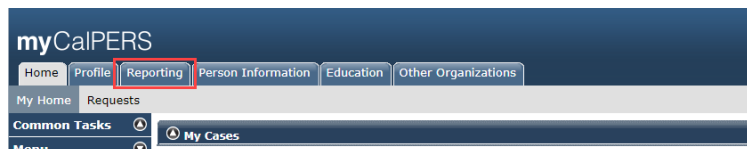
You will compare what is reported in the **Contribution Detail Report** to what is billed in the **Contribution Posted Detail Report**. When there is a difference, use this guide to help you reconcile the records individually. For other financial activities, review the [myCalPERS Projected Contributions 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.

| Work On Existing Payroll Reports |                                 |              |                         |                                      |             |                            |                    |             |             |         |
|----------------------------------|---------------------------------|--------------|-------------------------|--------------------------------------|-------------|----------------------------|--------------------|-------------|-------------|---------|
| Program: CalPERS                 |                                 | Fiscal Year: | Report Status:          | Report Type: Payroll - Earned Period |             |                            |                    |             |             | Display |
| 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.

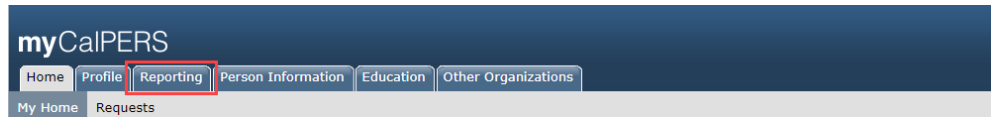
| Earned Period / Payroll Adjustment Date | Rate Plan                                     | Total Member Earnings | Member Contributions | Employer Contributions | 1959 Survivor Contribution | Service Credit Purchase | Total Contributions * |
|-----------------------------------------|-----------------------------------------------|-----------------------|----------------------|------------------------|----------------------------|-------------------------|-----------------------|
| 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.

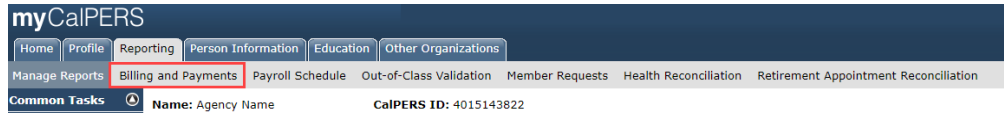
| Earned Period / Payroll Adjustment Data | Rate Plan                                     | Total Member Earnings | Member Contributions | Employer Contributions | 1959 Survivor Contribution | Service Credit Purchase | Total Contributions * |
|-----------------------------------------|-----------------------------------------------|-----------------------|----------------------|------------------------|----------------------------|-------------------------|-----------------------|
| <a href="#">09/05/2022-09/18/2022</a>   | 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        |
| <a href="#">09/05/2022-09/18/2022</a>   | 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        |
| <a href="#">09/05/2022-09/18/2022</a>   | 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        |
| <a href="#">09/05/2022-09/18/2022</a>   | 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              |
| <a href="#">Display</a>                    |                        |
| 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             |
| <b>Total Balance:</b>                      | <b>\$18,064,209.42</b> |

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) |                     |
|----------------------------------------------------------|---------------------|
| <b>Rate Plan 25845 - Safety - Fire - PEPR</b>            |                     |
| <b>Reported Contributions</b>                            |                     |
| 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      |
| <a href="#">View Contributions Details</a>               |                     |
| <b>Projected Contributions</b>                           |                     |
| Member Contributions - Projection:                       | \$2,555.42          |
| Employer Contributions - Projection:                     | \$3,526.46          |
| Total Projected Contributions:                           | \$6,081.88          |
| <b>Payments Posted</b>                                   |                     |
| Payments Posted:                                         | \$2,163,659.68      |
| Total Payments:                                          | \$2,163,659.68      |
| <a href="#">View Payment Details</a>                     |                     |
| <b>Transfers</b>                                         |                     |
| Transfer of Employer Credit:                             | \$0.00              |
| Transfers In:                                            | (\$1,594.05)        |
| Transfers Out:                                           | \$1,594.05          |
| Total Transfers:                                         | \$0.00              |
| <b>Total Balance:</b>                                    | <b>\$710,283.76</b> |
| <a href="#">View Receivables Detail</a>                  |                     |

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

| Report Type     | Submission Date            | Member Contributions | Employer Contributions | 1959 Survivor Contributions | Additional Contributions | Service Credit Purchase | Overpayment Deduction | Total Contributions |
|-----------------|----------------------------|----------------------|------------------------|-----------------------------|--------------------------|-------------------------|-----------------------|---------------------|
| Regular Payroll | <a href="#">09/03/2021</a> | \$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.

| Report Type     | Submission Date            | Member Contributions | Employer Contributions | 1959 Survivor Contributions | Additional Contributions | Service Credit Purchase | Overpayment Deduction | Total Contributions |
|-----------------|----------------------------|----------------------|------------------------|-----------------------------|--------------------------|-------------------------|-----------------------|---------------------|
| Regular Payroll | <a href="#">09/03/2021</a> | \$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)

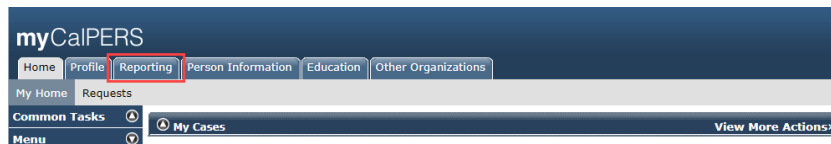
### System Logic

- 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.

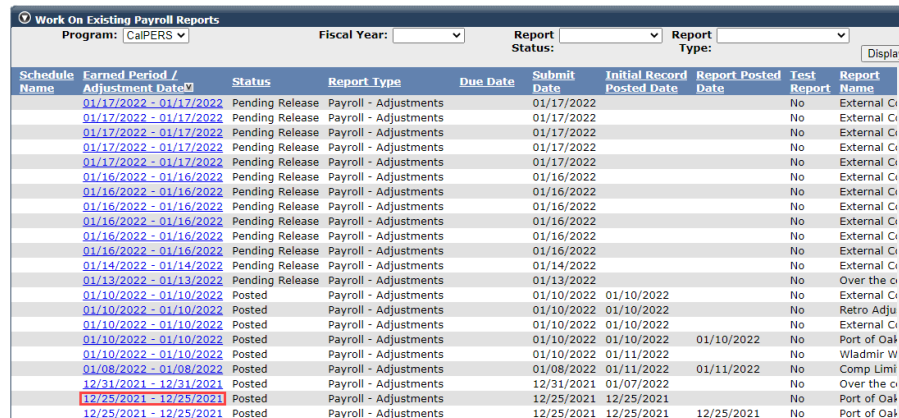
### Step Actions (17 steps)

#### Run the Contribution Detail Report

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



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

The screenshot shows a table titled 'Work On Existing Payroll Reports'. The table has columns for Schedule Name, Earned Period / Adjustment Date, Status, Report Type, Due Date, Submit Date, Initial Record Posted Date, Report Posted Date, Test Report, and Report Name. The 'Adjustment Date' column is highlighted with a red box. The table contains multiple rows of payroll adjustment records, with the most recent ones having dates in 2021 and 2022.

| 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          | Wladimir    |
|               | 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                 |                    | 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 * |
|-----------------------------------------|-------------------------------|-----------------------|----------------------|------------------------|-----------------------|
| <a href="#">08/19/2022</a>              | Rate Plan-58:Miscellaneous    | \$22,590.46           | \$735.16             | \$869.35               | \$1,604.51            |
| <a href="#">08/19/2022</a>              | 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 * |
|-----------------------------------------|-------------------------------|-----------------------|----------------------|------------------------|-----------------------|
| <a href="#">08/19/2022</a>              | Rate Plan-58:Miscellaneous    | \$22,590.46           | \$735.16             | \$869.35               | \$1,604.51            |
| <a href="#">08/19/2022</a>              | 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 : 998 12/10/2022 On-Cycle  
 Program : C&PERS  
 Fiscal Year : 2022/2023  
 Schedule Name :  
 Rate Plan Identifier : 26413  
 Report Type : Payroll - Earned Period  
 Text Indicator : N

Employer :  
 Employer CalPERS ID :  
 Schedule :  
 Member Category :  
 Earned Period/Adjustment Date :  
 Report Status :

8:0 Weekly  
 Miscellaneous  
 11/27/2022-12/10/2022  
 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                          | \$61.63                                |
| 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       | \$30,328.74 | \$4,780.96        | 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        | \$21.36     | \$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. The top navigation bar includes tabs for Home, Profile, Reporting (highlighted with a red box), Person Information, Education, and Other Organizations. Below the navigation bar, there are sections for My Home, Requests, Common Tasks, and a menu. The Reporting tab is the active selection.

Step 8

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

The screenshot shows the myCalPERS user interface with the Reporting tab selected. The local navigation menu below the main navigation bar includes links for Manage Reports, Billing and Payments (highlighted with a red box), Payroll Schedule, Out-of-Class Validation, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The user's name and CalPERS ID are also visible at the bottom.

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             |
| Display                                    |                       |
| 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                |
| <b>Total Balance:</b>                      | <b>\$7,201,983.34</b> |

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    |                       |
|--------------------------------------------|-----------------------|
| <b>Reported Contributions</b>              |                       |
| 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       |
| <a href="#">View Contributions Details</a> |                       |
| <b>Projected Contributions</b>             |                       |
| Member Contributions - Projection:         | \$9,570.81            |
| Employer Contributions - Projection:       | \$14,176.77           |
| Total Projected Contributions:             | \$23,747.58           |
| <b>Payments Posted</b>                     |                       |
| Payments Posted:                           | \$12,428,183.99       |
| Total Payments:                            | \$12,428,183.99       |
| <a href="#">View Payment Details</a>       |                       |
| <b>Transfers</b>                           |                       |
| Transfer of Employer Credit:               | \$0.00                |
| Transfers In:                              | (\$69,336.89)         |
| Transfers Out:                             | \$69,331.38           |
| Total Transfers:                           | (\$5.51)              |
| <b>Total Balance:</b>                      | <b>\$2,491,855.09</b> |
| <a href="#">View Receivables Detail</a>    |                       |

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

| Contribution and Payment Details |                               |               |                        |                         |                       |                 |           |                 |  |
|----------------------------------|-------------------------------|---------------|------------------------|-------------------------|-----------------------|-----------------|-----------|-----------------|--|
| Show 25 entries View Details     |                               |               |                        |                         |                       |                 |           |                 |  |
| 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.

| Reported Contributions |                            |                      |                        |                             |                          |                         |                       |                     |  |
|------------------------|----------------------------|----------------------|------------------------|-----------------------------|--------------------------|-------------------------|-----------------------|---------------------|--|
| Show 25 entries        |                            |                      |                        |                             |                          |                         |                       |                     |  |
| Report Type            | Submission Date            | Member Contributions | Employer Contributions | 1959 Survivor Contributions | Additional Contributions | Service Credit Purchase | Overpayment Deduction | Total Contributions |  |
| Payroll Adjustment     | <a href="#">12/25/2021</a> | \$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:** [Redacted]  
**Fiscal Year:** 2022/2023  
**Schedule Name:** 1780  
**Rate Plan Identifier:** 1780  
**Report Type:** Payroll - Earned Period  
**Test Indicator:** N

**Program:** Employer CalPERS ID : [Redacted]  
**Schedule:** Bi-Weekly  
**Member Category:** Miscellaneous  
**Earned Period/Adjustment Date:** 11/27/2022-12/10/2022  
**Report Status:** Suspended  
**Receivable ID:** 1000001699044

| 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, Mitzie    | 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     | \$3,674.42        | 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

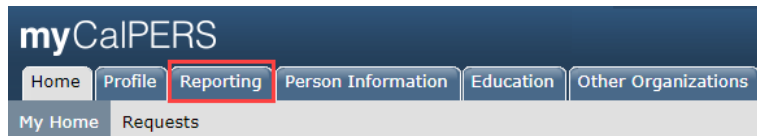
**No:** You have completed this scenario.

## 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.

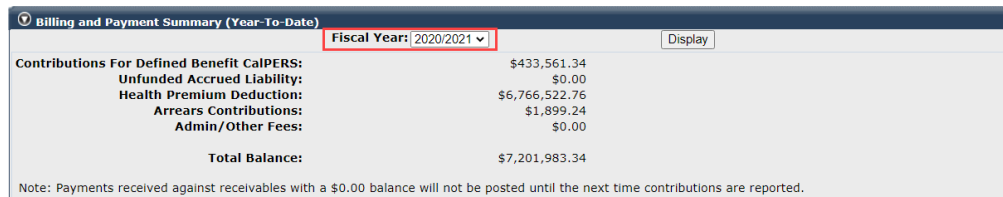
### Step Actions (9 steps)

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 |                         |
| <a href="#">100000016980787</a> | \$103.28 | 08/27/2022 | Open   | 20283 Arrears, CalPERS             | Teddy Soil       | <a href="#">Details</a> |
| <a href="#">100000016977323</a> | \$500.00 | 08/21/2022 | Open   | Admin Fee - 20283 Arrears, CalPERS | Brooke Selvaggio | <a href="#">Details</a> |
| <a href="#">100000016976729</a> | \$500.00 | 08/20/2022 | Open   | Admin Fee - 20283 Arrears, CalPERS | Molly Treat      | <a href="#">Details</a> |
| <a href="#">100000016875469</a> | \$536.26 | 08/19/2022 | Open   | 20283 Arrears, CalPERS             | Daisy Bloom      | <a href="#">Details</a> |
| <a href="#">100000016875468</a> | \$69.47  | 08/19/2022 | Open   | 20283 Arrears, CalPERS             | Eddie Smith      | <a href="#">Details</a> |

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                                                                |                                     |
|-------------------------------------------------------------------------------|-------------------------------------|
| <b>Appointment Information</b>                                                |                                     |
| Employer: Agency Name                                                         | CalPERS ID: 1234567890              |
| Appointment ID: 12345678                                                      | Enrollment Date: 11/01/2021         |
| <b>Determination Information</b>                                              |                                     |
| 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: <a href="#">100000016977323</a>                      |                                     |

You have completed this scenario.

## CalPERS Resources

Obtain more information by visiting the [CalPERS website](http://www.calpers.ca.gov) at [www.calpers.ca.gov](http://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 Employer Reports \(Cognos\) Catalog](#)

**Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements > myCalPERS Employer Reports (Cognos) 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](mailto: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](mailto: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.