

myCalPERS Payroll Receivables Reconciliation

Student Guide

October 19, 2024



Introduction

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

Disclaimer

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

System Access

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

Training Opportunities

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

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Scenario 1: Balance Receivables for an Earned Period Report

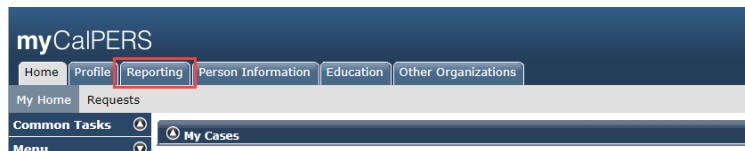
You will compare what is reported in the **Contribution Detail Report** to what is billed in the **Contribution Posted Detail Report**. When there is a difference, use this guide to help you reconcile the records individually. For other financial activities, review the [myCalPERS Projected Contributions Student Guide \(PDF\)](#). Run the following reports and compare them to reconcile the records in an earned period receivable:

- **Contribution Detail Report**
- **Contribution Posted Detail Report**

Step Actions (17 steps)

Run the Contribution Detail Report

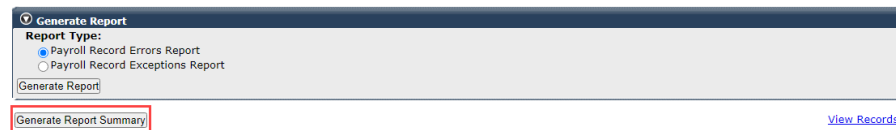
Step 1 Select the **Reporting** global navigation tab.



Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period/Adjustment Date** link.

Work On Existing Payroll Reports									
Program: CalPERS		Fiscal Year: <input type="text"/>		Report Status: <input type="text"/>		Report Type: Payroll - Earned Period			
Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	12/11/2021 - 12/24/2021	Suspended	Payroll - Earned Period	02/15/2022	01/11/2022			No	
	11/27/2021 - 12/10/2021	Posted	Payroll - Earned Period	01/16/2022	01/06/2022	01/11/2022	01/11/2022	No	
	11/13/2021 - 11/26/2021	Posted	Payroll - Earned Period	12/26/2021	12/29/2021	01/03/2022	01/10/2022	No	
	10/30/2021 - 11/12/2021	Posted	Payroll - Earned Period	12/20/2021	12/29/2021	12/31/2021	12/31/2021	No	
	10/16/2021 - 10/29/2021	Posted	Payroll - Earned Period	11/28/2021	11/15/2021	11/29/2021	11/29/2021	No	
	10/02/2021 - 10/15/2021	Posted	Payroll - Earned Period	11/14/2021	11/01/2021	11/10/2021	11/10/2021	No	
	09/18/2021 - 10/01/2021	Posted	Payroll - Earned Period	10/31/2021	10/15/2021	10/19/2021	10/19/2021	No	
	09/04/2021 - 09/17/2021	Posted	Payroll - Earned Period	10/17/2021	10/01/2021	10/07/2021	10/07/2021	No	
	08/21/2021 - 09/03/2021	Posted	Payroll - Earned Period	10/03/2021	09/16/2021	09/30/2021	09/30/2021	No	
	08/07/2021 - 08/20/2021	Posted	Payroll - Earned Period	09/19/2021	09/03/2021	09/13/2021	09/13/2021	No	

Step 3 Select the **Generate Report Summary** button to access the Payroll Report Summary Report.



Step 4 After the report opens, confirm the totals for each rate plan within the **Total Contributions** column.

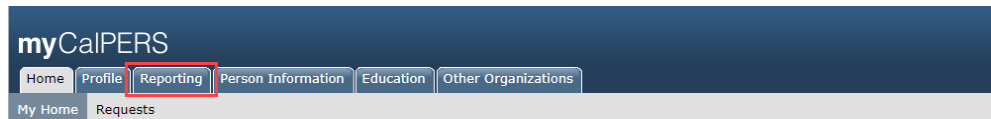
Earned Period / Payroll Adjustment Date	Rate Plan	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions *
09/05/2022-09/18/2022	Rate Plan-58 Miscellaneous	\$37,926,094.31	\$2,943,664.05	\$3,547,892.83	\$0.00	\$14,120.77	\$6,505,677.65
09/05/2022-09/18/2022	Rate Plan-26033 Miscellaneous	\$45,933,065.43	\$2,575,159.39	\$3,635,789.17	\$0.00	\$3,015.86	\$6,213,964.42
09/05/2022-09/18/2022	Rate Plan-25047 Safety - County Peace Officer	\$3,829,633.31	\$449,981.82	\$741,418.78	\$717.96	\$479.78	\$1,192,598.34
09/05/2022-09/18/2022	Rate Plan-59 Safety - Fire	\$6,092,497.06	\$538,134.81	\$1,157,591.29	\$969.06	\$5,347.37	\$1,702,042.53
		\$93,781,290.13	\$6,506,340.07	\$9,082,692.07	\$1,687.02	\$22,963.78	\$15,614,282.94

Step 5 Select a date link to download the **Contribution Detail Report** for the expected billing of each record in the selected rate plan.

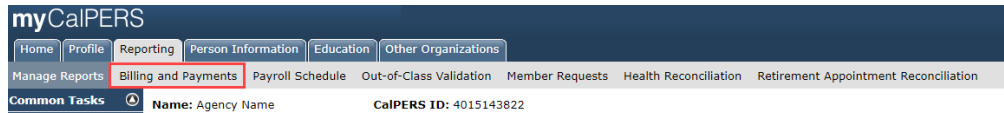
Earned Period / Payroll Adjustment Data	Rate Plan	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions *
09/05/2022-09/18/2022	Rate Plan- 58.Miscellaneous	\$37,926,094.31	\$2,943,664.05	\$3,547,892.83	\$0.00	\$14,120.77	\$6,505,677.65
09/05/2022-09/18/2022	Rate Plan- 26033.Miscellaneous	\$45,933,065.43	\$2,575,159.39	\$3,635,789.17	\$0.00	\$3,015.86	\$6,213,964.42
09/05/2022-09/18/2022	Rate Plan- 25047.Safety - County Peace Officer	\$3,829,633.31	\$449,981.82	\$741,418.78	\$717.96	\$479.78	\$1,192,598.34
09/05/2022-09/18/2022	Rate Plan- 59.Safety - Fire	\$6,092,497.08	\$538,134.81	\$1,157,591.29	\$969.06	\$5,347.37	\$1,702,042.53
		\$93,781,290.13	\$6,506,940.07	\$9,082,692.07	\$1,687.02	\$22,963.78	\$15,614,282.94

Run the Contribution Posted Detail Report

Step 6 Select the **Reporting** global navigation tab.



Step 7 Select the **Billing and Payments** local navigation link.



Step 8 Within the Billing and Payments Summary (Year-To-Date) section, select from the **Fiscal Year** drop-down list.

Billing and Payment Summary (Year-To-Date)	
	Fiscal Year: 2021/2022 <input type="button" value="Display"/>
Contributions For Defined Benefit CalPERS:	\$10,770,153.62
Unfunded Accrued Liability:	\$0.00
Health Premium Deduction:	\$7,235,193.35
Arrears Contributions:	\$52,062.45
CERBT Contributions:	\$0.00
Other Obligations:	\$0.00
Admin/Other Fees:	\$6,800.00
Total Balance:	\$18,064,209.42

Note: Payments received against receivables with a \$0.00 balance will not be posted until the next time contributions are reported.

Step 9 Select the **Display** button.

Step 10 Select the **View Receivables Detail** link for the rate plan you want to verify.

Contributions For Defined Benefit CalPERS (Year-To-Date)	
Rate Plan 25845 - Safety - Fire - PEPR4	
Reported Contributions	
Member Contributions:	\$1,196,139.10
Employer Contributions:	\$1,650,716.25
1959 Survivor Contributions:	\$1,645.17
Service Credit Purchase Contributions:	\$19,361.04
Total Posted Contributions:	\$2,867,861.56
View Contributions Details	
Projected Contributions	
Member Contributions - Projection:	\$2,555.42
Employer Contributions - Projection:	\$3,526.46
Total Projected Contributions:	\$6,081.88
Payments Posted	
Payments Posted:	\$2,163,659.68
Total Payments:	\$2,163,659.68
View Payment Details	
Transfers	
Transfer of Employer Credit:	\$0.00
Transfers In:	(\$1,594.05)
Transfers Out:	\$1,594.05
Total Transfers:	\$0.00
Total Balance:	\$710,283.76
View Receivables Detail	

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

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
<input type="radio"/>	25845 02/04/2023 - 02/17/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017047988
<input type="radio"/>	25845 01/21/2023 - 02/03/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017047970
<input checked="" type="radio"/>	25845 01/07/2023 - 01/20/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017017463
<input type="radio"/>	25845 12/24/2022 - 01/06/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017017442
<input type="radio"/>	25845 12/10/2022 - 12/23/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016989181

Step 12 Select the **View Details** button at bottom left to open the receivable details.

Step 13 For the Regular Payroll report type, review the total contributions column.

Report Type	Submission Date	Member Contributions	Employer Contributions	1959 Survivor Contributions	Additional Contributions	Service Credit Purchase	Overpayment Deduction	Total Contributions
Regular Payroll	09/03/2021	\$248,652.43	\$392,501.79	\$0.00	\$0.00	\$0.00	\$0.00	\$641,154.22

Note: There will only be one regular report listed. The total contributions should match the payroll report summary amount for this rate plan.

Step 14 Do the total contributions differ from the total on the earned period report?

Yes: Continue to step 15

No: Review the [myCalPERS Projected Contributions \(PDF\)](#) student guide to access other financial activities

Step 15 Select the **submission date** link to generate the Contribution Posted Detail Report.

Report Type	Submission Date	Member Contributions	Employer Contributions	1959 Survivor Contributions	Additional Contributions	Service Credit Purchase	Overpayment Deduction	Total Contributions
Regular Payroll	09/03/2021	\$248,652.43	\$392,501.79	\$0.00	\$0.00	\$0.00	\$0.00	\$641,154.22

Step 16 Compare the records listed in the Contribution Detail Report and Contribution Posted Detail Report to find any discrepancies.

Step 17 Do you have another receivable to balance?

Yes: Return to step 8

No: You have completed this scenario.

Scenario 2: Balance Receivables for an Adjustment Report

Run the following reports and compare them to reconcile the records within a receivable:

- **Contribution Detail Report** (located in an adjustment report)
- **Contribution Posted Detail Report** (located in Billing and Payments)

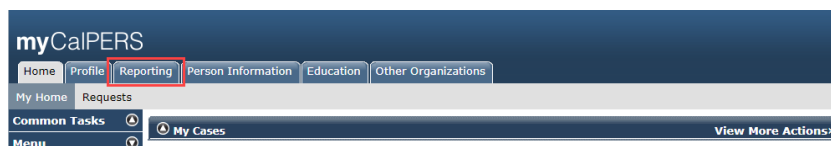
System Logic

- If your adjustment report was posted before March 6, 2021, the receivable will be located based on the **Earned Period/Adjustment Date** column.
- If the adjustment report was posted after March 6, 2021, the receivable will be located based on the record posted date in the Contribution Detail Report. Records in a single adjustment report can post to multiple receivables if records were posted on different days.

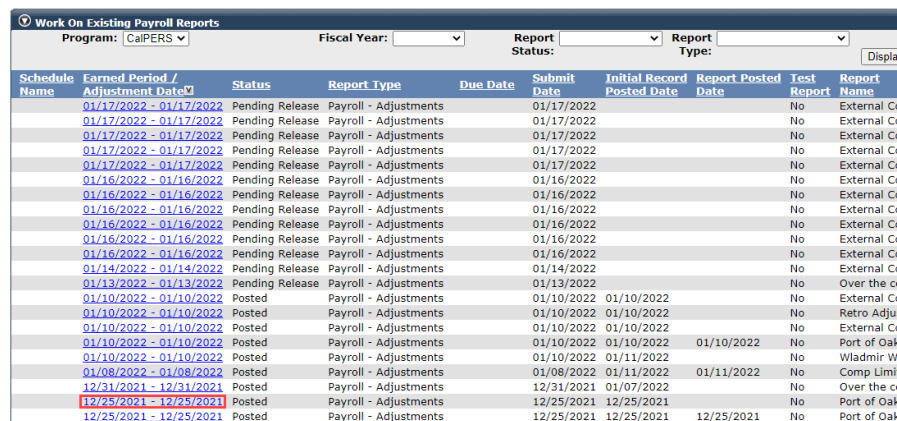
Step Actions (17 steps)

Run the Contribution Detail Report

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



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

The screenshot shows a table titled 'Work On Existing Payroll Reports'. The table has columns: Schedule Name, Earned Period / Adjustment Date (highlighted with a red box), Status, Report Type, Due Date, Submit Date, Initial Record Posted Date, Report Posted Date, Test Report, and Report Name. The table contains multiple rows of data, with the 'Adjustment Date' column highlighted in red for each row. The data includes various dates and statuses such as 'Pending Release' and 'Posted'.

Step 3 Select the **Generate Report Summary** button to access the Payroll Report Summary Report.



Step 4

Find the total for each rate plan within the **Total Contributions** column.

Financial Summary

Earned Period / Payroll Adjustment Date	Rate Plan	Total Member Earnings	Member Contributions	Employer Contributions	Total Contributions *
08/19/2022	Rate Plan-58:Miscellaneous	\$22,590.46	\$735.16	\$869.35	\$1,604.51
08/19/2022	Rate Plan-26033:Miscellaneous	\$497,375.14	\$500.30	\$697.21	\$1,197.51
		\$519,965.60	\$1,235.46	\$1,566.56	\$2,802.02

* Total Member Earnings are not included in the Total Contributions totals.

Step 5

Select the **Earned Period/Payroll Adjustment Date** link for the rate plan that has been identified to have discrepancies with its receivable.

Financial Summary

Earned Period / Payroll Adjustment Date	Rate Plan	Total Member Earnings	Member Contributions	Employer Contributions	Total Contributions *
08/19/2022	Rate Plan-58:Miscellaneous	\$22,590.46	\$735.16	\$869.35	\$1,604.51
08/19/2022	Rate Plan-26033:Miscellaneous	\$497,375.14	\$500.30	\$697.21	\$1,197.51
		\$519,965.60	\$1,235.46	\$1,566.56	\$2,802.02

* Total Member Earnings are not included in the Total Contributions totals.

Step 6

Review the **Record Posted Date** and **Receivable ID** columns to determine which receivable the record(s) was billed.

Contribution Detail Report

Payroll Report Name : 998 12/10/2022 On-Cycle
 Program : CWPERS
 Fiscal Year : 2022/2023
 Schedule Name :
 Rate Plan Identifier : 26413
 Report Type : Payroll - Earned Period
 Text Indicator : N

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

B-WEEKLY
 Miscellaneous
 11/27/2022-12/10/2022
 Suspended

CalPERS ID	Name	Record Type	Earned Period Begin Date	Earned Period End Date	Transaction Type	Record Status	Record Posted Date	Receivable ID	Division	Child Rate Plan Identifier	Pay Rate Type	Pay Rate	Reported Amount	Special Compensation Category	Special Compensation Type	Special Compensation Amount	Scheduled Full Time Hours Per Week	Total Hours Worked	Taxed Member Paid Contributions	Tax Deferred Member Paid Contributions
123456781	Lounamaa, Harold	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Valid				26413	Hourly	\$50.00	\$850.00	N/A	N/A	\$0.00	40	17	\$0.00	\$65.63
234567812	Luhanko, Harjo	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Valid				26413	Hourly	\$38.67	\$3,093.60	N/A	N/A	\$0.00	40	80	\$0.00	\$24.29
345678912	Martinez, Stefania	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Valid				26413	Monthly	\$10,336.74	\$4,780.96	N/A	N/A	\$0.00	40	0	\$0.00	\$946.62
456789123	Nasimmi, Diego	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Valid				26413	Hourly	\$31.36	\$2,508.80	N/A	N/A	\$0.00	40	80	\$0.00	\$181.89

Run the Contribution Posted Detail Report

Step 7

Select the **Reporting** global navigation tab.

The screenshot shows the myCalPERS user interface. The 'Reporting' tab is highlighted in the top navigation bar. Below the navigation bar, there are sections for 'My Home', 'Requests', 'Common Tasks', and 'Menu'. The 'My Cases' section is visible with a 'View More Actions' link. At the bottom, there is a footer with contact information and copyright details.

Step 8

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

The screenshot shows the myCalPERS user interface with the 'Reporting' tab selected. In the local navigation bar, the 'Billing and Payments' link is highlighted. Other links include 'Manage Reports', 'Payroll Schedule', 'Out-of-Class Validation', 'Member Requests', 'Health Reconciliation', and 'Retirement Appointment Reconciliation'. The footer shows the user's name as 'Agency Name' and the CalPERS ID as '4015143822'.

Step 9 Within the Billing and Payments Summary (Year-To-Date) section, select from the **Fiscal Year** drop-down list.

Billing and Payment Summary (Year-To-Date)	
Fiscal Year:	2020/2021
Display	
Contributions For Defined Benefit CalPERS:	\$433,561.34
Unfunded Accrued Liability:	\$0.00
Health Premium Deduction:	\$6,766,522.76
Arrears Contributions:	\$1,899.24
Admin/Other Fees:	\$0.00
Total Balance:	\$7,201,983.34

Note: Payments received against receivables with a \$0.00 balance will not be posted until the next time contributions are reported.

Step 10 Select the **Display** button.

Step 11 Select the **View Receivable Detail** link for the rate plan you want to verify.

Rate Plan 899 - Miscellaneous - Classic	
Reported Contributions	
Member Contributions:	\$5,966,239.13
Employer Contributions:	\$8,844,386.05
Service Credit Purchase Contributions:	\$85,671.83
Total Posted Contributions:	\$14,896,297.01
View Contributions Details	
Projected Contributions	
Member Contributions - Projection:	\$9,570.81
Employer Contributions - Projection:	\$14,176.77
Total Projected Contributions:	\$23,747.58
Payments Posted	
Payments Posted:	\$12,428,183.99
Total Payments:	\$12,428,183.99
View Payment Details	
Transfers	
Transfer of Employer Credit:	\$0.00
Transfers In:	(\$69,336.89)
Transfers Out:	\$69,331.38
Total Transfers:	(\$5.51)
Total Balance:	\$2,491,855.09
View Receivables Detail	

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

Contribution and Payment Details									
Show 25 entries View Details									
Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID	
<input type="radio"/>	25845 02/04/2023 - 02/17/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10000017047988	
<input type="radio"/>	25845 01/21/2023 - 02/03/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10000017047970	
<input checked="" type="radio"/>	25845 01/07/2023 - 01/20/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10000017017463	
<input type="radio"/>	25845 12/24/2022 - 01/06/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10000017017442	
<input type="radio"/>	25845 12/10/2022 - 12/23/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10000016989181	

Step 13 Select the **View Details** button.

Step 14 Select the **Submission Date** link to confirm that the contributions match the payroll report summary amount.

Reported Contributions									
Show 25 entries									
Report Type	Submission Date	Member Contributions	Employer Contributions	1959 Survivor Contributions	Additional Contributions	Service Credit Purchase	Overpayment Deduction	Total Contributions	
Payroll Adjustment	12/25/2021	\$123,643.80	\$183,147.44	\$0.00	\$0.00	\$1,920.99	\$0.00	\$308,712.23	

Note: There may be more than one adjustment report listed, and the total contributions for each report should match each payroll report summary amount for this rate plan.


Step 15 Do the total contributions differ from the amount on the adjustment report?

Yes: Continue to step 16

No: Review the [myCalPERS Projected Contributions \(PDF\)](#) student guide to access other financial activities

Step 16 Select the **submission date** link to generate the **Contribution Posted Detail Report.**

Contribution Posted Detail Report

		Payroll Report Name: PPE 12/10/2022 On-Cycle Employer: 2022/2023 Fiscal Year: 2022/2023 Schedule Name: 1780 Rate Plan Identifier: 1780 Report Type: Payroll - Earned Period Test Indicator: N										Program: Employer CalPERS ID : Schedule: Bi-Weekly Member Category: Miscellaneous Earned Period/Adjustment Date: 11/27/2022-12/10/2022 Report Status: Suspended Receivable Id: 10000018990443						
CalPERS ID	Name	Record Type	Earned Period Begin Date	Earned Period End Date	Transaction Type	Record Status	Record Posted Date	Division	Child Rate Plan Identifier	Pay Rate Type	Pay Rate	Reported Earnings	Special Compensation Category	Special Compensation Type	Special Compensation Amount	Scheduled Full Time Hours Per Week	Taxable Member Paid Contributions	Tax Deferred Member Paid Contributions
023456789	Abulenica, Javier	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Posted	02/23/2023		1780	Monthly	\$14,575.81	\$6,727.30	Incentive Pay	Value of Employer Paid Member Contributions	\$538.18	40	\$0.00	\$0.00
234567890	Alvira, Pedro	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Posted	02/23/2023		1780	Hourly	\$57.61	\$2,606.86	Incentive Pay	Value of Employer Paid Member Contributions	\$208.55	40	\$0.00	\$0.00
345678910	Bekale, Nitze	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Posted	02/23/2023		1780	Hourly	\$37.79	\$3,023.21	Incentive Pay	Value of Employer Paid Member Contributions	\$241.86	40	\$0.00	\$0.00
456789120	Celestid, Banna	Payroll Record	11/27/2022	12/10/2022	Earned Period Reporting	Posted	02/23/2023		1780	Hourly	\$45.93	\$3,674.43	Incentive Pay	Value of Employer Paid Member Contributions	\$293.95	40	\$0.00	\$0.00

Note: You can compare the posted records in the report to the records posted in the Contribution Detail Report (step 5).

Step 17 Do you have another receivable to balance?

Yes: Return to step 9

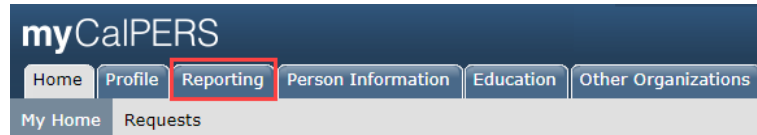
No: You have completed this scenario.

Scenario 3: Reconcile Arrears Receivables

When an employee qualifies for CalPERS membership, your agency must enroll them in a timely manner. Per Government Code 20283, when a late enrollment (90 days after the eligibility date) is reported, the employer is liable for both the member and employer contributions due on the member's account along with a \$500 administrative cost.

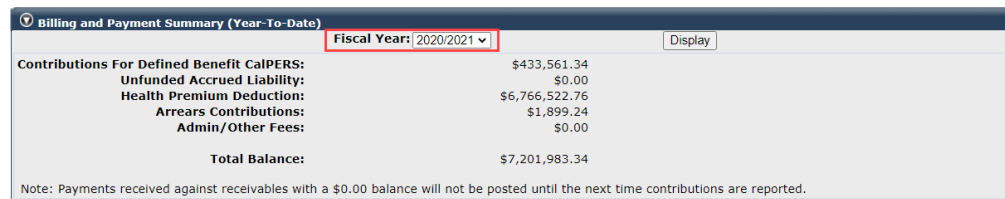
Step Actions (9 steps)

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



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

Step 3 Within the Billing and Payments Summary (Year-To-Date) section, select from the **Fiscal Year** drop-down list.

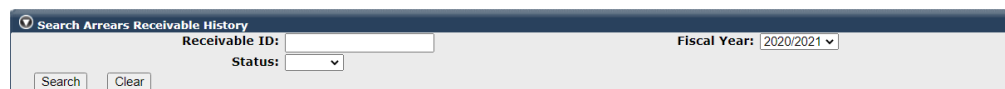


Step 4 Select the **Display** button.

Step 5 Within the Arrears Contributions (Year-To-Date) section, select the **View Arrears Invoice Summary** link.



Step 6 **Optional:** Use the Search Arrears Receivable History section to search for your receivables.



Step 7 Within the Arrears Receivable History section, locate the receivable.

Note: There will be two receivables (one for the administrative cost and the other for the arrears contributions).

Step 8

Within the Arrears Receivable History section, select the **Details** link on the right.

Arrears Receivable History						
Receivable ID	Balance	Due Date	Status	Type	Participant Name	
100000016980787	\$103.28	08/27/2022	Open	20283 Arrears, CalPERS	Teddy Soil	Details
100000016977323	\$500.00	08/21/2022	Open	Admin Fee - 20283 Arrears, CalPERS	Brooke Selvaggio	Details
100000016976729	\$500.00	08/20/2022	Open	Admin Fee - 20283 Arrears, CalPERS	Molly Treat	Details
100000016875469	\$536.26	08/19/2022	Open	20283 Arrears, CalPERS	Daisy Bloom	Details
100000016875468	\$69.47	08/19/2022	Open	20283 Arrears, CalPERS	Eddie Smith	Details

Quick Pay

Select a **Receivable ID** link to display the employer statement for adjustment invoices and administrative cost.

Step 9

Review the Arrears Detail section.

Arrears Detail	
Appointment Information	
Employer: Agency Name	CalPERS ID: 1234567890
Appointment ID: 12345678	Enrollment Date: 11/01/2021
Determination Information	
Arrears Period Begin Date: 11/01/2021	Arrears Period End Date: 06/30/2022
Arrears Type: Arrears - Employer Paid	Admin Fee: Yes
Status: Completed	
Processing Date: 07/22/2022	
Source of Payroll: N/A - Late Enrollment	
Reason: Appointment enrollment was reported late 90 days or more	
Does this determination change the enrollment level from PEPRA to Classic? No	
Create Date: 06/16/2022	
Determination Date: 06/16/2022	
Update Date: 07/22/2022	
Contribution Receivable ID:	
Admin Fee Receivable ID: 100000016977323	

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
- [CalPERS Public Agency & Schools Reference Guide \(PDF\)](#)
Pathway: CalPERS website > Employers > Policies & Procedures > Reference & Health Guides > Public Agency & Schools Reference Guide
- [Circular Letters](#)
Pathway: CalPERS website > Employers > Policies & Procedures > Circular Letters
- [California Public Employees' Retirement Law \(PERL\)](#)
Pathway: CalPERS website > About > Laws, Legislation, & Regulations > California Public Employees' Retirement Law (PERL)
- [myCalPERS Employer Reports \(Cognos\) Catalog](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > myCalPERS Employer Reports (Cognos) Catalog
 - Confirmation of No Payroll Contributions Reportable Report
 - Retirement Appointment Reconciliation Report
 - Separated Retirement Reconciliation Appointments Report

CalPERS Contacts

Email

- To contact [employer educators](#) for questions and requests, email **calpers_employer_communications@calpers.ca.gov**.
- 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 folder and select the **Submit Inquiry** link to submit a question or request.