myCalPERS Payroll Reporting

Student Guide

October 19, 2024

CalPERS

Introduction

This guide is a resource to assist you with earned period payroll reporting. As a business partner with a retirement contract with CalPERS, you must provide and manage payroll information regularly. Payroll reports contain your employees' records that are uploaded or added manually to preprocessing areas before they can be submitted in myCalPERS. After a report is submitted for processing, all records are then validated, and errors are identified to allow for corrections.

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).

Contents

Unit 1: Person Search Tool

The Person Search tool provides a summary of your active employees' appointment details and position information. A new or returning employee must have an appointment with your agency in myCalPERS before submitting payroll for them.

Scenario

Prior to adding a new employee's first payroll record, you will verify their appointment details.
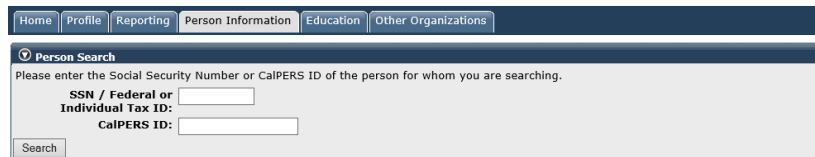
System Logic

The Person Search tool needs to be refreshed in between searches. Clear the last employee's profile information by selecting the **Person Search** left-side link.

Step Actions (5 steps)

Step 1	From the homepage, select the **Person Information** global navigation tab.

Step 2	Complete the Person Search section.

Step 3	Select the **Search** button.

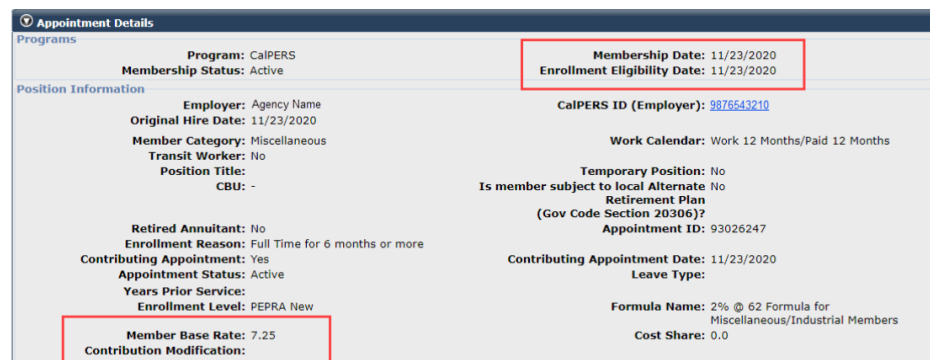|	
Step 4	Within the Appointment History section, select the **Employer** link that has an Active appointment status.

Step 5	Review your employee's appointment details, including their eligibility date and member base rate.

You have completed this scenario.

Unit 2: Initiate Payroll Reporting

In this unit, you will learn to create an earned period payroll report. A payroll report is not complete until the report has been submitted and posted.

Transmitting Payroll Information

There are three options for transmitting payroll information through myCalPERS:

- **File Upload** – This method uses a payroll report file with data from your internal payroll system and uploads it to myCalPERS.
- **Manual Entry** – This online-data-entry method creates a new payroll report into which each payroll record is manually entered. This method is used primarily by new agencies that are reporting for the first time.
- **Copy Forward** – This online-data-entry method copies a previously posted earned period payroll report to create a new earned period report. Copied records can be modified or deleted, and new records can be added. This method is commonly used when earnings are the same (or very similar) across earned periods.

Reporting Payroll Adjustments Records

For online-data-entry users, if you are only reporting adjustment records, create an adjustment report. Refer to the myCalPERS Payroll Adjustments (PDF) student guide for step actions.

Contents

Scenario 1: File Upload

This method allows you to upload an XML file to report your agency's payroll data through myCalPERS.
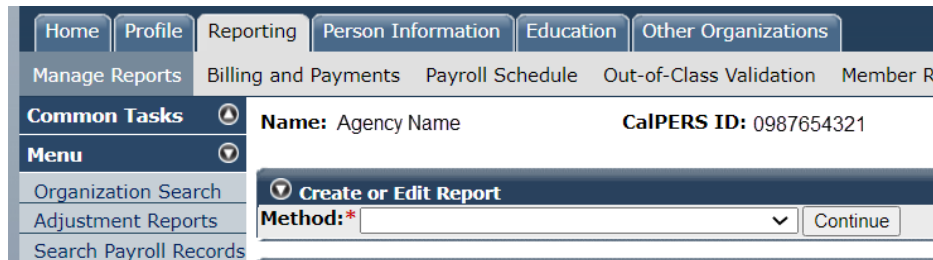
Resources

- The myCalPERS Technical Resources CalPERS webpage is available to help you with the steps required to ensure your agency can connect to myCalPERS and submit correctly formatted files.
- If you're interested in using the file upload method, contact myCalPERS System Support at **employertechnicalsupport@calpers.ca.gov**.

Step Actions (15 steps)

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

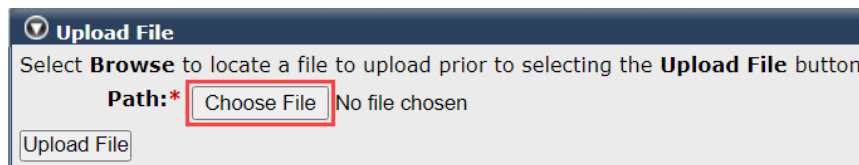| Step 2	Within the Create or Edit Report section, select **Upload File** from the Method drop-down list.

Step 3	Select the **Continue** button.

Step 4	Select the **Choose File** button in the Upload File section.

Step 5	Select the payroll file.

Step 6	Select the **Open** button.

Step 7	Select the **Upload File** button.

Step 8	Select the **View Preprocessing Areas** link at the bottom right-hand side of page.

Payroll file statuses:

- **Ready**: Prepared to go through processing in myCalPERS
- **Accepted**: Passed first level validations (formatting, required fields, etc.)
- **Rejected**: Failed the first level validations (contribution totals, payroll dates with regards to permanent separations, etc.)

File Type	Upload Date▼	File Status	Batch Job Status	File Name	Valid	Error	Total
Payroll Reporting	11/02/2020	Ready		20200402153458_010_10006_CPRVALID.xml			
Payroll Reporting	10/29/2020	Accepted	Completed	20201029130618_459_10006.xml	97	6	103
7	10/29/2020	Accepted	Completed	20201029122628_668_00007.xml	183	0	183
7	10/29/2020	Accepted	Completed	20201029094907_619_00007.xml	17	0	17
Payroll Reporting	10/28/2020	Accepted	Completed	20201028143230_233_10006.xml	96	6	102
7	10/28/2020	Accepted	Completed	20201028094843_071_00007.xml	157	0	157
Payroll Reporting	10/27/2020	Accepted	Completed	20201027135057_851_10006.xml	97	4	101
Payroll Reporting	10/27/2020	Accepted	Completed	20201027120547_908_10006.xml	93	4	97
7	10/27/2020	Accepted	Completed	20201027084858_151_00007.xml	18	3	21
Payroll Reporting	10/27/2020	Accepted	Completed	20201027102247_211_10006.xml	68	3	71
Payroll Reporting	10/27/2020	Accepted	Completed	20201027090222_960_10006.xml	49	2	51
7	10/23/2020	Accepted	Completed	20201023150829_908_00007.xml	99	0	99
Payroll Reporting	10/23/2020	Accepted	Completed	20201023124658_169_10006.xml	22	4	26
7	10/23/2020	Accepted	Completed	20201023082802_962_00007.xml	8	1	9
Payroll Reporting	10/22/2020	Accepted	Completed	20201022170819_345_10006.xml	21	4	25
Payroll Reporting	10/22/2020	Accepted	Completed	20201022152202_836_10006.xml	20	3	23
Payroll Reporting	10/22/2020	Accepted	Completed	20201022101016_044_10006.xml	19	3	22
Payroll Reporting	10/21/2020	Accepted	Completed	20201021160045_118_10006.xml	18	2	20
7	10/21/2020	Accepted	Completed	20201021152650_409_00007.xml	70	0	70
Payroll Reporting	10/21/2020	Accepted	Completed	20201021145041_045_10006.xml	10	0	10
7	10/21/2020	Accepted	Completed	20201021083533_645_00007.xml	41	0	41
Payroll Reporting	10/21/2020	Accepted	Completed	20201021013201_774_10006.xml	19472	0	19472
Payroll Reporting	10/21/2020	Accepted	Completed	20201020235422_426_10006.xml	19450	23	19473
Payroll Reporting	10/20/2020	Accepted	Completed	20201020224917_631_10006.xml	19450	23	19473
Payroll Reporting	10/20/2020	Accepted	Completed	20201020220424_048_10006.xml	19450	23	19473

Showing records 1 - 25 | First << Previous 1 2 3 4 5 6 7 8 9 10 11   Next >>   Last | View Max

View Preprocessing Areas

Step 9	Within the Preprocessing Area section, select the **Payroll Reporting** link.

Preprocessed Data	Valid	Error	Total
Affected Subscriber List	90	2	92
Census	-	-	-
Direct Authorization	90	2	92
Health Carrier Rate Data	-	-	-
Health Carrier ZIP Code Plan Relationship Data	-	-	-
Health Enrollment	-	-	-
Medical Group Assignment List	-	-	-
Payroll Reporting	-	-	-
Retirement Enrollment	-	-	-

Upload Data File   View Upload History

Step 10	Within the Work On Existing Payroll Reports section, select the **View Max** link at the bottom of the page to display all payroll reports.
Step 11	Sort by column header(s) to locate the appropriate report.
Step 12	Select the appropriate Earned Period/Adjustment Date link to review payroll records for the earned period.
Step 13	To access the records within the prior earned period report, select the **View Records** link on the bottom right-hand corner of the page.
Step 14	From the View Payroll Records page, select the **Process Report** button to process the report. **Note:** myCalPERS will identify and flag all employer paid arrears records. Once flagged, these records cannot be edited or deleted and will be posted overnight.
Step 15	Select the **Yes** button under the Confirmation Page section to confirm the request to process the report. **You have completed this scenario.**

Scenario 2: Earned Period Reporting – Manual Entry

You can create a payroll report by manually entering the necessary information for each payroll record within the report. This method is primarily used by new agencies.

New Contracting Agencies

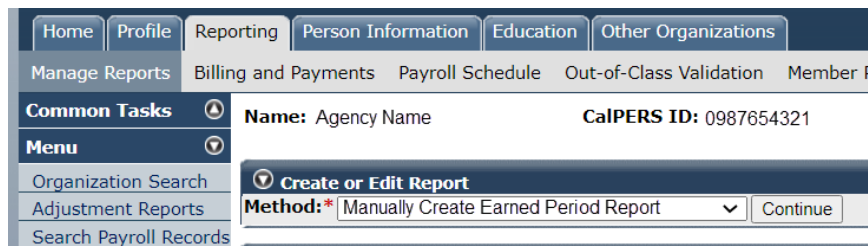New contracting agencies must ensure the following is in myCalPERS before reporting earned period records:

- Your retirement contract: otherwise, you cannot enroll employees in CalPERS and report their payroll.
- Your agency's payroll schedule (*Monthly, Semi-monthly, Bi-weekly, or Quadri-weekly*)
- Your employees' PERS appointments with your agency

Step Actions (22 steps)

Step 1	Select the **Reporting** global navigation tab.
Step 2	Within the Create or Edit Report section, select the **Manually Create Earned Period Report** option from the Method drop-down list.
Step 3	Select the **Continue** button.
Step 4	Complete the Create Report section.
Step 5	Select the **Save & Continue** button.
Step 6	Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.

Step 7	Select the **Add New** button.

Step 8	If needed, within the Maintain Record Details section, modify the Begin and End Date fields.

Step 9	Select the **Display** button to expand the section.

Step 10	Within the Maintain Record Details section, complete the Earnings subsection.

Note:

- **Scheduled Full Time Hours Per Week**: Enter the number of hours your agency considers full time for this position. Required for all pay rate types.
- **Scheduled Full Time Days Per Week:** If pay rate type is daily, enter the number of days your agency considers full time for this position. Complete in addition to Scheduled Full Time Hours Per Week.
- **Total Hours Worked:** Enter only if employee is a retired annuitant.

| Step 11 | Do you need to report special compensation?

Yes: Continue to step 12.

No: Skip to step 20. |
|---|---|

Step 12	Select the **View Special Compensation** link.
Step 13	Within the View Special Compensation section, select an **Add New** button.

Step 14	Complete the Maintain Special Compensation Details section.

Step 15	Do you need to report additional special compensation?
	Yes: Continue to step 16.
	No: Skip to step 18.
Step 16	Select the **Save and Add Another** button.
Step 17	Return to step 14.
Step 18	Select the **Save** button.
Step 19	Select the **Return** link at the bottom right.
Step 20	Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s) if needed.
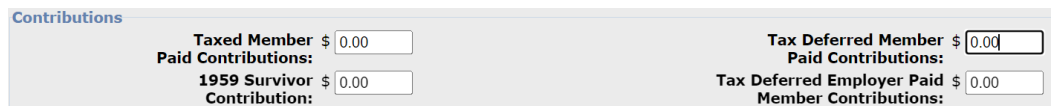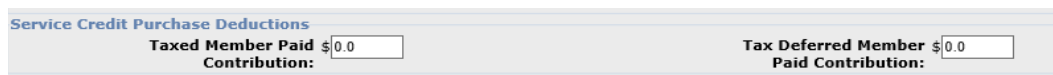
Step 21	Within the Service Credit Purchase Deductions subsection, enter the contribution amount(s) in the appropriate field(s) if needed.

Step 22	Select the **Save & Exit** button.
	Note: Repeat steps 6-22 until all payroll records are in the report.
	You have completed this scenario.

Scenario 3: Earned Payroll Reporting – Copy Forward

You will copy forward a previously posted payroll report to create a new earned period report.

Using the copy forward method allows you to copy prior posted payroll records, make changes to the copied records, and then submit the report for a new earned period. This method is commonly used when earnings are the same (or very similar) across earned periods.

The following records do not copy forward:

- Adjustment records
- Earned Period No Contribution and No Service records – If the employee record needs to be rereported, manually add the record to the copy forwarded payroll report.
- Zero-payroll records (zero contributions and no special compensation)

Step Actions (5 steps)
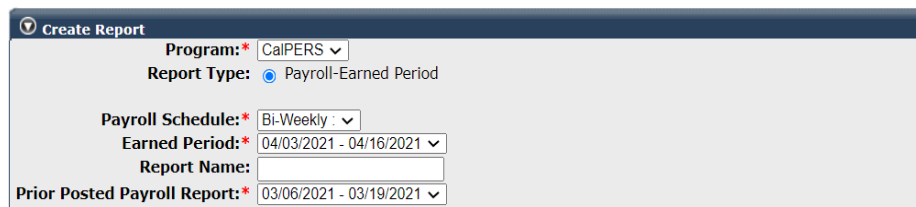
Step 1	Select the **Reporting** global navigation tab.
Step 2	Within the Create or Edit Report section, select **Copy Prior Posted Payroll Report** from the **Method** drop-down list.

Step 3	Select the **Continue** button.
Step 4	Complete the Create Report section.

Step 5	Select the **Save & Continue** button.
	You have completed this scenario.

Unit 3: Maintaining Records Within an Earned Period Payroll Report

In this unit, you will learn how to add and modify payroll records.

CalPERS retirement benefits are funded by contributions paid by employers, members, and CalPERS investments. It is your agency's responsibility to ensure your employees' payroll is reported accurately and timely, as earned not paid, to ensure correct payment of benefits.

System Logic

- CalPERS defines the first earned period of a new fiscal year as having an end date of July 1 or later.
- When data is not reportable for a field, that field must be left at zero (0.0).
- Do not use the **Apply Mass Update** link on the View Payroll Records page.

Reporting Member and Employer Paid Arrears

- Do not report payroll records associated to a member paid arrears determination in an earned period report or an adjustment report. For reporting member paid arrears, and to learn more about the arrears process, refer to the myCalPERS Employment Certification Functionality (PDF) student guide.
- It is best practice to report payroll records associated to an employer paid arrears determination in an adjustment report. To learn more about payroll adjustment reports, refer to the myCalPERS Payroll Adjustments (PDF) student guide. If they are reported in an earned period report, the records will not post until the 30-day appeal period expires, causing the earned period report to remain in suspended status past its due date, and resulting in a $200 late reporting fee. To waive your appeal rights so the records will post, refer to the myCalPERS Employment Certification Functionality (PDF) student guide.
- Once Arrears Apply – Employer Paid records are processed, they will post the following day.

Contents

Scenario 1: Delete an Employee's Payroll Record

Your employee permanently separated. You will delete their payroll record because they didn't work during the current earned period.

Step Actions (5 steps)

Step 1   Complete the Search and Add New Record to the Report section.

Step 2   Select the **Search** button.

Step 3   Within the Records Present in the Report section, select the check box next to the **SSN** link of the employee's record you need to delete.

Step 4   Select a **Delete** button.

Step 5   Confirm the deletion by selecting the **Yes** button.

You have completed this scenario.
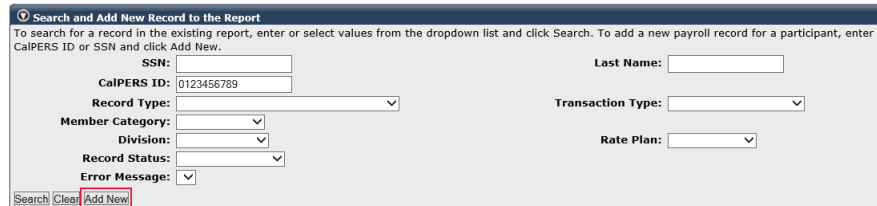
Scenario 2: Add a Payroll Record for a New Active Employee

You have a new employee whose PERS appointment is in myCalPERS, so you will manually enter their payroll details in your payroll report.
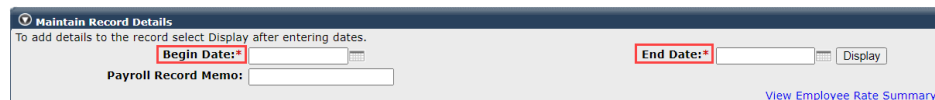
Step Actions (18 steps)

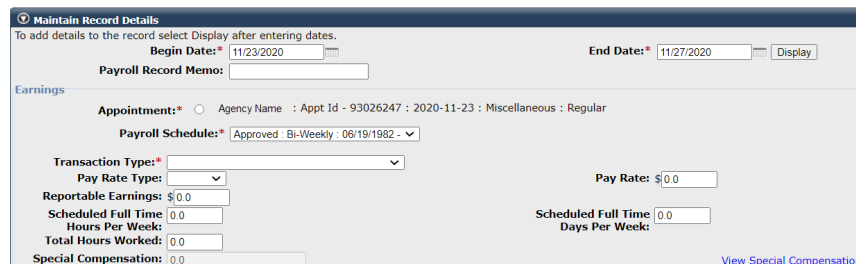| Step 1	Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.

Step 2	Select the **Add New** button.

Step 3	If needed, within the Maintain Record Details section, modify the Begin and End Date fields.

Step 4	Select the **Display** button to expand the section.

Step 5	Within the Maintain Record Details section, complete the Earnings subsection.

Note:

- **Transaction Type:** If the correct transaction type is not in the drop-down list, correct the begin or end dates, then select the **Display** button.
- **Scheduled Full Time Hours Per Week**: Enter the number of hours your agency considers full time for this position. Required for all pay rate types.
- **Scheduled Full Time Days Per Week:** If pay rate type is daily, enter the number of days your agency considers full time for this position. Complete in addition to Scheduled Full Time Hours Per Week.
- **Total Hours Worked**: Report hours if employee is a retired annuitant.
- For employees who started in the middle of the earned period, their earnings and contributions may need to be adjusted for the next earned period.

Step 6	Do you need to report special compensation?
	Yes: Continue to step 7.
	No: Skip to step 15.
Step 7	Select the **View Special Compensation** link.
Step 8	Within the View Special Compensation section, select an **Add New** button.

| Step 9 | Complete the Maintain Special Compensation Details section. |
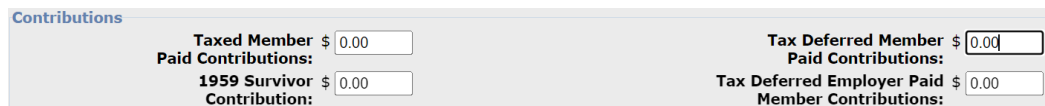
Step 10	Do you need to report additional special compensation?
	Yes: Continue to step 11.
	No: Skip to step 13.
Step 11	Select **Save and Add Another** button.
Step 12	Return to step 9.
Step 13	Select the **Save** button.
Step 14	Select the **Return** link at bottom right.
Step 15	Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).
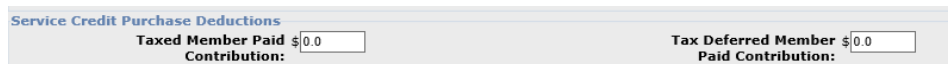
Step 16	Do you need to report a service credit purchase deduction?
	Yes: Continue to step 17.
	No: Skip to step 18.
Step 17	Within the Service Credit Purchase Deductions subsection, enter the contribution amount(s) in the appropriate field(s).

| Step 18 | Select the **Save & Exit** button. |
| | **You have completed this scenario.** |

Scenario 3: Add a Payroll Record for a Non-Contributory Employee

A non-contributory record is reported as an *Earned Period No Contribution and No Service* transaction type. Use this transaction type to report payroll for an employee who is:

- A retired annuitant
- A Local Alternate Retirement Plan (Gov. Code 20306) member
- Working in an overtime position. If the transaction type does not display in the drop-down list, contact CalPERS.

Step Actions (15 steps)
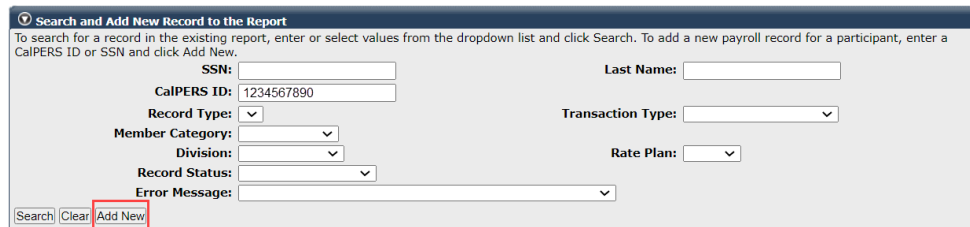
Step 1   Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.

Step 2   Select the **Add New** button.

Step 3   If needed, within the Maintain Record Details section, modify the Begin and End Dates.

Note: If a retired annuitant's hours cross over fiscal years, report their payroll in two records (one per fiscal year).

Step 4   Select the **Display** button to expand the section.

Step 5   Within the Maintain Record Details section, complete the Earnings subsection.

Note:

- **Scheduled Full Time Hours Per Week**: Enter the number of hours your agency considers full time for this position. Required for all pay rate types.
- **Scheduled Full Time Days Per Week:** If pay rate type is daily, enter the number of days your agency considers full time for this position. Complete in addition to Scheduled Full Time Hours Per Week.
- **Total Hours Worked**: Report hours only if employee is a retired annuitant.

Step 6	Do you need to report special compensation?
	Yes: Continue to step 7.
	No: Skip to step 15.
	Note: Do not report special compensation for retired annuitants unless they are in the earnings-limit program approved by CalPERS.

Step 7	Select the View Special Compensation link.

Special Compensation:	0.0	View Special Compensation
		View Employee Rate Summary

Step 8	Within the View Special Compensation section, select an **Add New** button.

View Special Compensation
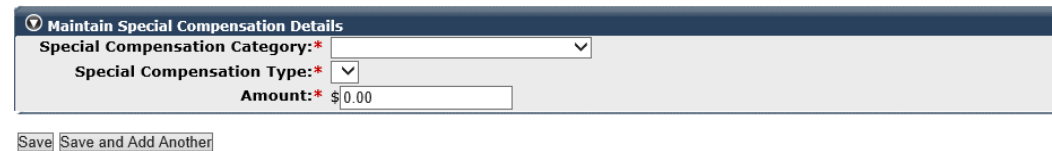
Select All	Delete	Add New			
			Category	Type	Amount
No results found.					
Select All	Delete	Add New			

Return

Step 9	Complete the Maintain Special Compensation Details section.

Maintain Special Compensation Details

Special Compensation Category:* [   ]
Special Compensation Type:* [ ]
Amount:* $ [0.00]

Save Save and Add Another

Step 10	Do you need to report additional special compensation?
	Yes: Continue to step 11.
	No: Skip to step 13.

Step 11	Select **Save and Add Another** button.

Step 12	Return to step 9.

Step 13	Select the **Save** button.

Step 14	Select the **Return** link at bottom right.

Step 15	Select the **Save & Exit** button.
	You have completed this scenario.

Scenario 4: Report a Zero-Payroll Record

You may report a zero-payroll record for both contributory and non-contributory employees who do not work the earned period. The benefit of this is that you won't need to confirm no payroll on the Retirement Appointment Reconciliation or Payroll Schedule pages later.

System Logic

- Zero-payroll records do not copy forward. You must enter your zero-payroll records manually for each earned period.
- Zero-payroll records will have a transaction status of Valid With Exceptions.
- myCalPERS permanently separates active employees with no payroll reported for 6 months. Entering a zero-payroll record or confirming no payroll will prevent automatic permanent separation.

Step Actions (14 steps)

Step 1	Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.
Step 2	Select the **Search** button.
Step 3	If no results are found, select the **Add New** button to add a new record.

Step 4	If needed, within the Maintain Record Details section, modify the Begin and End Date fields.

Step 5	Select the **Display** button to expand the section.

| Step 6 | Within the Maintain Record Details section, complete the Earnings subsection. |

Note: Pay Rate Type field must be blank.

| Step 7 | Do you need to delete existing special compensation? |

Yes: Continue to step 8.

No: Skip to step 12.

| Step 8 | Select the **View Special Compensation** link. |

| Step 9 | Select the Special Compensation check box(es). |

Note: Special compensation should be deleted, not reported as a 0 amount.

| Step 10 | Select a **Delete** button. |

| Step 11 | Select the **Return** link at bottom right. |

| Step 12 | Within the Contributions subsection, report zero (0) contribution amounts. |

| Step 13 | Within the Service Credit Purchase Deductions subsection, report zero (0) contribution amounts. |

| Step 14 | Select the **Save & Exit** button. |

You have completed this scenario.

Scenario 5: Modify Payroll Record Due to Permanent Separation

When an employee's permanent separation or leave of absence is in the middle of the earned period, their earned period record (*end date, reportable earnings, and contributions*) must be modified.

Step Actions (19 steps)

Step 1   Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.

Step 2   Select the **Search** button.

Step 3   Select the **SSN** link for the employee's record you need to modify.

Step 4   Within the Maintain Record Details section, modify the **End Date** field.

Step 5   Select the **Display** button.

Step 6   Within the Maintain Record Details section, modify the reportable earnings.

Step 7   Do you need to add or modify special compensation?
                Yes: Continue to step 8.

                No: Skip to step 16.

Step 8	Select the **View Special Compensation** link.
Step 9	Do you need to modify a special compensation item?
	Yes: Within the View Special Compensation section, select the **Special Compensation Category** link to modify the item
	No: Within the View Special Compensation section, select an **Add New** button
Step 10	Complete the Maintain Special Compensation Details section.
Step 11	Do you need to report additional special compensation?
	Yes: Continue to step 12.
	No: Skip to step 14.
Step 12	Select **Save and Add Another** button.
Step 13	Return to step 10.
Step 14	Select the **Save** button.
Step 15	Select the **Return** link at bottom right.
Step 16	Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).
Step 17	Do you need to add or modify a service credit purchase deduction?
	Yes: Continue to step 18.
	No: Skip to step 19.
Step 18	Within the Service Credit Purchase Deductions subsection, add or modify the contribution(s).
Step 19	Select the **Save & Exit** button.
	You have completed this scenario.

Scenario 6: Modify a Payroll Record with a Pay Rate Increase

Your employee received a pay raise effective the beginning of the earned period. You will modify the employee's earned period payroll record to reflect the:

- New pay rate
- Increased reportable earnings
- Increased contributions for contributory employees

Why is Pay Rate Important?

When an employee retires, their retirement benefit is calculated using a formula that includes years of service credit, age at retirement, and final compensation. Pay rate impacts final compensation; it must be reported accurately to ensure the employee retires without delay and receives the correct retirement allowance.

Step Actions (17 steps)

Step 1   Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.

Step 2   Select the **Search** button.

Step 3   Select the **SSN** link next to the employee's record you need to modify.

Step 4	Within the Maintain Record Details section, Earnings subsection, modify the Pay Rate and Reportable Earnings fields.

Step 5	Do you need to add or modify special compensation?
	Yes: Continue to step 6.
	No: Skip to step 14.

Step 6	Select the **View Special Compensation** link.

Step 7	Do you need to modify a special compensation item?
	Yes: Within the View Special Compensation section, select the **Special Compensation Category** link to modify the item
	No: Within the View Special Compensation section, select an **Add New** button

Step 8	Complete the Maintain Special Compensation Details section.

Step 9	Do you need to report additional special compensation?
	Yes: Continue to step 10.
	No: Skip to step 12.

Step 10	Select **Save and Add Another** button.

Step 11	Return to step 8.
Step 12	Select the **Save** button.
Step 13	Select the **Return** link at the bottom right.
Step 14	Within the Contributions subsection, enter the contribution amount(s).

Contributions

Taxed Member Paid Contributions:	$ 0.00	Tax Deferred Member Paid Contributions:	$ 0.00
1959 Survivor Contribution:	$ 0.00	Tax Deferred Employer Paid Member Contributions:	$ 0.00

Step 15	Do you need to report a service credit purchase deduction?
	Yes: Continue to step 16.
	No: Skip to step 17.
Step 16	Within the Service Credit Purchase Deductions section, enter the contribution amount(s) in the appropriate field(s).

Service Credit Purchase Deductions

Taxed Member Paid Contribution:	$ 0.0	Tax Deferred Member Paid Contribution:	$ 0.0

Step 17	Select the **Save & Exit** button.
	You have completed this scenario.

Scenario 7: Modify and Add a Payroll Record with a Mid-Earned Period Pay Rate Increase

Two payroll records will need to be submitted when there is a mid-earned period pay rate increase.

- First, modify the existing earned period record by changing the end date to the day before the pay rate increase, and then change the earnings and contributions that were earned within these dates.
- Next, add a second payroll record with a begin date as the first day of the pay rate increase and an end date as the last day of the earned period. The new pay rate, earnings, and contributions must reflect what was earned within these dates.

Note: Both records will copy forward to the next earned period report. Before processing the payroll report, delete the record with the old pay rate and modify the earnings and contributions for the other/new pay rate record if the employee works the full earned period.

Step Actions (36 steps)

Modify Existing Record

Step 1	Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.
Step 2	Select the **Search** button.
Step 3	Select the **SSN** link for the employee's record you wish to modify.

Step 4	Within the Maintain Record Details section, modify the **End Date** field to the last day prior to the pay rate increase.

Step 5	Select the **Display** button.

Step 6	In the Maintain Record Details section, modify the Reportable Earnings field.

Step 7	Do you need to add or modify special compensation?
	Yes: Continue to step 8.
	No: Skip to step 16.

Step 8	Select the **View Special Compensation** link.

Step 9	Do you need to modify a special compensation item?
	Yes: Within the View Special Compensation section, select the **Special Compensation Category** link to modify the item
	No: Within the View Special Compensation section, select an **Add New** button

Step 10	Complete the Maintain Special Compensation Details section.

Step 11	Do you need to report additional special compensation?
	Yes: Continue to step 12.
	No: Skip to step 14.

Step 12	Select **Save and Add Another** button.

Step 13	Return to step 10.

Step 14	Select the **Save** button.

Step 15	Select the **Return** link at the bottom right.

Step 16	Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).

Contributions

Taxed Member Paid Contributions:	$ 0.00	Tax Deferred Member Paid Contributions:	$ 0.00
1959 Survivor Contribution:	$ 0.00	Tax Deferred Employer Paid Member Contributions:	$ 0.00

Step 17	Do you need to report a service credit purchase deduction?
	Yes: Continue to step 18.
	No: Skip to step 19.

Step 18	Within the Service Credit Purchase Deductions subsection, enter the contribution amount(s) in the appropriate field(s).

Service Credit Purchase Deductions

Taxed Member Paid Contribution:	$ 0.0	Tax Deferred Member Paid Contribution:	$ 0.0

Step 19	Select the **Save & Continue** button.

Add Second Payroll Record Reflecting New Pay Rate

Step 20	Within the Search and Add New Record to the Report section, select the **Add New** button.

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:		Last Name:	
CalPERS ID:	9876543210		
Record Type:		Transaction Type:	
Member Category:			
Division:			
Record Status:			
Error Message:			

Search Clear Add New

Step 21	Within the Maintain Record Details section, modify the **Begin Date** field to the first day of the pay increase.

Maintain Record Details

To add details to the record select Display after entering dates.

Begin Date:*	12/28/2019	End Date:*	01/10/2020 Display
Payroll Record Memo:			

View Employee Rate Summary

Step 22	Select the **Display** button.

Step 23	Complete the Maintain Record Details section.

Note:

- **Scheduled Full Time Hours Per Week**: Enter the number of hours your agency considers full time for this position. Required for all pay rate types.
- **Scheduled Full Time Days Per Week:** If pay rate type is daily, enter the number of days your agency considers full time for this position. Complete in addition to Scheduled Full Time Hours Per Week.
- **Total Hours Worked:** Enter only if employee is a retired annuitant.

Step 24	Do you need to report special compensation? **Yes:** Continue to step 25. **No:** Skip to step 31.
Step 25	Select the **View Special Compensation** link.
Step 26	Within the View Special Compensation section, select an **Add New** button.

Step 27	Complete the Maintain Special Compensation Details section.

Step 28	Do you need to report additional special compensation? **Yes**: Continue to step 29. **No:** Skip to step 31.
Step 29	Select **Save and Add Another** button.
Step 30	Return to step 27.
Step 31	Select the **Save** button.
Step 32	Select the **Return** link at the bottom right.
Step 33	Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s). **Contributions** Taxed Member Paid Contributions: $ 0.00 Tax Deferred Member Paid Contributions: $ 0.00 1959 Survivor Contribution: $ 0.00 Tax Deferred Employer Paid Member Contributions: $ 0.00
Step 34	Do you need to report a service credit purchase deduction? **Yes**: Continue to step 35. **No**: Skip to step 36.
Step 35	Within the Service Credit Purchase Deductions subsection, enter the contribution amount(s) in the appropriate field(s). **Service Credit Purchase Deductions** Taxed Member Paid Contribution: $ 0.0 Tax Deferred Member Paid Contribution: $ 0.0
Step 36	Select the **Save & Exit** button. **You have completed this scenario.**

Scenario 8: Modify a Payroll Record to Add Special Compensation

You will add special compensation to an employee's payroll record.

System Logic

When reporting special compensation, your agency must:

- Verify the special compensation is reportable
- Identify the amount, type, and category of special compensation
- Report for the pay period when the special compensation was earned, regardless of when it was paid

Step Actions (16 steps)

Step 1	Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.
Step 2	Select the **Search** button.
Step 3	Select the **SSN** link for the employee's record you wish to modify.

Step 4	If needed, within the Maintain Record Details section, modify the Begin and End Date fields.

Step 5	Within the Maintain Record Details section, select the **View Special Compensation** link.

Step 6	Within the View Special Compensation section, select an **Add New** button.

Step 7	Complete the Maintain Special Compensation Details section.

Step 8	Do you need to report additional special compensation?
	Yes: Continue to step 9.
	No: Skip to step 11.
Step 9	Select **Save and Add Another** button.
Step 10	Return to step 7.
Step 11	Select the **Save** button.
Step 12	Select the **Return** link.

Step 13	Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).

Step 14	Do you need to report a service credit purchase deduction?
	Yes: Continue to step 15.
	No: Skip to step 16.
Step 15	Within the Service Credit Purchase Deductions subsection, enter the contribution amount(s) in the appropriate field(s).

Step 16	Select the **Save & Exit** button.
	You have completed this scenario.

Scenario 9: Reporting Payroll When an Employee Has Reached the Compensation Limit

CalPERS notifies all employers of the new limits each year in a Circular Letter. myCalPERS tracks the reportable compensation and displays an exception message as an employee approaches the limit as well as an error message once the employee has reached the annual compensation limit for the calendar year.

- The compensation limit does not limit the salary an employer can pay an employee, but it impacts how your agency reports this information to CalPERS.
- Once the compensation limit has been reached, any compensation over the limit must be reported to CalPERS without member contributions.
- Track your employee's compensation limit throughout the calendar year by running the Reported Compensation by Calendar Year Summary Report.

To submit payroll for an employee who reaches the compensation limit:

- First, you will modify the earned period record to reflect the compensation up to the limit and its contributions.
- Second, add another record in the same payroll report with the remaining reportable earnings that are over the limit without contributions.

Step Actions (11 steps)

Step 1	Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.
Step 2	Select the **Search** button.
Step 3	Select the **SSN** link for the employee's record you wish to modify.

Step 4	Within the Record Details section, adjust the reportable earnings and special compensation to the compensation limit.

Note: An error will occur if an earned period record includes compensation with contributions over the Internal Revenue Code limit.

Step 5	Report contributions on the compensation for this record.

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

Second Record

Step 6	Within the same earned period report, in the Search a Record in the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.

Step 7	Within the Search and Add New Record to the Report section, select the **Add New** button.

Step 8	Within the Maintain Records Details section, enter the entire earned period dates in which the employee reached the compensation limit.

Step 9	Select the **Display** button to expand the section.

Step 10   Within the Maintain Record Details section, complete payroll information in the Earnings subsection.

Step 11   Select the **Save and Exit** button.

           You have completed this scenario.

Scenario 10: Verify Monthly Pay Rates Over Threshold

Your agency must verify all pay rates reported over $25,000 per month in myCalPERS. In addition, all pay rates reported over $35,000 per month require verification by both your agency and CalPERS prior to the payroll records being posted. Once a pay rate is verified, it does **not** need to be reverified until the pay rate increases by over 5%.
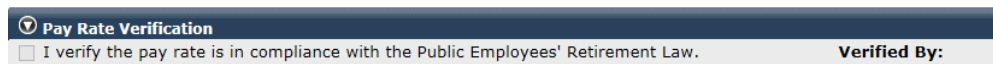
Step Actions

Verify records with monthly pay rates over **$25,000** (3 steps)

Step 1	When the monthly pay rate reaches the first threshold ($25,000), an error code CRB00249 will display at the top of the page.
Step 2	A new section displays at the bottom of the payroll record that requires you to select the "I verify the pay rate is in compliance with the Public Employees' Retirement Law" check box. ⊙ **Pay Rate Verification** ☐ I verify the pay rate is in compliance with the Public Employees' Retirement Law.　　　　　**Verified By:**
Step 3	The error will clear, and the payroll record will process. If the pay rate increases by 5%, complete the same steps to reverify.
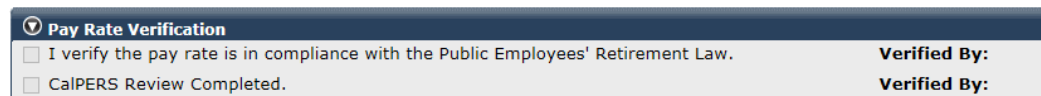
Verify records with monthly pay rates over **$35,000** (3 steps)

Step 1	If the monthly pay rate reaches the second threshold, an error code CRB00250 will display at the top of the page.
Step 2	A new section displays at the bottom of the payroll record that requires you to select the "I verify the pay rate is in compliance with the Public Employees' Retirement Law" check box. You must also contact CalPERS at **888 CalPERS** (or **888**-225-7377) or email payrateverification@calpers.ca.gov to review and verify the pay rate. ⊙ **Pay Rate Verification** ☐ I verify the pay rate is in compliance with the Public Employees' Retirement Law.　　　**Verified By:** ☐ CalPERS Review Completed.　　　**Verified By:** **Note**: If you are using the email option, include the member's name, CalPERS ID, job title, and your agency's publicly available salary schedule.
Step 3	The error will clear, and the payroll record will process. If the pay rate increases by 5%, complete the same steps to reverify. **You have completed this scenario.**

Unit 4: Process an Earned Period Payroll Report

Earned period reports must be submitted and posted on or before 30 calendar days following the last day of the earned period. You must also reconcile unposted payroll records within this time (refer to Unit 5). If you do not, a $200 late reporting fee will be assessed due to incomplete payroll as well as an additional $200 fee for each unreported or unconfirmed retired annuitant.

If the report suspends due to records with errors, you can accept the valid records to post to member accounts. You have 60 days from the date you first selected the Process Report button to correct the errors and reprocess the report; otherwise, a $200 late correction fee will be assessed on day 61 and every 30 days after until the report is in Posted status.

Status of Transactions

- **Error** – Record needs to be corrected
- **Pending Validation** – Record has not been validated
- **Valid With Exceptions** – Does not indicate the record has an error, but it could be an issue. Review the exception and verify that the record details are accurate.
- **Valid But Held** – When there are two records for one employee for the same earned period, but one has an error.
- **Valid** – Record has passed the first level of validation and is most likely error free
- **Posted** – Record is error free, and it has posted to the member's account

Payroll Report Statuses

Pending Release	Processing	Posted	Suspended
• A new report that needs to be validated and posted. • The report can be cancelled.	• The report undergoes a level 2 validation • If an error is detected, the report will change from Processing to Suspended status. Delete or correct the error(s), then select the **Process Report** button to resubmit the report. • If no errors are found, the report will change from a Processing to Posted status.	• All records have posted to the members' accounts. • An adjustment is required to correct employees' accounts.	• Error(s) or arrears detected. You may accept valid records and correct the errors later. Use the **Accept Valid Records** button once per report. • The report can be cancelled if no records have posted. • If you delete all remaining errors/arrears records, the report will still have a Suspended status. To reflect a Posted status, select the **Process Report** button again.

Payroll Report Detail Page

Within the Work On Existing Payroll Reports section, select one of the **Earned Period/ Adjustment Date** links.

Within the Payroll Report Detail page, the payroll report statistics (number of records reported, posted, unposted, and with errors) of the selected payroll report display.

Accept Valid Records Button

The **Accept Valid Records** button is displayed for specific report types (Earned, Adjustment, and/or Gap) if the report has at least one record with a Valid or Arrears Apply – Employer Paid status, the Rate Plan Identifier reflects uncategorized, and there are no records in Posted status. You may select the **Accept Valid Records** button once per report to post any Valid records. In addition to all valid records posting, records in the report will be categorized to their appropriate rate plan identifier and displayed in the Payroll Report Summary section.

Note: Arrears Apply – Employer Paid records can still be edited and removed from the report after selecting **Accept Valid Records**; however, they cannot be edited or removed once the **Process Report** button has been selected.

Payroll Report Summary

Review the total contributions of a payroll report without having to use the **Generate Report Summary** button to generate a Cognos report.

Rate Plan Identifier ▲	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
25846	Safety - Police	$8,514.46	$532.47	$1,582.24	$0.00	$0.00	$2,114.71
Uncategorized		$340,410.35	$30,578.74	$0.00	$9.30	$331.63	$30,919.67
Totals		**$348,924.81**	**$31,111.21**	**$1,582.24**	**$9.30**	**$331.63**	**$33,034.38**

Override Report Details

You may give your report a name. Complete the Report Name field, then select the **Update Report Name** button to save the name. Select the **Yes** button to confirm the name. A report name cannot be changed once the report has posted.

Cancel Report

You can cancel reports without posted records for the following:

- For file-upload reports: Test or non-test report prior to a new file submission for the same earned period
- Adjustment report created in error
- Copy forwarded report that is pending release or in suspended status

Generate Report Summary

This is at the bottom left of the page and is used to review a financial data summary of the payroll report in a Cognos report. Refer to scenario 2 of this unit.

Return to Manage Reports

Contents

Scenario 1: Process an Earned Period Payroll Report

The **Process Report** button is accessed through the Payroll Report Detail page or View Payroll Records page. Selecting it initiates a series of validations on the records within the report.

System Logic

After selecting the **Process Report** button, Arrears Apply – Employer Paid records cannot be removed from the report, and they will not post to myCalPERS until the 30-day appeal period expires. If you waive your appeal rights so the records will post, refer to the myCalPERS Employment Certification Functionality (PDF) student guide.

Step Actions

Process from the Payroll Report Detail page (5 steps)

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.

Step 3   From the Payroll Report Detail page, select the **Process Report** button.

Step 4   Select the **Yes** button under the Confirmation Page section to confirm the request to process the report.

Step 5   Select the **Save & Exit** button.

                You have completed this scenario.

Process from the View Payroll Records page (5 steps)

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.

Step 3   Select the **View Records** link at the bottom right of the page to access the records within the report

Step 4   Select the **Process Report** button.

Step 5   Select the **Yes** button under the Confirmation Page section to confirm the request to process the report.

You have completed this scenario.

Scenario 2: The Error List, Payroll Exception, and Payroll Summary Reports

Within the Payroll Report Detail page, you will run three reports:

- Error List Report: Lists the records with errors and error descriptions. File upload reporters use this report to identify the records with errors that need to be corrected or deleted.
- Payroll Exception Report: Lists the records with a Valid with Exception status and the exception descriptions.
- Payroll Report Summary: Lists the report statistics and financial summary for the earned period report. You may select the **Earned Period/Payroll Adjustment Date** link to review the Contribution Detail Report.

System Logic

The Error List Report and the Payroll Exception Report will not retrieve pending validation and suspended records. Before running these reports, you need to validate each record (open the record and save) to update the status from Pending Validation.

Step Actions (6 steps)

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.

Step 3   If you want to run the:

- Error List Report or the Payroll Exception Report, continue to step 4
- Payroll Summary Report, skip to step 6

| Step 4 | Within the Generate Report section, select the **Payroll Record Errors Report** or the **Payroll Record Exceptions Report** radio button. |

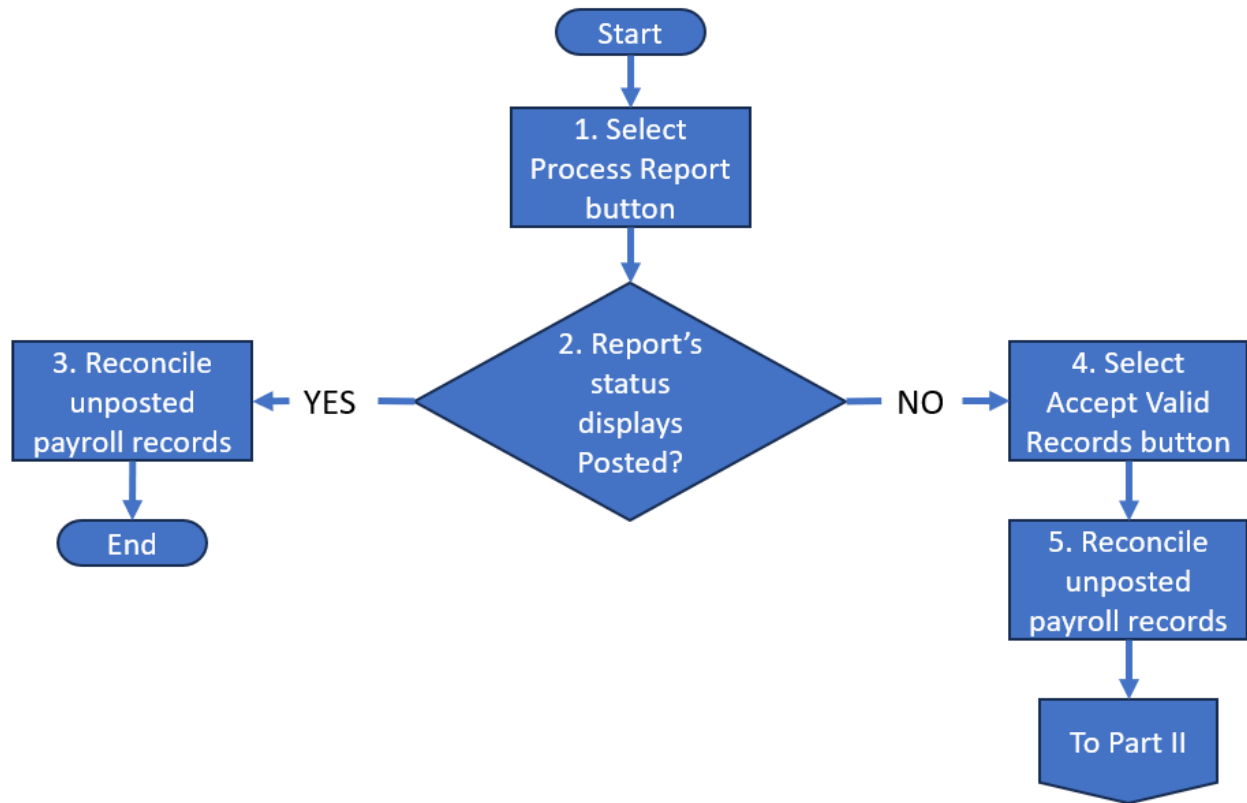| Step 5 | Select the **Generate Report** button. |

| Step 6 | At the bottom of the page, select the **Generate Report Summary** button to access the Payroll Report Summary as a Cognos report. |

You have completed this scenario.

Payroll Report Processing Flowcharts

Step Actions (8 steps)

Part I: Complete within 30 days of the earned period end date.

Step 1	Select the **Process Report** button (refer to Unit 4, Scenario 1).
Step 2	Does the report's status display Posted? **Yes**: Continue to step 3. **No**: Skip to step 4.
Step 3	Reconcile unposted payroll records (refer to Unit 5). **You have completed this scenario.**
Step 4	Select the **Accept Valid Records** button.
Step 5	Reconcile unposted payroll records (refer to Unit 5).

Part II: Complete within 60 days of first selecting the Process Report button.
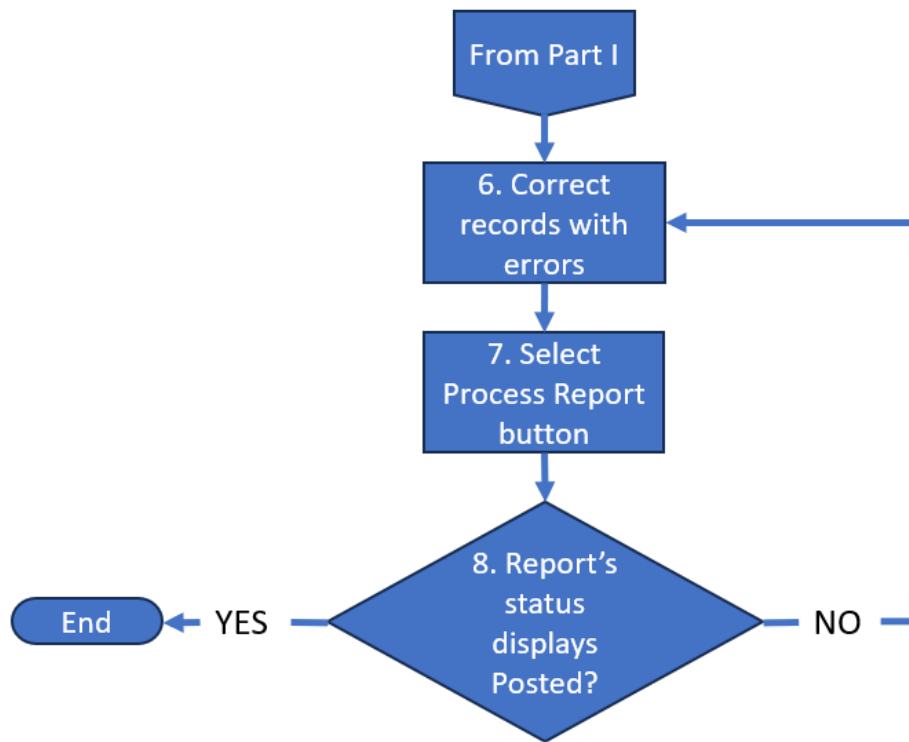
Step 6	Correct records with errors in the report.
Step 7	Select the **Process Report** button to reprocess the report.
Step 8	Does the report's status display Posted? **No**: Return to step 6. **Yes**: **You have completed this scenario.**

Unit 5: Reconcile Unposted Payroll Records

You will use the **Payroll Schedule** local navigation link to reconcile your appointments that are missing payroll. Each earned period displays any active appointments that did not have payroll reported so you can confirm the unposted payroll.

System Logic

- In lieu of using the **Confirm Unposted Payroll** button, report zero payroll to proactively address when an employee has no earnings (refer to unit 3, scenario 4).
- Transactions completed outside of the Payroll Schedule page (e.g., posting payroll adjustment records or updating their appointment) will update the list after a nightly batch.

Best Practices

- Save time by waiting to reconcile your payroll until at least one day after your payroll report posts, because only the appointments missing payroll will display.
- After payroll has been reconciled, continue to check if the **View** link displays under the Participants with Unposted Payroll column due to a retroactive new enrollment.
- If you have the Business Partner Retirement Enrollment access role, you may use the **Maintain Enrollment** button to update an appointment (refer to the [myCalPERS Retirement Appointment Reconciliation (PDF)](#) student guide, unit 2).

Scenario

You will review the active appointments with no payroll for an earned period. You will verify and confirm unposted payroll for employees who didn't have any pay during this period.
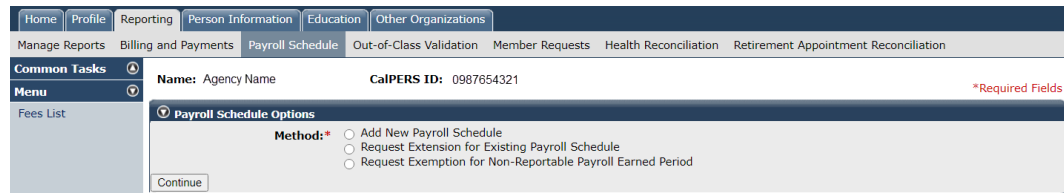
Step Actions (9 steps)

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.

Note: The **View** link displays under the Participants with Unposted payroll column when there are appointments to reconcile. **View** links will display for future earned periods because none of those employees have posted payroll yet.

Step 7   The Search for Participants with Unposted Payroll section can be used to filter the list. If filters aren't used, continue to the Participants with Unposted Payroll section.

| Step 8 | Select the appropriate **Participant CalPERS ID** check boxes for the employees you with to confirm unposted payroll. |

Note:

- Maintaining the appointments or confirming missing payroll records within the Payroll Schedule pages automatically updates the list.
- An employee with an On Leave appointment event will not be in the Participants with Unposted Payroll section if the leave:
  – Is less than six months
  – Has an end leave date, regardless of how long the leave is

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

You have completed this scenario.

Unit 6: Add Payroll Schedules

Changes in the earned period dates must be approved by CalPERS in advance. After CalPERS approves a new payroll schedule, you will be contacted within five business days, and then you may report payroll using the new schedule.

Scenario

You will request a new payroll schedule such as monthly, semi-monthly, bi-weekly, or quadri-weekly.

Step Actions (6 steps)

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Payroll Schedule** local navigation link.
Step 3	Within the Payroll Schedule Options section, select the **Add New Payroll Schedule** radio button.

Step 4	Select the **Continue** button.
Step 5	Complete the Maintain Payroll Schedule Details section.

Step 6	Select the **Save** button. **You have completed this scenario.**

Unit 7: Request Due-Date Extension for an Earned Payroll Report

You may request a payroll extension through myCalPERS. Payroll extension requests must be made at least 10 business days prior to the payroll due date and no more than 30 days before the due date. Otherwise, myCalPERS will not provide an extension request option.

Waiver

If myCalPERS does not provide an extension request option and a late fee has been assessed for the selected earned period, you may request a waiver of penalties through the waiver request and dispute process. From the **Reporting** tab, select **Payroll Schedule** local navigation link, and then the **Fees List** left-side link. Select the **Fee ID** link, and then at the bottom of the page, enter your appeal reason. Once submitted, the status of the appeal is displayed under the Appeal Status column (second from the last column to the right).

Scenario

You will submit an extension request for an earned period existing payroll schedule through myCalPERS.

Step Actions (10 steps)
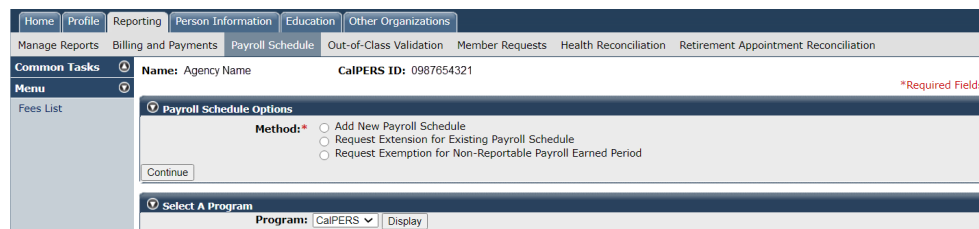
Part I: Submit a payroll extension request.

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

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

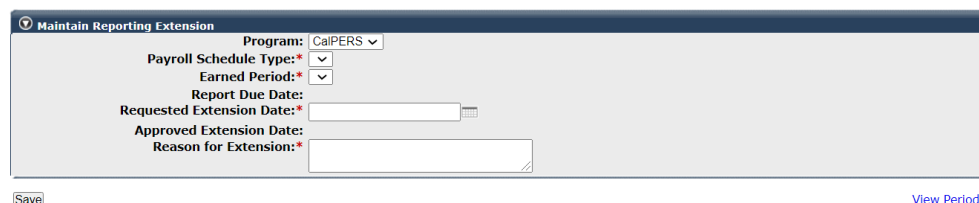| Step 3	Within the Payroll Schedule Options section, select the **Request Extension for Existing Payroll Schedule** radio button.

Step 4	Select the **Continue** button.

Step 5	Complete the Maintain Reporting Extension section.

Step 6	Select the **Save** button.

Part II: Within 2-5 business days, verify that your request is approved or rejected.

Step 7   Select the **Reporting** global navigation tab.

Step 8   Select the **Payroll Schedule** local navigation link.

Step 9   Within the **Existing Payroll Schedules** section, select the appropriate payroll schedule **View Periods** link.

Step 10   Review the status of your request under the **Extension Status** column.

You have completed this scenario.

CalPERS Resources

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

- [myCalPERS Student Guides & Resources](#)
  Pathway: CalPERS website > Employers > I Want To…: Access myCalPERS Student Guides
- [Business Rules & myCalPERS Classes](#)
  Pathway: CalPERS website > Employers > I Want To…: Attend Training & Events > Business Rules & myCalPERS Classes
- [myCalPERS Technical Requirements](#)
  Pathway: CalPERS website > Employers > myCalPERS Technical Requirements
- [Public Agency & Schools Reference Guide (PDF)](#)
  Pathway: CalPERS website > Employers > Policies & Procedures > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)
- [Circular Letters](#)
  Pathway: CalPERS website > Employers > Policies & Procedures > Circular Letters
- [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
  Some common reports that are run for payroll:

  – Collective Outstanding Payroll Error Report
  – Collective Outstanding Payroll Exception Report
  – Contribution Summary for a Fiscal Year Report
  – Reported Compensation by Calendar Year Detail Report
  – Reported Compensation by Calendar Year Summary Report
  – Reported Member Summary Report
  – Reported Member Detail Report
  – Automatic Permanent Separation-Potential Appointments Report
  – Automatic Permanent Separation – Completed Appointments Report
  – To view a list of employees at risk of permanent separation due to unposted payroll:
    - Business Partner Info Report
    - Participant Appointment Details Report
    - Business Partner On Leave Report

CalPERS Contacts

Email

- To contact the [Employer Educators](#) for questions and inquiries, 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**.
- To contact [CalPERS Membership Unit](#) for questions regarding membership eligibility or if a non-contributory employee does not have the Earned Period No Contribution and No Service in the Transaction Type drop-down list, email **membership_reporting@calpers.ca.gov**.
- To contact the [Audit Compliance and Resolution Unit](#) for questions regarding Publicly Available Pay Schedules, reportable payrates and special compensation, labor policies or agreements, Out-of-Class reporting, and compensation reportability related to settlement agreements, email **mou_review@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.