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To: **All CalPERS Employers**

Subject: **Retirement Appointment Reconciliation (New my|CalPERS Functionality)**

The purpose of this Circular Letter is to inform you of new my|CalPERS functionality designed to improve the accuracy of your agency's employee appointment data. This functionality consists of new pages within mylCalPERS which allow you to: (1) locate missing payroll records, (2) resolve payroll record discrepancies, and (3) streamline the retirement appointment separation process.

Retirement Appointment Reconciliation
With the integration of our membership, health, payroll, and benefit systems in my|CalPERS, it is critical that employees' appointment information is properly maintained by all employers. To help employers meet these responsibilities, we have created an area in my|CalPERS for Retirement Appointment Reconciliation.

To navigate to these pages, select the **Reporting** global navigation tab, then select **Retirement Appointment Reconciliation**.

A Missing Payroll Search page will display. This page lists appointments that are missing payroll and may require action, such as updating the appointment information or submitting a payroll report. You can select appointments and take the following actions:
- Process a Leave of Absence
- Process a Permanent Separation
- Delete an Appointment

You will also be able to individually view each earned period shown as missing for an appointment and choose to either confirm that payroll was not reportable, or submit a payroll report.

Note: These pages are only accessible to my|CalPERS users with Business Partner Payroll or Business Partner Retirement Enrollment access roles.

Cognos Reports

my|CalPERS generates reports using IBM Cognos software to query your agency's data. The new functionality provides access to three new Cognos Reports:

- **Retirement Appointment Reconciliation Report**
  Identifies employees who have appointments with missing contributions for one or more earned periods.

- **Confirmation of No Payroll Contributions Reportable Report**
  Identifies appointments where one or more earned periods were confirmed by the employer as not requiring reportable contributions.

- **Separated Retirement Reconciliation Appointment**
  Identifies appointments that were previously within the Participants with Missing Payroll section that have now been resolved by processing a permanent separation.

To learn how to access and use Cognos reports, please view the Student Guide for my|CalPERS Course 205: So You Want To Run a Cognos Report? located at www.calpers.ca.gov

Supplemental Guide

View the my|CalPERS Retirement Appointment Reconciliation Supplemental Guide on the CalPERS website for detailed steps on how to utilize the Retirement Appointment Reconciliation pages.

If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888**-225-7377).

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