

myCalPERS Retirement Appointment Reconciliation

Student Guide

December 19, 2025



Introduction

Retirement appointment reconciliation (RAR) displays employees with missing payroll. If the employee is showing on the RAR list, report the missing payroll, update their retirement appointment, or confirm unposted payroll.

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 view or 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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Unit 1: Reconcile by Appointments

The Retirement Appointment Reconciliation (RAR) list identifies appointments with unreported payroll records for your agency.

System Logic

- The RAR page updates on the last day of each month.
- Employees with the following appointment types will be excluded from the list:
 - Health-only appointments
 - Non-qualified appointments due to the purchase of service credit (e.g., Service Prior to Membership or Military Leave)
 - On Leave appointments:
 - » Appointments without an End Leave event will be excluded for six months
 - » Appointments with an End Leave event will be excluded for the entire leave
- Maintaining appointments within the RAR page will automatically update the list.
- Transactions completed outside the RAR page (e.g., updating the appointment within the employee's profile page) will update the list the following business day.
- To research, use the following links:
 - **View Appointment History** displays retirement appointment details including any appointment event dates listed. Retirement appointment information cannot be changed on this page.
 - **View Transaction History** displays the employee's historical payroll transactions by fiscal year. Once the fiscal year(s) are selected, more payroll history information displays.

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Scenario 1: Process a Permanent Separation

System Logic

The permanent separation date must be entered as at least one day after the last day at your agency, even if the date falls on a weekend or holiday.

Step Actions (6 Steps)

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

Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.

Step 3 In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to permanently separate.

Participants With Unposted Payroll								
Select All		Number of Appointments Listed: 25						
<input type="button" value="Maintain Enrollment"/>		Show 25 entries						
Showing 1 to 25 of 25 entries								
Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period	Payroll Past Due	Unposted Payroll Periods
<input type="checkbox"/>	0123456789 Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	1234567890 Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	2345678901 Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	Review

Step 4 Select the **Maintain Enrollment** button.

Step 5 Complete the Appointment Event Details section.

Appointment Event Details (1 of 3)

Participant CalPERS ID: 0123456789 Name: Jones, Jason L. Member Category: Miscellaneous Enrolled in Health: Yes Health Payment Method: Standard	Appt ID: 01234 Start Date: 04/24/2018 Appt Status: Active Last Reported Earned Period: 10/31/2020 - 11/13/2020
View Appointment History View Transaction History	
Event: <input type="button" value="Permanent Separation"/>	Event Date: <input type="text"/>
Separation Reason: <input type="text"/>	
<input type="button" value="Delete Appointment"/>	<input type="button" value="Skip Appointment"/>

Step 6 Did you select more than one appointment?

Yes: Select the **Save & Go to Next** button and return to step 5

No: Select the **Save and Return** button

You have completed this scenario.

Scenario 2: Delete an Appointment

System Logic

You are unable to delete an appointment that has payroll and/or health benefits attached. Contact CalPERS for additional assistance.

Step Actions (7 Steps)

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

Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.

Step 3 In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to delete.

Participants With Unposted Payroll									
Select All		Number of Appointments Listed: 25							
<input type="checkbox"/> Maintain Enrollment		First Previous 1 Next Last							
Show 25 entries		Showing 1 to 25 of 25 entries							
Participant CalPERS ID Name Appt ID Appt Status Member Account Status Retired Annuitant Last Reported Earned Period Payroll Past Due Unposted Payroll Periods									
<input type="checkbox"/>	0123456789	Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	1234567890	Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	2345678901	Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	Review

Step 4 Select the **Maintain Enrollment** button.

Step 5 Select the **Delete Appointment** button.

Appointment Event Details (1 of 3)

Participant CalPERS ID: 2345678901 Name: Smith, Boyd B. Member Category: Miscellaneous Enrolled in Health: Yes Health Payment Method: Standard	Appt ID: 9876 Start Date: 9/03/1962 Appt Status: Active Last Reported Earned Period: 11/14/2020-11/27/2020
View Appointment History	View Transaction History
Event: * <input type="text"/>	Event Date: * <input type="text"/>
<input type="button" value="Delete Appointment"/> <input type="button" value="Skip Appointment"/>	

Step 6 Select the **Save & Go to Next** button if needed.

Step 7 Did you select more than one appointment?

Yes: Select the **Save & Go to Next** button and return to step 5

No: You have completed this scenario.

Scenario 3: Process a Leave of Absence

System Logic

- The Begin Leave date is entered as at least one day after the last day at your agency, even if it is a weekend or holiday.
- The End Leave date is entered as the date the employee returns to work.

Step Actions (7 Steps)

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

Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.

Step 3 In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to place on a leave of absence.

Participants With Unposted Payroll								
Select All								
Number of Appointments Listed: 25								
Participant CALPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period	Payroll Past Due	Unposted Payroll Periods
<input type="checkbox"/> 0123456789	Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/> 1234567890	Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/> 2345678901	Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	Review

Step 4 Select the **Maintain Enrollment** button.

Step 5 Complete the Appointment Event Details section.

Appointment Event Details (1 of 3)

Participant CalPERS ID: 2345678901 Name: Pham, Chi Thao A. Member Category: Miscellaneous Enrolled in Health: Yes Health Payment Method: Standard	Appt ID: 2345 Start Date: 9/03/1962 Appt Status: Active Last Reported Earned Period: 11/14/2020-11/27/2020
View Appointment History View Transaction History	
Event: * <input type="button" value="▼"/>	Event Date: * <input type="button" value="▼"/>
Delete Appointment Skip Appointment	

Step 6 Select the **Save & Go to Next** button if needed.

Step 7 Did you select more than one appointment?

Yes: Return to step 5

No: You have completed this scenario.

Scenario 4: Confirm Unposted Payroll

System Logic

- Once an earned period is confirmed using the **Confirm Unposted Payroll** button, myCalPERS will stop requesting payroll for that appointment for that earned period.
- You may still report payroll for a confirmed earned period by submitting adjustment record(s).

Step Actions (5 Steps)

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

Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.

Step 3 Select the **Review** link for the appointment that has unposted payroll records.

Participants With Unposted Payroll							
Select All		Number of Appointments Listed: 25					
<input type="checkbox"/> Maintain Enrollment							
Show 25 entries							
Showing 1 to 25 of 25 entries							
Participant CalPERS ID		Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period
CalPERS ID		Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period
<input type="checkbox"/>	0123456789	Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020
<input type="checkbox"/>	1234567890	Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020
<input type="checkbox"/>	2345678901	Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020

Step 4 Within the Unposted Payroll Periods section, select the check box(es) for the earned period(s) to confirm unposted payroll.

Unposted Payroll Periods (3 Records)													
Select All		Confirm Unposted Payroll											
Payroll has not been posted for the following payroll periods. Please post payroll and/or select the payroll periods to confirm payroll is not reportable.													
Show 25 entries													
Showing 1 to 3 of 3 entries													
Earned Period Begin Date		Earned Period End Date	Payroll Due Date	Payroll Past Due	Payroll Record Status	Unposted Payroll Record Exists	Contributory						
Begin Date		End Date	Payroll Due Date	Payroll Past Due	Payroll Record Status	Unposted Payroll Record Exists	Contributory						
<input type="checkbox"/>	05/30/2020	06/12/2020	07/12/2020	Yes		No	Yes						
<input type="checkbox"/>	06/13/2020	06/26/2020	07/26/2020	Yes		No	Yes						
<input type="checkbox"/>	06/27/2020	07/10/2020	08/09/2020	Yes		No	Yes						

Step 5 Select the **Confirm Unposted Payroll** button.

You have completed this scenario.

Scenario 5: Post Payroll

System Logic

The Retirement Appointment Reconciliation list will update the following business day after payroll is posted.

Step Actions (16 Steps)

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

Step 2 Select **Adjustment Report** from the left-side navigation.

Step 3 Select **Manually Enter Adjustment Records** from the Method drop-down list.



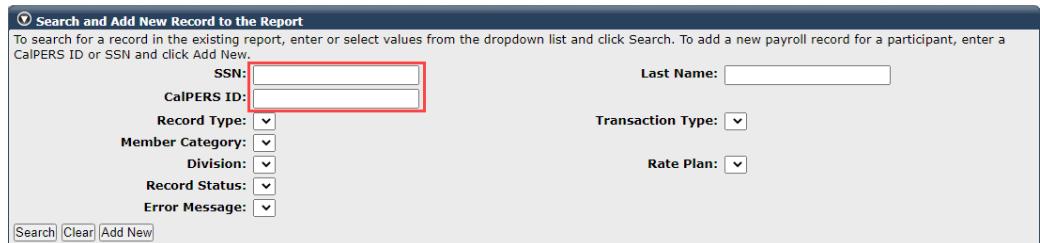
Step 4 Select the **Continue** button.

Step 5 Complete the **Create Report** section.



Step 6 Select the **Save & Continue** button.

Step 7 Within the Search and Add New Record to the Report section, complete either the **SSN** or **CalPERS ID** field.



Step 8 Within the Search and Add New Record to the Report section, select the **Add New** button.

Step 9 Complete the **Maintain Record Details** section.



Step 10 Select the **Display** button.

Step 11 Complete the Maintain Record Details section.

The screenshot shows the 'Maintain Record Details' window. At the top, there are fields for 'Begin Date' (09/01/2019) and 'End Date' (09/14/2019), with a 'Display' button. Below this, the 'Earnings' section includes fields for 'Appointment' (City Name: Appt Id - 34567, Date: 2013-09-03, Type: Miscellaneous, Status: Regular), 'Payroll Schedule' (Approved: Bi-Weekly, Date: 06/19/1982), 'Transaction Type' (Pay Rate Type dropdown), 'Pay Rate' (\$0.00), and 'Reportable Earnings' (\$0.00). It also shows 'Scheduled Full Time' (0.0), 'Hours Per Week' (0.0), 'Total Hours Worked' (0.0), and 'Special Compensation' (0.0). The 'Contributions' section includes fields for 'Taxed Member' (\$0.00), 'Paid Contributions', 'Tax Deferred Member' (\$0.00), 'Paid Contributions', 'Tax Deferred Employer Paid' (\$0.00), and 'Member Contributions'. The 'Service Credit Purchase Deductions' section includes fields for 'Taxed Member Paid' (\$0.00), 'Contribution', 'Tax Deferred Member' (\$0.00), and 'Paid Contribution'. At the bottom, there are buttons for 'Save & Continue', 'Clear', and 'Save & Exit'.

Step 12 Do you need to add another adjustment record for this employee?

Yes: Select the **Save & Continue** button and return to step 8

No: Continue to step 13

Step 13 Select the **Save & Exit** button.

Step 14 Do you need to add additional adjustment record(s) for other employees?

Yes: Return to step 7

No: Continue to step 15

Step 15 Select the **Process Report** button.

Step 16 Select the **Yes** button to process the report.

You have completed this scenario.

Unit 2: Reconcile by Earned Period Reports

You may reconcile appointments by earned period reports. Within each posted earned period report, you may view a list of appointments without payroll reported, maintain appointments (scenario 1), and confirm unposted payroll (scenario 2).

System Logic

- The **View** link is available prior to the earned period end date.
- The day after you post the earned period payroll report is the earliest you can view only the appointments with unposted payroll for that earned period.
- From the Payroll Schedule Detail page, if there is no **View** link, then there are no appointments to reconcile.

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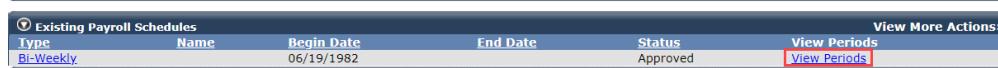
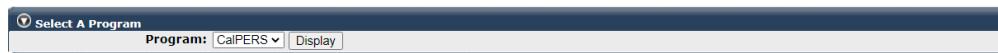
Scenario 1: Maintain Appointments by Earned Period Reports

Step Actions (12 Steps)

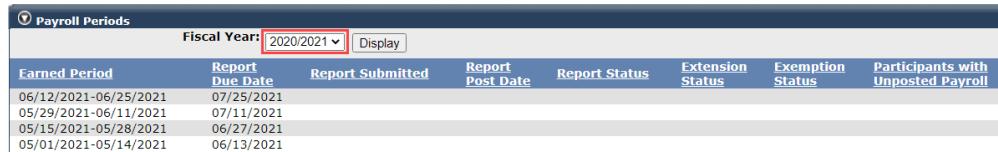
Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Payroll Schedule** local navigation link.

Step 3 Within the Existing Payroll Schedules section, select the appropriate payroll schedule's **View Periods** link.

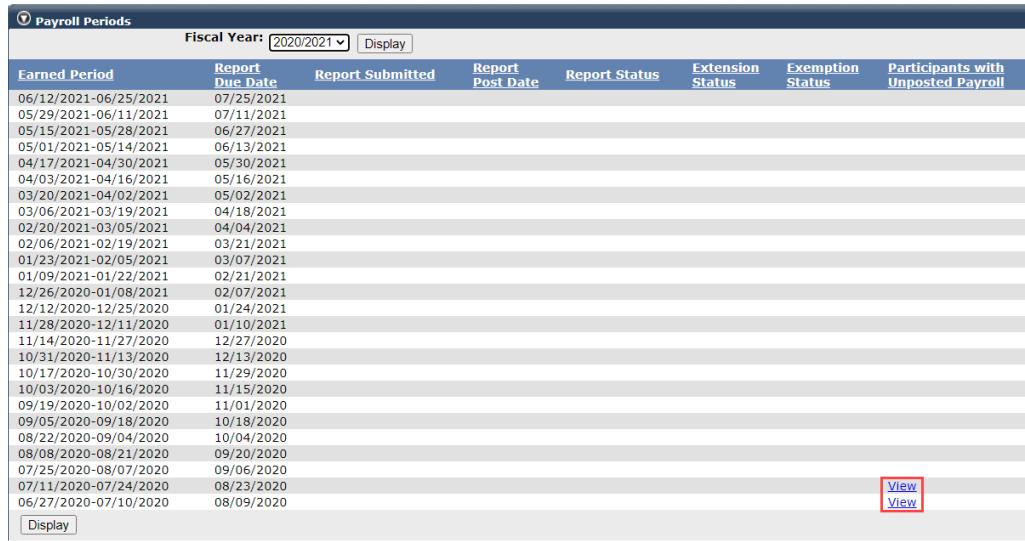


Step 4 Within the Payroll Periods section, select the appropriate **Fiscal Year** from the drop-down list.



Step 5 Select the **Display** button.

Step 6 Under the Participants with Unposted Payroll column, select the appropriate **View** link.



Step 7 Use the Search for Participants with Unposted Payroll section to filter the list.

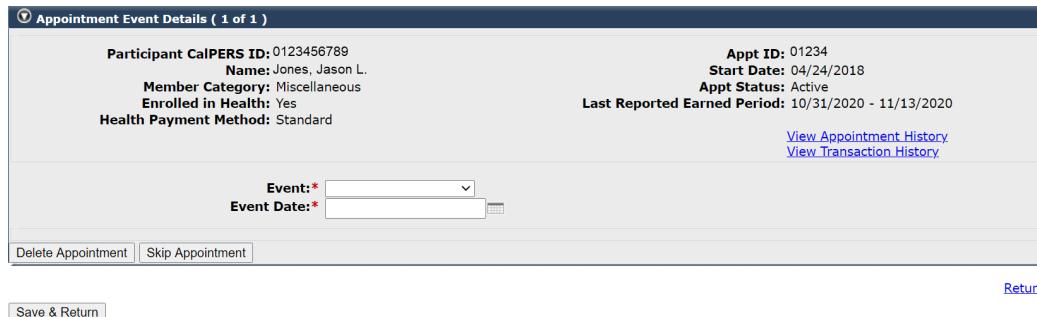


Step 8 Select the appropriate check boxes for those appointments you wish to maintain.



Step 9 Select the **Maintain Enrollment** button.

Step 10 Complete the Appointment Event Details section.



Step 11 Select the **Save & Go to Next** button.

Step 12 Is there an appointment in the Appointment Event Details section?

Yes: Return to step 10

No: You have completed this scenario.

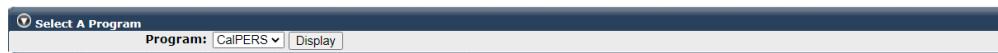
Scenario 2: Confirm Unposted Payroll by Earned Period Reports

Step Actions (9 Steps)

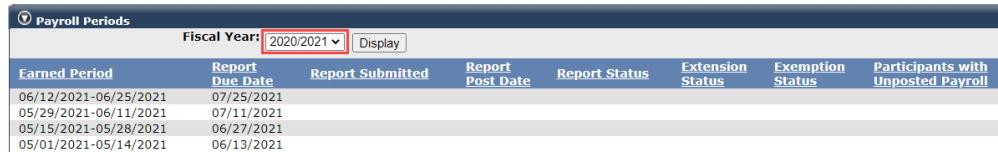
Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Payroll Schedule** local navigation link.

Step 3 Within the Existing Payroll Schedules section, select the appropriate payroll schedule **View Periods** link.

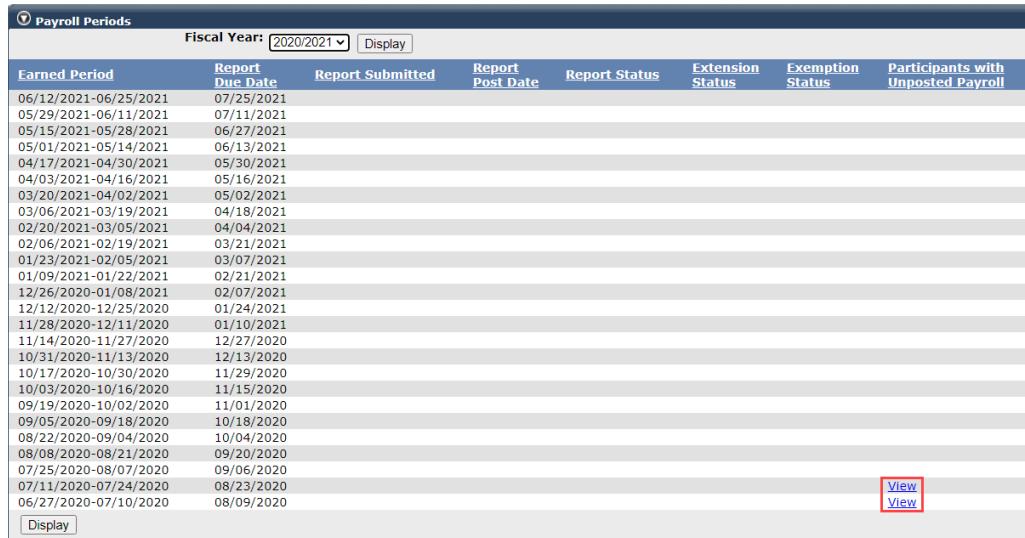


Step 4 Within the Payroll Periods section, select the appropriate **Fiscal Year** from the drop-down list.



Step 5 Select the **Display** button.

Step 6 Under the Participants with Unposted Payroll column, select the appropriate **View** link.



Step 7 Use the Search for Participants with Unposted Payroll section to filter the list.



Step 8 Select the appropriate check boxes for those appointments you wish to maintain.



Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Payroll Record Status	Rate Plan	Projected Member Contributions	Projected Employer Contributions
<input type="checkbox"/> 0123456789	SMITH, JASON L.	01234	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/> 0987654321	PHAM, CHI THAO A.	2345	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/> 1098765432	JONES, BOYD B.	9876	Active	Active	No	Posted	899	\$0.00	\$0.00

Step 9 Select the **Confirm Unposted Payroll** button.

You have completed this scenario.

Unit 3: Reconcile by Rate Plan Receivables

You may reconcile your appointments by rate plan receivables. Within each receivable, you can view a list of appointments that did not have payroll reported, maintain appointments, and confirm unposted payroll records.

System Logic

- The receivables will be available at the beginning of each month. After an earned period payroll report posts, you'll be able to view the appointments with unposted payroll within the Receivable List by Rate Plan page.
- Receivables can be sorted using the Display Receivables with Projected Contributions check box located in the Search Criteria section.

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Scenario 1: Maintain Appointments by Rate Plan Receivables

Step Actions (15 Steps)

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

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

Step 3 If needed, select from the **Fiscal Year** drop-down list.

Step 4 Select the **Display** button.

Step 5 Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you wish to reconcile.

Step 6 Select the **View Receivables Detail** link for the appropriate rate plan.

Contributions For Defined Benefit CalPERS (Year-To-Date)		
Rate Plan 25845 - Safety - Fire - PEPRA		
Reported Contributions		
Member Contributions: \$1,840,779.57 Employer Contributions: \$2,588,836.19 1959 Survivor Contributions: \$2,830.92 Service Credit Purchase Contributions: \$2,362.08 Total Posted Contributions: \$4,434,808.76		
		View Contributions Details
Projected Contributions		
Member Contributions - Projection: \$0.00 Employer Contributions - Projection: \$0.00 Total Projected Contributions: \$0.00		
		View Payment Details
Payments Posted		
Payments Posted: \$4,434,808.76 Total Payments: \$4,434,808.76		
		View Payment Details
Transfers		
Transfer of Employer Credit: \$0.00 Transfers In: (\$536.33) Transfers Out: \$536.33 Total Transfers: \$0.00		
		View Receivables Detail

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

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	06/13/2020 - 06/26/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016031851	
<input type="radio"/> 25845	05/30/2020 - 06/12/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016031831	
<input checked="" type="radio"/> 25845	05/16/2020 - 05/29/2020	\$0.00	\$189,661.17	\$2,842.17	\$0.00	\$189,661.17	\$0.00	100000016012492	
<input type="radio"/> 25845	05/02/2020 - 05/15/2020	\$0.00	\$198,723.87	\$0.00	\$0.00	\$198,723.87	\$0.00	100000016012472	
<input type="radio"/> 25845	04/18/2020 - 05/01/2020	\$0.00	\$184,129.48	\$0.00	\$0.00	\$184,129.48	\$0.00	100000016012452	

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

Step 9 Within the Projected Contributions section, select the **View Details** link.

Projected Contributions		
Appts Included in Projection: 0	Projected Member Contributions: \$1,287.22	View Details
	Projected Employer Contributions: \$1,554.95	

Step 10 Use the Search for Participants with Unposted Payroll section to filter the list.

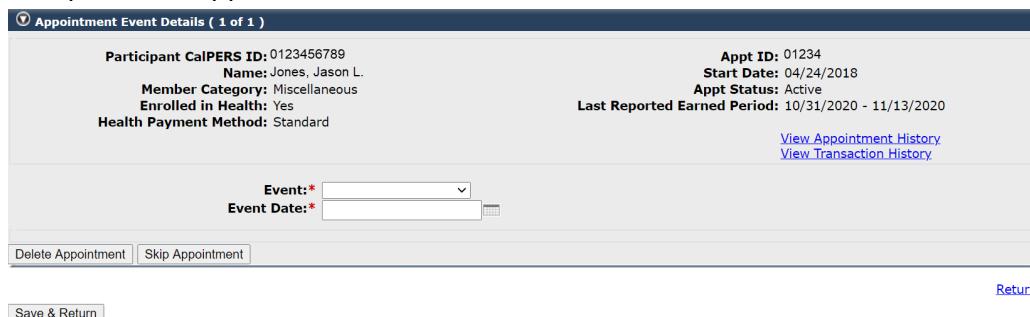


Step 11 Select the appropriate check boxes for those appointments you wish to maintain.



Step 12 Select the **Maintain Enrollment** button.

Step 13 Complete the Appointment Event Details section.



Step 14 Select the **Save & Go to Next** button.

Step 15 Is there an appointment in the Appointment Event Details section?

Yes: Return to step 13

No: You have completed this scenario.

Scenario 2: Confirm Unposted Payroll by Rate Plan Receivables

Step Actions (12 Steps)

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

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

Step 3 If needed, select from the Fiscal Year drop-down list.

Step 4 Select the **Display** button.

Step 5 Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.

Step 6 Select the **View Receivables Detail** link for the appropriate rate plan.

Contributions For Defined Benefit CalPERS (Year-To-Date)
Rate Plan 25845 - Safety - Fire - PEPRA

Reported Contributions	
Member Contributions:	\$1,840,779.57
Employer Contributions:	\$2,588,836.19
1959 Survivor Contributions:	\$2,830.92
Service Credit Purchase Contributions:	\$2,362.08
Total Posted Contributions:	\$4,434,808.76

[View Contributions Details](#)

Projected Contributions	
Member Contributions - Projection:	\$0.00
Employer Contributions - Projection:	\$0.00
Total Projected Contributions:	\$0.00

[View Details](#)

Payments Posted	
Payments Posted:	\$4,434,808.76
Total Payments:	\$4,434,808.76

[View Payment Details](#)

Transfers	
Transfer of Employer Credit:	\$0.00
Transfers In:	(\$536.33)
Transfers Out:	\$536.33
Total Transfers:	\$0.00

[View Details](#)

Total Balance:	
\$0.00	

[View Receivables Detail](#)

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

Contribution and Payment Details

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
<input type="radio"/> 25845	06/13/2020 - 06/26/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016031851
<input type="radio"/> 25845	05/30/2020 - 06/12/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016031831
<input checked="" type="radio"/> 25845	05/16/2020 - 05/29/2020	\$0.00	\$189,661.17	\$2,842.17	\$0.00	\$189,661.17	\$0.00	100000016012492
<input type="radio"/> 25845	05/02/2020 - 05/15/2020	\$0.00	\$198,723.87	\$0.00	\$0.00	\$198,723.87	\$0.00	100000016012472
<input type="radio"/> 25845	04/18/2020 - 05/01/2020	\$0.00	\$184,129.48	\$0.00	\$0.00	\$184,129.48	\$0.00	100000016012452

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

Step 9 Within the Projected Contributions section, select the **View Details** link.

Projected Contributions

Appts Included in Projection: 0 Projected Member Contributions: \$1,287.22
Projected Employer Contributions: \$1,554.95

[View Details](#)

Step 10 Use the Search for Participants with Unposted Payroll section to filter the list.

Search for Participants with Unposted Payroll

Program: <input type="button" value="▼"/>	Last Name: <input type="text"/>	Participant CalPERS ID: <input type="text"/>
SSN: <input type="text"/>	Member Category/ Rate Plan: <input type="button" value="▼"/>	Member Account Status: <input type="button" value="▼"/>
Appt Status: <input type="button" value="▼"/>	Retired Annuitant: <input type="button" value="▼"/>	

Step 11 Select the appropriate check boxes for those appointments you wish to confirm unposted payroll.

Participants with Unposted Payroll										
Payroll has not been posted for the following participants. Please report payroll or select the applicable appointments to confirm payroll is not reportable or maintain the enrollment.										
Select All										
Maintain Enrollment <input type="button" value="Confirm Unposted Payroll"/>										Show 25 entries
Showing 1 to 25 of 25 entries										First Previous 1 Next Last
Participant CALPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Payroll Record Status	Rate Plan	Projected Member Contributions	Projected Employer Contributions	
<input type="checkbox"/> 0123456789	SMITH, JASON L.	01234	Active	Active	No	Posted	27415	\$0.00	\$0.00	
<input type="checkbox"/> 0987654321	PHAM, CHI THAO A.	2345	Active	Active	No	Posted	27415	\$0.00	\$0.00	
<input type="checkbox"/> 1098765432	JONES, BOYD B.	9876	Active	Active	No	Posted	899	\$0.00	\$0.00	

Step 12 Select the **Confirm Unposted Payroll** button.

You have completed this scenario.

CalPERS Resources

Obtain more information by visiting the [CalPERS website](#) at www.calpers.ca.gov.

CalPERS Resources

- [myCalPERS Student Guides & Resources](#)
Pathway: CalPERS website > Employers > Employer Education > myCalPERS Student Guides & Resources (*under Resources heading*)
- [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)
 - myCalPERS, Retirement Appointment Reconciliation
 - Reconcile by Appointments
 - Reconcile by Earned Period Report
 - Reconcile by Rate Plan Receivables
- [myCalPERS Technical Requirements](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements
- [Circular Letters](#)
Pathway: CalPERS website > Employers > Circular Letters
- [Public Agency & Schools Reference Guide \(PDF\)](#)
Pathway: CalPERS website > Employers > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)
- [Public Employees' Retirement Law \(PERL\)](#)
Pathway: CalPERS website > About > Laws, Legislation & Regulations > Public Employees' Retirement Law (PERL)
- [myCalPERS Employer Reports \(Cognos\) Catalog](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > myCalPERS Employer Reports (Cognos) Catalog
 - Retirement Appointment Reconciliation Report

CalPERS Contacts

Email

- To contact the [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 and select the **Submit Inquiry** link to submit a question or request.