

# 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.

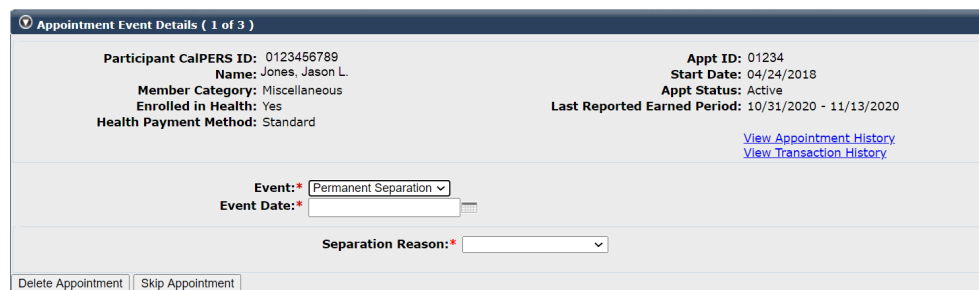
Step 3 In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to permanently separate.



Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period	Payroll Past Due	Unposted Payroll Periods
<input checked="" type="checkbox"/>	0123456789 Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020	Yes	<a href="#">Review</a>
<input checked="" type="checkbox"/>	1234567890 Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	<a href="#">Review</a>
<input checked="" type="checkbox"/>	2345678901 Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	<a href="#">Review</a>

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: \* Permanent Separation  
Event Date: \*  
Separation Reason: \*

Delete Appointment 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.

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	<a href="#">Review</a>
<input type="checkbox"/>	1234567890 Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	<a href="#">Review</a>
<input type="checkbox"/>	2345678901 Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	<a href="#">Review</a>

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: \*  
Event Date: \*

[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:** 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.

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	<a href="#">Review</a>
<input type="checkbox"/>	1234567890 Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	<a href="#">Review</a>
<input type="checkbox"/>	2345678901 Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	<a href="#">Review</a>

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: \*  
Event Date: \*

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

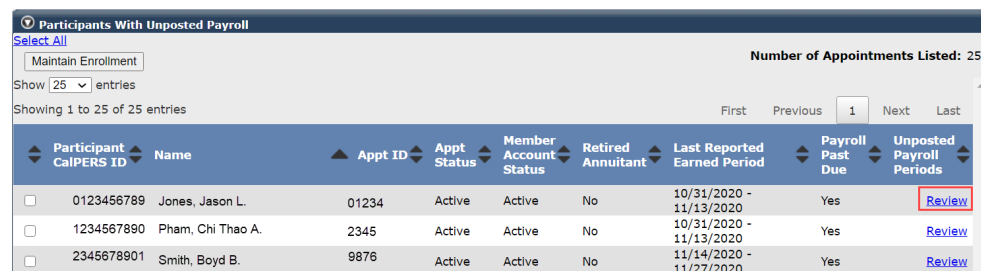
- Once an earned period is confirmed using the **Confirm Unposted Payroll** button, myCalPERS will stop requesting payroll for that appointment for that earned period.
- You may still report payroll for a confirmed earned period by submitting adjustment record(s).

### 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.



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	<a href="#">Review</a>
<input type="checkbox"/> 1234567890	Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	<a href="#">Review</a>
<input type="checkbox"/> 2345678901	Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	<a href="#">Review</a>

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



Earned Period Begin Date	Earned Period End Date	Payroll Due Date	Payroll Past Due	Payroll Record Status	Unposted Payroll Record Exists	Contributory
<input checked="" type="checkbox"/> 05/30/2020	06/12/2020	07/12/2020	Yes		No	Yes
<input checked="" 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.



Create New Adjustment Report  
Method: \* Manually Enter Adjustment Records Continue

Step 4 Select the **Continue** button.

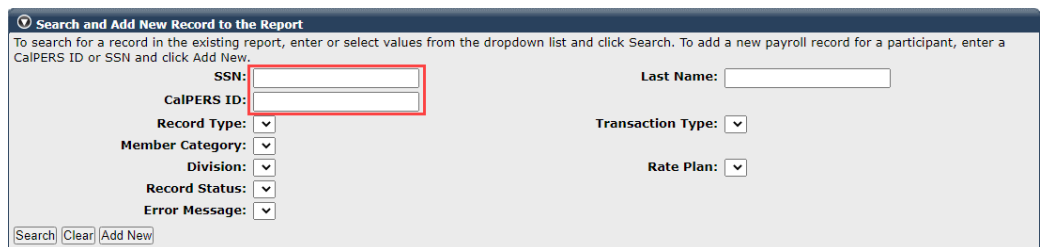
Step 5 Complete the **Create Report** section.



Create Report  
Program: \*  
Report Type: \*  
Payroll Schedule: \*  
Report Name:  
Save & Continue

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.



Search and Add New Record to the Report  
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.  
SSN:  
CalPERS ID:  
Record Type:  
Member Category:  
Division:  
Record Status:  
Error Message:  
Last Name:  
Transaction Type:  
Rate Plan:  
Search Clear Add New

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.



Maintain Record Details  
To add details to the record select Display after entering dates.  
Begin Date: \*  
End Date: \*  
Payroll Record Memo:  
Display  
[View Employee Rate Summary](#)

Step 10 Select the **Display** button.



Step 11 Complete the Maintain Record Details section.

**Maintain Record Details**  
To add details to the record select Display after entering dates.

**Begin Date:** 09/01/2019 **End Date:** 09/14/2019 [Display](#)

**Payroll Record Memo:**

**Earnings**  
**Appointment:** \* ☐ City Name : Appt Id - 34567 : 2013-09-03 : Miscellaneous : Regular  
**Payroll Schedule:** \* Approved : Bi-Weekly : 06/19/1982 - [View Special Compensation](#)

**Transaction Type:**   
**Pay Rate Type:**   
**Reportable Earnings:** \$ 0.0  
**Scheduled Full Time** 0.0  
**Hours Per Week:** 0.0  
**Total Hours Worked:** 0.0  
**Special Compensation:** 0.0  
**Pay Rate:** \$ 0.0  
**Scheduled Full Time** 0.0  
**Days Per Week:** 0.0  
[View Employee Rate Summary](#)

**Contributions**  
**Taxed Member:** \$ 0.0  
**Paid Contributions:**  
**Tax Deferred Member:** \$ 0.0  
**Paid Contributions:**  
**Tax Deferred Employer Paid** \$ 0.0  
**Member Contributions:**  
**Service Credit Purchase Deductions**  
**Taxed Member Paid** \$ 0.0  
**Contribution:**  
**Tax Deferred Member** \$ 0.0  
**Paid Contribution:**  
[View Employee Rate Summary](#)

[Save & Continue](#) [Clear](#) [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.

The screenshot shows the 'Payroll Schedule Options' section with a 'Method' dropdown set to 'Add New Payroll Schedule'. Below it is the 'Select A Program' section with 'Program' set to 'CalPERS' and a 'Display' button. The 'Existing Payroll Schedules' table has columns: Type, Name, Begin Date, End Date, Status, View Periods, and View More Actions. A row is visible for 'Bi-Weekly' with 'Begin Date' 06/19/1982 and 'Status' Approved. The 'View Periods' link is highlighted in red.

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

The screenshot shows the 'Payroll Periods' section with a 'Fiscal Year' dropdown set to '2020/2021' and a 'Display' button. Below is a table with columns: Earned Period, Report Due Date, Report Submitted, Report Post Date, Report Status, Extension Status, Exemption Status, and Participants with Unposted Payroll. The first row shows '06/12/2021-06/25/2021' for Earned Period and '07/25/2021' for Report Due Date.

Step 5 Select the **Display** button.

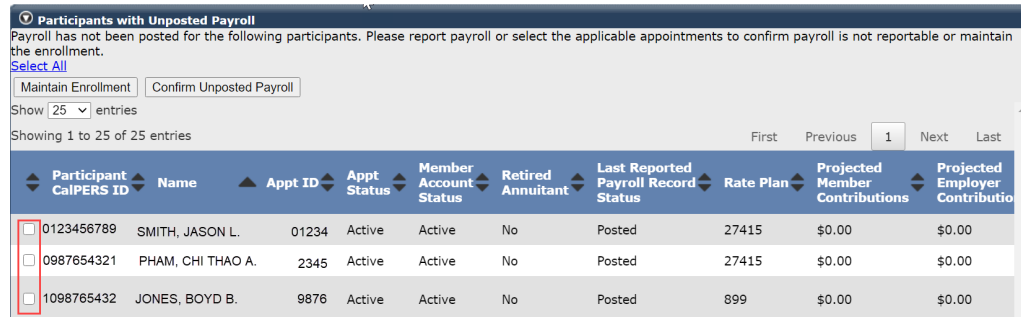
Step 6 Under the Participants with Unposted Payroll column, select the appropriate **View** link.

The screenshot shows the 'Payroll Periods' section with the 'Fiscal Year' dropdown set to '2020/2021' and the 'Display' button. The table below has columns: Earned Period, Report Due Date, Report Submitted, Report Post Date, Report Status, Extension Status, Exemption Status, and Participants with Unposted Payroll. The 'Participants with Unposted Payroll' column contains a list of dates, and the 'View' link is highlighted in red.

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



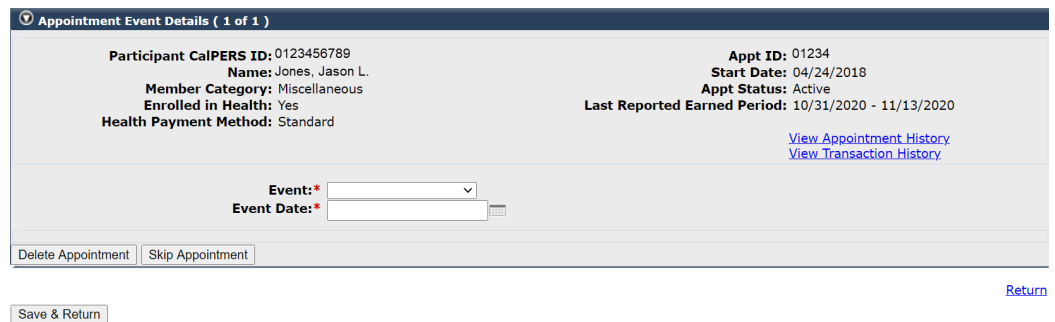
Step 8 Select the appropriate check boxes for those appointments you wish to maintain.



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 Contribution
<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 **Maintain Enrollment** button.

Step 10 Complete the Appointment Event Details section.



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: \*  
Event Date: \*

[Delete Appointment](#) [Skip Appointment](#) [Return](#)  
[Save & Return](#)

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.

The screenshot shows the 'Payroll Schedule Options' section with a 'Method' dropdown set to 'Add New Payroll Schedule'. Below this is the 'Select A Program' section with 'Program' set to 'CalPERS' and a 'Display' button. The 'Existing Payroll Schedules' table is visible, showing a single row for 'Bi-Weekly' with a 'View Periods' link highlighted in red.

Type	Name	Begin Date	End Date	Status	View Periods	View More Actions»
Bi-Weekly		06/19/1982		Approved	<a href="#">View Periods</a>	

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

The screenshot shows the 'Payroll Periods' section with a 'Fiscal Year' dropdown set to '2020/2021' and a 'Display' button. Below this is a table with columns: Earned Period, Report Due Date, Report Submitted, Report Post Date, Report Status, Extension Status, Exemption Status, and Participants with Unposted Payroll.

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Participants with Unposted Payroll
06/12/2021-06/25/2021	07/25/2021						
05/29/2021-06/11/2021	07/11/2021						
05/15/2021-05/28/2021	06/27/2021						
05/01/2021-05/14/2021	06/13/2021						
05/01/2021-05/14/2021	06/13/2021						

Step 5 Select the **Display** button.

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

The screenshot shows the 'Payroll Periods' section with the 'Fiscal Year' dropdown set to '2020/2021' and the 'Display' button. Below this is a table with columns: Earned Period, Report Due Date, Report Submitted, Report Post Date, Report Status, Extension Status, Exemption Status, and Participants with Unposted Payroll. The 'View' link in the 'Participants with Unposted Payroll' column is highlighted in red.

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Participants with Unposted Payroll
06/12/2021-06/25/2021	07/25/2021						
05/29/2021-06/11/2021	07/11/2021						
05/15/2021-05/28/2021	06/27/2021						
05/01/2021-05/14/2021	06/13/2021						
04/17/2021-04/30/2021	05/30/2021						
04/03/2021-04/16/2021	05/16/2021						
03/20/2021-04/02/2021	05/02/2021						
03/06/2021-03/19/2021	04/18/2021						
02/20/2021-03/05/2021	04/04/2021						
02/06/2021-02/19/2021	03/21/2021						
01/23/2021-02/05/2021	03/07/2021						
01/09/2021-01/22/2021	02/21/2021						
12/26/2020-01/08/2021	02/07/2021						
12/12/2020-12/25/2020	01/24/2021						
11/28/2020-12/11/2020	01/10/2021						
11/14/2020-11/27/2020	12/27/2020						
10/31/2020-11/13/2020	12/13/2020						
10/17/2020-10/30/2020	11/29/2020						
10/03/2020-10/16/2020	11/15/2020						
09/19/2020-10/02/2020	11/01/2020						
09/05/2020-09/18/2020	10/18/2020						
08/22/2020-09/04/2020	10/04/2020						
08/08/2020-08/21/2020	09/20/2020						
07/25/2020-08/07/2020	09/06/2020						
07/11/2020-07/24/2020	08/23/2020						<a href="#">View</a>
06/27/2020-07/10/2020	08/09/2020						<a href="#">View</a>

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

The screenshot shows a search form titled "Search for Participants with Unposted Payroll". It includes several input fields: "Program" (a dropdown menu set to "CalPERS"), "Last Name" (a text box), "SSN" (a text box), "Member Category/ Rate Plan" (a dropdown menu), "Appt Status" (a dropdown menu), "Participant CalPERS ID" (a text box), "Member Account Status" (a dropdown menu), and "Retired Annuitant" (a dropdown menu). At the bottom left are "Search" and "Clear" buttons.

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

The screenshot shows a table titled "Participants with Unposted Payroll". Above the table, there is a message: "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." Below this message are two buttons: "Maintain Enrollment" and "Confirm Unposted Payroll". There is also a "Show 25 entries" dropdown and a "Showing 1 to 25 of 25 entries" indicator. The table has columns for "Participant CalPERS ID", "Name", "Appt ID", "Appt Status", "Member Account Status", "Retired Annuitant", "Last Reported Payroll Record Status", "Rate Plan", "Projected Member Contributions", and "Projected Employer Contribution". The first three rows of data are visible, each with a checkbox in the first column.

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 Contribution
<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 2: Confirm Unposted Payroll by Rate Plan Receivables.....	18

## 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 - PEPR			
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	<a href="#">View Contributions Details</a>
Projected Contributions			
Member Contributions - Projection:		\$0.00	
Employer Contributions - Projection:		\$0.00	
Total Projected Contributions:		\$0.00	
Payments Posted			
Payments Posted:		\$4,434,808.76	
Total Payments:		\$4,434,808.76	<a href="#">View Payment Details</a>
Transfers			
Transfer of Employer Credit:		\$0.00	
Transfers In:		(\$536.33)	
Transfers Out:		\$536.33	
Total Transfers:		\$0.00	
Total Balance:		\$0.00	<a href="#">View Receivables Detail</a>

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.

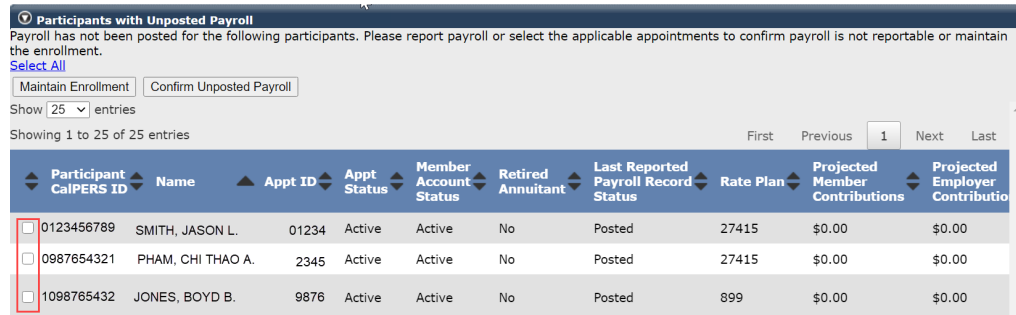
Projected Contributions	
Appts Included in Projection: 0	Projected Member Contributions: \$1,287.22
	Projected Employer Contributions: \$1,554.95
	<a href="#">View Details</a>



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



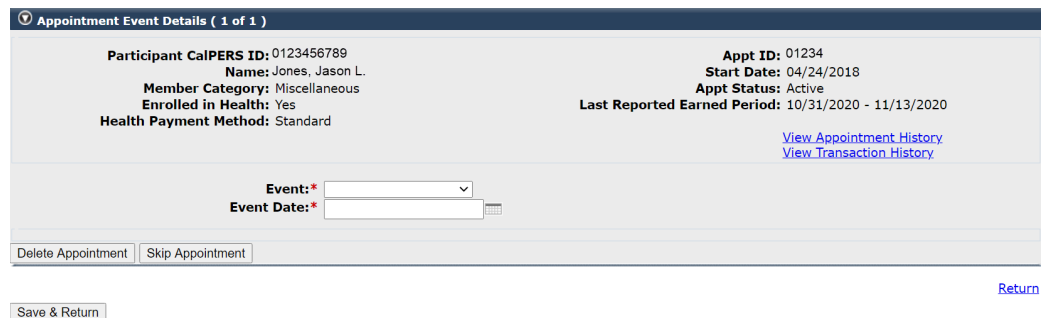
Step 11 Select the appropriate check boxes for those appointments you wish to maintain.



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 Contribution
<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 **Maintain Enrollment** button.

Step 13 Complete the Appointment Event Details section.



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

Event: \*  
Event Date: \*

Delete Appointment Skip Appointment

Save & Return Return

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	
<b>Reported Contributions</b>	
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
<a href="#">View Contributions Details</a>	
<b>Projected Contributions</b>	
Member Contributions - Projection:	\$0.00
Employer Contributions - Projection:	\$0.00
Total Projected Contributions:	\$0.00
<b>Payments Posted</b>	
Payments Posted:	\$4,434,808.76
Total Payments:	\$4,434,808.76
<a href="#">View Payment Details</a>	
<b>Transfers</b>	
Transfer of Employer Credit:	\$0.00
Transfers In:	(\$536.33)
Transfers Out:	\$536.33
Total Transfers:	\$0.00
<b>Total Balance:</b> \$0.00	
<a href="#">View Receivables Detail</a>	

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
	Projected Employer Contributions: \$1,554.95
<a href="#">View Details</a>	

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

Search for Participants with Unposted Payroll	
Program: <input type="text"/>	Participant CalPERS ID: <input type="text"/>
Last Name: <input type="text"/>	
SSN: <input type="text"/>	
Member Category/ Rate Plan: <input type="text"/>	Member Account Status: <input type="text"/>
Appt Status: <input type="text"/>	Retired Annuitant: <input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

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](#)

Show  entries  
Showing 1 to 25 of 25 entries

First Previous  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 Contribution
<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](http://www.calpers.ca.gov) at [www.calpers.ca.gov](http://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.