



# Contra Costa County Office of Education

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Karen Sakata, Superintendent of Schools

## Business and Administrative Services

September 10, 2018

TO: District Business Officials  
District Payroll  
Contra Costa County School Districts

FROM: Jade Moore  
District Payroll Services

SUBJECT: CalPERS Circulars - **August 2018**

The following is a summary of CalPERS Circulars, relevant to payroll, distributed during the month of August 2018.

**1) CalPERS Circular No. 200-048-18 – Enrolling and Reporting Retired Members**

- CalPERS will begin assessing fees after July 1, 2018 in relation to late appointments set up for retired annuitants (referencing Circular 200-010-18 and Government Code 21220).
- Employers are responsible for enrolling retired annuitants within 30 days of the effective date of hire, or else a fee of \$200 will be assessed per month until the annuitant is enrolled.
- Employers will also need to confirm missing payroll for retired annuitants that they do not expect to report payroll for. Employers must use the Payroll Schedule local navigation link to confirm missing payroll prior to the earned period report due date to avoid being assessed a \$200 fee for each retired annuitant. Please refer to the myCalPERS [Retirement Appointment Reconciliation Guide](#) and Circular Letter 200-003-17.

**2) CalPERS Circular No. 310-051-18 – 2018 Board Election Toolkit Now Available**

- Availability of the turnkey Board Election Toolkit is available on the myCalPERS website at the following link: <https://www.calpers.ca.gov/page/about/board/board-elections>
- Voted ballots must be received no later than October 1, 2018 to be counted.

**3) CalPERS Circular No. 200-054-18 – June 30, 2017 Actuarial Valuation Reports**

- 2017 actuarial valuation reports are completed and accessible on the myCalPERS website. The reports can be found by accessing the Employer tab in the [Actuarial Services](#) section of the myCalPERS website.



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Membership

# Circular Letter

August 2, 2018

Circular Letter: 200-048-18

Distribution: IV, V, VI, X, XII, XVI

**To:** All CalPERS Employers  
**Subject:** Enrolling and Reporting Retired Members

### Purpose

The purpose of this Circular Letter is to follow up on the California Public Employees' Retirement System (CalPERS) Circular Letter [200-010-18](#) and provide additional information regarding the amendment to Government (Gov.) Code section 21220 of the Public Employees' Retirement Law (PERL). The my|CalPERS system has been updated in accordance with this new law and CalPERS will begin assessing fees July 1, 2018.

### Enrollment

An employer shall enroll a retired member within 30 days of the effective date of hire or a fee of two hundred (\$200) dollars will be assessed per month until the retired annuitant is enrolled in my|CalPERS.

CalPERS will not be assessing fees retroactively for retired members enrolled late. For example, if a retired member was hired on January 1, 2018 but the employer did not enroll the retired member until August 1, 2018, the employer will only be assessed one \$200 fee for the late enrollment.

### Payroll Reporting

An employer shall report and post retired annuitant payroll records within 30 days following the last day of the effective earned period. Payroll records can be submitted in either an earned period report or an adjustment report. Records must be posted within 30 days following the

last day of the record earned period, or a \$200 fee will be assessed per month until the payroll information is posted.

CalPERS will not be assessing fees retroactively for retired annuitant payroll missing or reported late. For example, any missing or late payroll periods with earned period end dates prior to July 1, 2018, will not be assessed a \$200 fee.

Employers will need to confirm missing payroll for retired annuitants that they do not expect to report payroll for. Employers should use the Payroll Schedule local navigation link to confirm missing payroll prior to the earned period report due date to avoid being assessed a \$200 fee for each retired annuitant. You may also use the Retirement Appointment Reconciliation screens to maintain enrollments and confirm missing payroll. Failure to report or confirm missing payroll timely will result in a fee. For additional information regarding the Retirement Appointment Reconciliation functionality please refer to [my|CalPERS Retirement Appointment Reconciliation Student Guide](#) and Circular Letter [200-003-17](#).

## **Compliance**

CalPERS encourages all employers to review all of their retired annuitant appointments for compliance before CalPERS begins assessing fees. Each retired annuitant currently working at your agency should have an appointment in my|CalPERS. If a retired annuitant has separated from your agency, please be sure that their appointment has been separated in my|CalPERS.

## **Questions**

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

Renee Ostrander, Chief  
Employer Account Management Division

# my|CalPERS Retirement Appointment Reconciliation

Student Guide

**June 29, 2018**



# Introduction

This student guide will assist you with reconciling your employees' appointments.

## Disclaimer

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

## Training Opportunities

Prior to taking a my|CalPERS System Training instructor-led class, new users should review the [Introduction to my|CalPERS for Business Partners](#) (PDF) guide and take a **Business Rules training class**. The business rules training (instructor-led or online) class covers the simplified explanation of laws defined by the California Public Employees' Retirement Law (PERL).

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## Unit 1: Reconcile by Appointments

The **Retirement Appointment Reconciliation** local navigation link will identify appointments with missing payroll. On the last Saturday of each month, a my|CalPERS batch runs and updates this list, retrieving appointments missing payroll from January 1, 2016 to 30 days prior to the batch date. Maintaining the appointments or confirming missing payroll records within the Retirement Appointment Reconciliation pages automatically updates the list. Transactions completed outside the Retirement Appointment Reconciliation pages (e.g., posting payroll adjustment records) will update the list after the nightly batch.

### System Logic

Employees with the following appointment types will be excluded from the retirement appointment reconciliation list:

- Health-only appointments
- Non-qualified appointments due to the purchase of service credit (i.e., Service Prior to Membership or Military Leave)

### Contents

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## Scenario 1: Process a Permanent Separation

### System Logic

- The permanent separation date must be reported as the day after the last day on payroll.
- When maintaining your appointments, my|CalPERS allows you to select up to 1,000 appointments to the shopping cart feature to reduce steps.

### Step Actions

- Step 1 Select the **Reporting** global navigation tab.
- 
- Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.
- 
- Step 3 Complete the Search For Participants to Reconcile section to filter your Participants With Missing Payroll section.
- 
- Step 4 Select the **Search** button.

The screenshot shows the my|CalPERS Reporting interface. The top navigation bar includes Home, Profile, Reporting, Person Information, Education, and Other Organizations. The main navigation bar includes Manage Reports, Billing and Payments, Payroll Schedule, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The user is logged in as my|CalPERS Training with CalPERS ID: 9876543210.

The **Missing Payroll Reconciliation** section is active, showing a Reconciliation Batch Date of 09/22/2017 09:08 PM and a Total Number of Appointments Listed of 723.

The **Search For Participants To Reconcile** section is active, with the following filters:

- Program: CalPERS
- Division: [Dropdown]
- Participant CalPERS ID: [Text Box]
- Division CalPERS ID: [Text Box]
- SSN: [Text Box]
- Last Names: [Text Box]
- Member Category: [Dropdown]
- Member Account Status: Active
- Appt Status: Active

The following filters can be used to identify participant appointments that have a Last Reported Earned Period record found within the selected search criteria:

- Fiscal Year: [Dropdown]
- From Earned Period End Date: [Text Box]
- To Earned Period End Date: [Text Box]
- Contributory Status: [Dropdown]
- Payroll Record Status: [Dropdown]

The **Search** button is highlighted with a red box.

The **Participants With Missing Payroll** section is active, showing 25 entries. The table below lists the participants with missing payroll periods.

Participant CalPERS ID	Name	Appt ID	Appt Status	Division	Member Account Status	Last Reported Earned Period	Last Reported Payroll Record Status	Missing Payroll Periods
<input type="checkbox"/> 0123456789	BHAYANI, HOAI THI D.	18505870	Active	my CalPERS Training	Active	07/01/2017 - 07/14/2017	Posted	1 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	BUTZER, DESEAL	44521310	Active	my CalPERS Training	Active	08/26/2017 - 09/08/2017	Posted	2 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	COQUELIN, NICOLE C D.	33310770	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	1 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	FROJEN, VANNALINE Y.	2953270	Active	my CalPERS Training	Active	08/12/2017 - 08/25/2017	Posted	23 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	GRONEWOLD, MARIA EVANGELINE	92453703	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	3 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	GROTEPAS, BELTON	44430750	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	2 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	GUZMAN-WALKER, SEHENNIA N.	45562740	Active	my CalPERS Training	Active	07/07/2012 - 07/20/2012	Posted	40 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	HERNANDEZ-CISNEROS, YI-LIN P.	91710487	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	4 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	HUDECEK, OLIVIA MAY B.	28916670	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	9 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	KHODABAKHSHIAN, ARUTYUN K.	91769230	Active	my CalPERS Training	Active	07/01/2017 - 07/14/2017	Posted	2 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	MENDELEYEV, MAGALYS B.	30240440	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	1 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	WEIDAW JR, MENCHU	45602650	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	3 <a href="#">Review</a>

Step 5 Within the Participants With Missing Payroll section, sort the order by using the column heading links.

**Tip!** To sort from high to low for missing payroll records, select the **Missing Payroll Periods** link twice.

---

Step 6 Is there more than one page?

If...	Then...
Yes	Continue to step 7
No	Skip to step 8

Step 7 Select the **View Max** link at the bottom of the page.

---

Step 8 Select the **Select All** link or individually select the checkboxes of the appointments you want to maintain.

---

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

---

Step 10 Within the Appointment Event Details section, did the employee permanently separate from your agency?

If...	Then...
Yes	Skip to step 13
No	Continue to step 11
Not sure	You may open multiple my CalPERS windows to research each employee to confirm appointment status. Utilize the following tools when researching: <ul style="list-style-type: none"><li>• <b>Person Information</b> global navigation tab and multiple left-side menu links</li><li>• <b>Retirement Appointment Reconciliation</b> and the <b>Review</b> link</li></ul>
There are no appointments	Select the <b>Return</b> link <b>You have completed this scenario.</b>

---



Step 11 Select the **Skip Appointment** button.

The screenshot shows a web application interface for CalPERS Training. At the top, there are navigation tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are sub-tabs: Manage Reports, Billing and Payments, Payroll Schedule, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The main content area is titled 'Common Tasks' and shows 'Name: my|CalPERS Training' and 'CalPERS ID: 9876543210'. A red asterisk indicates required fields. The 'Maintain Appointment Event History' section contains a table with columns: Participant CalPERS ID, Name, Appt ID, Appt Status, Division, Appt Type, Member Category, Start Date, and Tied to Health. The table lists three appointments for participant 0123456789. Below the table is the 'Appointment Event Details (1 of 3)' section, which includes fields for Participant CalPERS ID (0123456789), Name (GUZMAN-WALKER, SEHENNIA), Appt ID (45562740), Appt Status (Active), and Last Reported Earned Period (07/07/2012 - 07/20/2012). There are also fields for Event and Event Date. At the bottom, there are buttons for 'Delete Appointment', 'Skip Appointment' (highlighted with a red box), 'Save & Go to Next', and 'Return'.

Step 12 Do you want to maintain the next appointment within the Maintain Appointment Event History section?

If...	Then...
Yes	Return to step 10
No	Select the <b>Return</b> link <b>You have completed this scenario.</b>

Step 13 Complete the Appointment Event Details section.

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

Step 15 Do you want to maintain the next appointment within the Maintain Appointment Event History section?

If...	Then...
Yes	Return to step 10
No	Select the <b>Return</b> link <b>You have completed this scenario.</b>

## Scenario 2: Delete an Appointment

### System Logic

You are unable to delete appointments that are tied to payroll or health benefits. Contact CalPERS for further assistance.

### Step Actions

- Step 1 Select the **Reporting** global navigation tab.
- Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.
- Step 3 Complete the Search For Participants to Reconcile section to filter your Participants With Missing Payroll section.
- Step 4 Select the **Search** button to find the appropriate appointments.

The screenshot shows the CalPERS Reporting interface. The top navigation bar includes 'Home', 'Profile', 'Reporting', 'Person Information', 'Education', and 'Other Organizations'. The 'Reporting' tab is active, and the 'Retirement Appointment Reconciliation' sub-tab is selected. The main content area is titled 'Missing Payroll Reconciliation' and shows a reconciliation batch date of 09/22/2017 09:08 PM and a total of 723 appointments listed. Below this is the 'Search For Participants To Reconcile' section, which is highlighted with a red box around the 'Search' button. This section includes filters for Program (CalPERS), Division, Member Category, Appt Status, Participant CalPERS ID, SSN, Last Name, and Member Account Status. It also includes filters for Fiscal Year, From/To Earned Period, and Payroll Record Status. Below the search filters is a table titled 'Participants With Missing Payroll' showing a list of participants with their CalPERS ID, Name, Appt ID, Appt Status, Division, Member Account Status, Last Reported Earned Period, Last Reported Payroll Record Status, and Missing Payroll Periods. The table is sorted by Last Reported Payroll Record Status in descending order. The 'Search' button is highlighted with a red box.

Participant CalPERS ID	Name	Appt ID	Appt Status	Division	Member Account Status	Last Reported Earned Period	Last Reported Payroll Record Status	Missing Payroll Periods
<input type="checkbox"/> 0123456789	BHAYANI, HOAI THI D.	18505870	Active	my CalPERS Training	Active	07/01/2017 - 07/14/2017	Posted	1 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	BUTZER, DESEAL	44521310	Active	my CalPERS Training	Active	08/26/2017 - 09/08/2017	Posted	2 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	COQUELIN, NICOLE C D.	33310770	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	1 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	FROJEN, VANNALINE Y.	2953270	Active	my CalPERS Training	Active	08/12/2017 - 08/25/2017	Posted	23 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	GRONEWOLD, MARIA EVANGELINE	92453703	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	3 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	GROTEPAS, BELTON	44430750	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	2 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	GUZMAN-WALKER, SEHENNIA N.	45562740	Active	my CalPERS Training	Active	07/07/2012 - 07/20/2012	Posted	40 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	HERNANDEZ-CISNEROS, YI-LIN P.	91710487	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	4 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	HUDECEK, OLIVIA MAY B.	28916670	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	9 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	KHODABAKHSHIAN, ARUTYUN K.	91769230	Active	my CalPERS Training	Active	07/01/2017 - 07/14/2017	Posted	2 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	MENDELEYEV, MAGALYS B.	30240440	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	1 <a href="#">Review</a>
<input type="checkbox"/> 0123456789	WEIDAW JR, MENCHU	45602650	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	3 <a href="#">Review</a>

Step 5 Within the Participants With Missing Payroll, sort the order by using the column heading links.

**Tip!** To sort from high to low for missing payroll records, select the **Missing Payroll Periods** link twice.

---

Step 6 Is there more than one page?

If...	Then...
Yes	Continue to step 7
No	Skip to step 9

---

Step 7 Scroll down to the bottom of the page.

---

Step 8 Select the **View Max** link.

---

Step 9 Select the **Select All** link or individually select the checkboxes of the appointments you want to maintain.

---

Step 10 Select the **Maintain Enrollment** button.

---

Step 11 Within the Appointment Event Details section, do you need to delete the current appointment?

If...	Then...
Yes	Skip to step 14
No	Continue to step 12
Not Sure	You may open multiple my CalPERS windows to research each employee to confirm appointment status. Utilize the following tools when researching: <ul style="list-style-type: none"><li>• <b>Person Information</b> global navigation tab and multiple left-side menu links</li><li>• <b>Retirement Appointment Reconciliation</b> and the <b>Review</b> link</li></ul>
There are no appointments	Select the <b>Return</b> link <b>You have completed this scenario.</b>

---

Step 12 Select the **Skip Appointment** button.

The screenshot shows a web application interface for CalPERS Training. At the top, there are navigation tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are menu items: Manage Reports, Billing and Payments, Payroll Schedule, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The main content area shows 'Common Tasks' with a dropdown arrow, 'Name: my|CalPERS Training', and 'CalPERS ID: 9876543210'. A red asterisk indicates required fields. The 'Maintain Appointment Event History' section contains a table with columns: Participant CalPERS ID, Name, Appt ID, Appt Status, Division, Appt Type, Member Category, Start Date, and Tied to Health. The table lists three appointments for participants GUZMAN-WALKER, SEHENNIA N., FROJEN, VANNALINE Y., and HUDECEK, OLIVIA MAY B. Below the table is the 'Appointment Event Details ( 1 of 3 )' section, which includes fields for Participant CalPERS ID, Name, Appt ID, Appt Status, and Last Reported Earned Period. There are also dropdown menus for 'Event:' and 'Event Date:'. At the bottom of this section, there are two buttons: 'Delete Appointment' and 'Skip Appointment', with the latter being highlighted by a red box. At the very bottom, there are links for 'Save & Go to Next' and 'Return'.

Step 13 Return to step 11.

Step 14 Within the Appointment Event Details section, select the **Delete Appointment** button.

Step 15 Is payroll or health tied to the appointment?

If...	Then...
Yes	Contact CalPERS for further assistance
No	Continue to step 16

Step 16 Do you want to maintain the next appointment within the Maintain Appointment Event History section?

If...	Then...
Yes	Return to step 11
No	Select the <b>Return</b> link <b>You have completed this scenario.</b>

## Scenario 3: Process a Leave of Absence

### System Logic

- The **Begin Leave** date must be entered as at least one day after the last paid day at your agency.
- The **End Leave** date should be the day the employee returns.
- my|CalPERS will still expect payroll for appointments on a leave of absence, unless you confirm that the earned periods are missing payroll.

### Step Actions

- Step 1      Select the **Reporting** global navigation tab.
- 
- Step 2      Select the **Retirement Appointment Reconciliation** local navigation link.
- 
- Step 3      Complete the Search For Participants to Reconcile section to filter your Participants With Missing Payroll section.
- 
- Step 4      Select the **Search** button to find the appropriate appointments.

- Step 5      Select the appropriate checkbox next to the Participant CalPERS ID.
- 
- Step 6      Select the **Maintain Enrollment** button.
- 
- Step 7      Complete the Appointment Event Details section.
- 
- Step 8      Select the **Save & Go to Next** button.
- 
- Step 9      Select the **Return** link.
- 
- Step 10     Do you need to add an **End Leave**?

If...	Then...
Yes	Repeat steps 3-9 to add the <b>End Leave</b> appointment event
No	<b>You have completed this scenario.</b>

## Scenario 4: Confirm Missing Payroll

### System Logic

- After you confirm that an earned period is missing payroll, my|CalPERS will stop requesting payroll reporting for that period.
- You may still report payroll for earned periods that have been confirmed.

### Step Actions

- Step 1 Select the **Reporting** global navigation tab.
- 
- Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.
- 
- Step 3 Complete the Search For Participants to Reconcile section to filter your Participants With Missing Payroll section.
- 
- Step 4 Select the **Search** button to find the appropriate appointments.

The screenshot shows the my|CalPERS Reporting interface. The top navigation bar includes Home, Profile, Reporting, Person Information, Education, and Other Organizations. The main content area is titled 'Missing Payroll Reconciliation' and shows a reconciliation batch date of 09/22/2017 09:08 PM and a total of 723 appointments listed. Below this is the 'Search For Participants To Reconcile' section, which includes various filters such as Program (CalPERS), Division, Member Category, Appt Status, Participant CalPERS ID, SSN, Last Name, Member Account Status, Fiscal Year, From/To Earned Period End Date, and Contributory/Payroll Record Status. The 'Search' button is highlighted with a red box. Below the search section is the 'Participants With Missing Payroll' section, which displays a table with the following data:

Participant CalPERS ID	Name	Appt ID	Appt Status	Division	Member Account Status	Last Reported Earned Period	Last Reported Payroll Record Status	Missing Payroll Periods
0123456789	HUDECEK, OLIVIA MAY B.	28916670	Active	my CalPERS Training	Active	07/29/2017 - 08/11/2017	Posted	9 <a href="#">Review</a>

Step 5 Within the Participants With Missing Payroll section, select the **Review** link on the right side of the screen for the appropriate appointment.

Step 6 **Optional:** Open multiple windows to research the employee's appointment history.

Step 7

Within the Missing/Unposted Payroll Periods section, select the appropriate earned period checkbox(es) that you want to confirm missing payroll.

**Participant Information**

Participant CalPERS ID: 0123456789  
Program: CalPERS  
Last Reported Earned Period: 07/29/2017 - 08/11/2017  
Appt ID: 28916670

Name: HUDECEK, OLIVIA MAY B.  
Account Status: Active  
Division: my|CalPERS Training

[View Transaction History](#)

**Missing/Unposted Payroll Periods ( 9 Records )**

Show 25 entries

Contributions have not been reported for the following payroll periods. Please either post payroll or select the appropriate payroll periods and confirm that contributions are not reportable.

[Select All](#) [Confirm](#)

Earned Period Begin Date	Earned Period End Date	Unposted Payroll Exists
<input type="checkbox"/> 04/09/2016	04/22/2016	No
<input type="checkbox"/> 03/26/2016	04/08/2016	No
<input type="checkbox"/> 03/12/2016	03/25/2016	No
<input type="checkbox"/> 02/27/2016	03/11/2016	No
<input type="checkbox"/> 02/13/2016	02/26/2016	No
<input type="checkbox"/> 01/30/2016	02/12/2016	No
<input type="checkbox"/> 01/16/2016	01/29/2016	No
<input type="checkbox"/> 01/02/2016	01/15/2016	No
<input type="checkbox"/> 12/19/2015	01/01/2016	No

Show 25 entries

[Select All](#) [Confirm](#)

[Return](#)

Step 8

Select the **Confirm** button.

**You have completed this scenario.**

## Scenario 5: Post Payroll

### System Logic

The Retirement Appointment Reconciliation list will update in a nightly batch once the payroll record is posted.

### Step Actions

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

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

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

The screenshot shows the 'Reporting' tab selected in the top navigation bar. Below it, the 'Common Tasks' section displays 'Name: my|CalPERS Training' and 'CalPERS ID: 9876543210'. A red asterisk indicates required fields. The 'Menu' dropdown is open, showing 'Create New Adjustment Report' selected. Below this, the 'Method' dropdown is set to 'Manually Enter Adjustment Records' with a 'Continue' button next to it.

Step 4 Select the **Continue** button.

Step 5 Complete the Create Report section.

The screenshot shows the 'Create Report' form. The 'Program' dropdown is set to 'CalPERS'. The 'Report Type' radio button is selected for 'Payroll-Adjustments'. The 'Payroll Schedule' dropdown is set to 'Bi-Weekly'. The 'Report Name' field contains 'S. Hollomon PPA 03192018'. A 'Save & Continue' button is visible at the bottom of the form.

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

Step 7 Within the Search a Record in the Report section, enter the employee's CalPERS ID or SSN.

The screenshot shows the 'Search and Add New Record to the Report' section. It includes a 'Report Details' box with 'Report Type: Payroll - Adjustments', 'Adjustment Date: 06/19/2018', and 'Report Status: Pending Release'. Below this is a search form with fields for 'SSN', 'CalPERS ID', and 'Last Name'. There are also dropdown menus for 'Record Type', 'Member Category', 'Division', 'Record Status', and 'Error Message'. A 'Search' button is present. Below the search form is a table titled 'Records Present in the Report' with columns for 'SSN', 'CalPERS ID', 'Division', 'Name', 'Earned Period', 'Member Category', and 'Status'. The table is currently empty, showing 'No results found.' At the bottom, there are buttons for 'Process Report' and 'Generate Report Summary', and a link for 'View Payroll Report Summary'.



Step 8 Within the Records Present in the Report section, select the **Add New** button.

Step 9 Complete the Maintain Record Details section.

Step 10 Select the **Display** button.

Step 11 Complete the Maintain Record Details section.

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

If...	Then...
Yes	Select the <b>Save &amp; Continue</b> button and return to step 9
No	Continue to step 13

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

Step 14

Select the **Process Report** button.

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes: Home, Profile, Reporting, Person Information, Education, Other Organizations, Manage Reports, Billing and Payments, Payroll Schedule, Member Requests, Health Reconciliation, Retirement Appointment Reconciliation, Common Tasks, and Menu. The main content area is titled 'Report Details' and contains the following information:

**Report Type:** Payroll - Adjustments    **Adjustment Date:** 06/19/2018    **Report Status:** Pending Release  
**Program:** CalPERS    **Schedule Name:**    **Test Report:** No  
**Report Name:** S. Hollomon PPA 03192018

**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:   
Record Type:     Transaction Type:   
Member Category:   
Division:   
Record Status:   
Error Message:

Search Clear Add New

**Records Present in the Report**

Select All Delete Edit Selected Records Save Selection

SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status
<input type="checkbox"/> xxx-xx-537Z	0123456789	my  CalPERS Training	Fake Name	03/19/2016- 04/01/2016	Miscellaneous	Valid

Select All Delete Edit Selected Records Save Selection

**Process Report** Generate Report Summary [View Payroll Report Summary](#)

Step 15

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

**You have completed this scenario.**

## Unit 2: Reconcile by Earned Period Reports

You may reconcile your appointments by earned period reports. Within each posted earned period report, you may view a list of appointments that were not reported. You may maintain each appointment or confirm the missing payroll records for multiple employees at one time.

### System Logic

This option is available 15 days before the earned period end date. After you post the earned period payroll report, you will be able to view the appointments with missing payroll for that earned period.

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<a href="#">Scenario 2: Confirm Missing Payroll by Earned Period Reports</a>	19

## Scenario 1: Maintain Appointments by Earned Period Reports

### Step Actions

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' page for 'my|CalPERS Training' (CalPERS ID: 9876543210). The page includes a navigation menu with 'Reporting' selected. The main content area has a 'Method:' section with three radio buttons: 'Add New Payroll Schedule', 'Request Extension for Existing Payroll Schedule', and 'Request Exemption for Non-Reportable Payroll Earned Period'. Below this is a 'Continue' button. The 'Select A Program' section shows 'Program: CalPERS' and a 'Display' button. The 'Existing Payroll Schedules' section contains a table with columns: Type, Name, Begin Date, End Date, Status, and View Periods. The first row is 'Bi-Weekly' with 'Begin Date: 06/26/1982' and 'Status: Approved'. The 'View Periods' link in the first row is highlighted with a red box.

Type	Name	Begin Date	End Date	Status	View Periods
Bi-Weekly		06/26/1982		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' page for 'my|CalPERS Training' (CalPERS ID: 9876543210). The page includes a navigation menu with 'Reporting' selected. The main content area has a 'Schedule Details' section with 'Type: Bi-Weekly', 'Status: Approved', and 'Schedule Begin Date: 06/26/1982'. The 'Payroll Periods' section has a 'Fiscal Year:' dropdown set to '2017/2018' 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 Appointments Missing Contributions. The last row is '06/24/2017-07/07/2017' with 'Report Post Date: 08/01/2017' and 'Report Status: Processing'. The 'Display' button is highlighted with a red box.

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Appointments Missing Contributions
06/09/2018-06/22/2018	07/22/2018						
05/26/2018-06/08/2018	07/08/2018						
05/12/2018-05/25/2018	06/24/2018						
04/28/2018-05/11/2018	06/10/2018						
04/14/2018-04/27/2018	05/27/2018						
03/31/2018-04/13/2018	05/13/2018						
03/17/2018-03/30/2018	04/29/2018						
03/03/2018-03/16/2018	04/15/2018						
02/17/2018-03/02/2018	04/01/2018						
02/03/2018-02/16/2018	03/18/2018						
01/20/2018-02/02/2018	03/04/2018						
01/06/2018-01/19/2018	02/18/2018						
12/23/2017-01/05/2018	02/04/2018						
12/09/2017-12/22/2017	01/21/2018						
11/25/2017-12/08/2017	01/07/2018						
11/11/2017-11/24/2017	12/24/2017						
10/28/2017-11/10/2017	12/10/2017						
10/14/2017-10/27/2017	11/26/2017						
09/30/2017-10/13/2017	11/12/2017						
09/16/2017-09/29/2017	10/29/2017						
09/02/2017-09/15/2017	10/15/2017						
08/19/2017-09/01/2017	10/01/2017						
08/05/2017-08/18/2017	09/17/2017						
07/22/2017-08/04/2017	09/03/2017						
07/08/2017-07/21/2017	08/20/2017						<a href="#">View</a>
06/24/2017-07/07/2017	08/06/2017	08/01/2017		Processing			<a href="#">View</a>

Step 5 Select the **Display** button.

Step 6 Under the Appointment Missing Contributions column, select the appropriate **View** link.

Step 7 Utilize the Search for Participants without Contributions section to filter your Participants without Contributions section.

Step 8 Select the appropriate **Participant CalPERS ID** checkboxes for those appointments you wish to maintain.

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

Step 10 Within the Appointment Event Details section, do you need to maintain their appointment?

If...	Then...
Yes	Skip to step 13
No	Continue to step 11

Step 11 Select the **Skip Appointment** button.

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

If...	Then...
Yes	Return to step 10
No	<b>You have completed this scenario.</b>

---

Step 13 Complete the Appointment Event Details section.

**Optional:** You may open multiple my|CalPERS windows to research each employee to confirm appointment status.

---

Step 14 If needed, select the **Save & Go to Next** button.

---

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

If...	Then...
Yes	Return to step 10
No	<b>You have completed this scenario.</b>

## Scenario 2: Confirm Missing Payroll by Earned Period Reports

### Step Actions

- 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 'Reporting' tab selected in the top navigation bar. The 'Payroll Schedule' link is highlighted in the local navigation bar. The main content area displays the following sections:

- Common Tasks:** Name: my|CalPERS Training, CalPERS ID: 9876543210
- Menu:** Fees List
- Payroll Schedule Options:** Method: \* (Add New Payroll Schedule, Request Extension for Existing Payroll Schedule, Request Exemption for Non-Reportable Payroll Earned Period). A 'Continue' button is present.
- Select A Program:** Program: CalPERS (dropdown), Display button.
- Existing Payroll Schedules:** A table with columns: Type, Name, Begin Date, End Date, Status, and View More Actions. The first row is 'Bi-Weekly' with 'Approved' status. A 'View Periods' link is highlighted in a red box.

- Step 4 Within the Payroll Periods section, select the appropriate fiscal year from the drop-down list.

The screenshot shows the 'Reporting' tab selected. The 'Payroll Schedule' link is highlighted in the local navigation bar. The main content area displays the following sections:

- Common Tasks:** Name: my|CalPERS Training, CalPERS ID: 9876543210
- Menu:** Fees List
- Schedule Details:** Type: Bi-Weekly, Status: Approved, Schedule Begin Date: 06/26/1982, Name: CalPERS, Program: CalPERS.
- Payroll Periods:** Fiscal Year: 2017/2018 (dropdown), Display button.
- Table of Earned Periods:**

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Appointments Missing Contributions
06/09/2018-06/22/2018	07/22/2018						
05/26/2018-06/08/2018	07/08/2018						
05/12/2018-05/25/2018	06/24/2018						
04/28/2018-05/11/2018	06/10/2018						
04/14/2018-04/27/2018	05/27/2018						
03/31/2018-04/13/2018	05/13/2018						
03/17/2018-03/30/2018	04/29/2018						
03/03/2018-03/16/2018	04/15/2018						
02/17/2018-03/02/2018	04/01/2018						
02/03/2018-02/16/2018	03/18/2018						
01/20/2018-02/02/2018	03/04/2018						
01/06/2018-01/19/2018	02/18/2018						
12/23/2017-01/05/2018	02/04/2018						
12/09/2017-12/22/2017	01/21/2018						
11/25/2017-12/08/2017	01/07/2018						
11/11/2017-11/24/2017	12/24/2017						
10/28/2017-11/10/2017	12/10/2017						
10/14/2017-10/27/2017	11/26/2017						
09/30/2017-10/13/2017	11/12/2017						
09/16/2017-09/29/2017	10/29/2017						
09/02/2017-09/15/2017	10/15/2017						
08/19/2017-09/01/2017	10/01/2017						
08/05/2017-08/18/2017	09/17/2017						
07/22/2017-08/04/2017	09/03/2017						
07/08/2017-07/21/2017	08/20/2017						<a href="#">View</a>
06/24/2017-07/07/2017	08/06/2017	08/01/2017		Processing			<a href="#">View</a>

- Step 5 Select the **Display** button.

Step 6 Under the Appointments Missing Contributions column, select the appropriate **View** link.

---

Step 7 Utilize the Search for Participants without Contributions section to filter your Participants without Contributions section.

The screenshot displays the 'Maintain Appointments without Contributions' section of the CalPERS Training system. The interface includes a navigation menu with options like Home, Profile, Reporting, Person Information, Education, and Other Organizations. The main content area shows the 'Earned Period' as 07/22/2017 - 08/04/2017 and a 'Total Number of Appointments Listed' of 215. Below this is a search section for participants without contributions, with filters for Program (CalPERS), Division, Member Category/Rate Plan, Appt Status, Participant CalPERS ID, SSN, Last Name, and Member Account Status. A table lists three participants with checkboxes for selection:

Participant CalPERS ID	Name	Appt ID	Appt Status	Division	Member Account Status	Last Reported Payroll Record Status	Rate Plan	Projected Member Contributions	Projected Employer Contributions
<input type="checkbox"/> 0123456789	ASHER-MATTHIES, GENNET J.	92417940	Active	my CalPERS Training	Active		26088	\$0.00	\$0.00
<input type="checkbox"/> 0123456789	DANIELSON, ERAINA D.	36323280	Active	my CalPERS Training	Active	Posted	161	\$0.00	\$0.00
<input type="checkbox"/> 0123456789	FERGODA, KAISEY	92427368	Active	my CalPERS Training	Retired		161	\$0.00	\$0.00

Step 8 Select the appropriate **Participant CalPERS ID** checkboxes for those you wish to confirm missing payroll.

**Tip:** Select the **View Max** link if you want to utilize the **Select All** link.

---

Step 9 Select the **Confirm Missing 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 rate plan receivable, you may view a list of appointments that payroll was not reported. You may maintain each appointment or confirm the missing payroll records for multiple employees at one time.

### System Logic

The receivables will be available at the beginning of each month. After you post the earned period payroll report, you will be able to view the appointments with missing payroll within the Receivable List by Rate Plan page.

### Contents

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<a href="#">Scenario 1: Maintain Appointments by Rate Plan Receivables</a>	22
<a href="#">Scenario 2: Confirm Missing Payroll by Rate Plan Receivables</a>	25

## Scenario 1: Maintain Appointments by Rate Plan Receivables

### Step Actions

- Step 1 Select the **Reporting** global navigation tab.
- 
- Step 2 Select the **Billing and Payments** local navigation link.
- 
- Step 3 If needed, select the fiscal year from the 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.

**Billing and Payment Summary (Year-To-Date)**  
Fiscal Year: 2017/2018

Contributions For Defined Benefit CalPERS:	\$0.00
Unfunded Accrued Liability:	\$0.00
Health Premium Deduction:	\$6,734,925.11
Arrears Contributions:	\$0.00
Other Obligations:	\$0.00
Admin/Other Fees:	\$0.00
<b>Total Balance:</b>	<b>\$6,734,925.11</b>

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

**Contributions For Defined Benefit CalPERS (Year-To-Date)**  
Rate Plan 161 - Miscellaneous - Classic

<b>Reported Contributions</b>	
Member Contributions:	\$9,630,278.83
Employer Contributions:	\$10,898,953.04
Service Credit Purchase Contributions:	\$113,411.60
<b>Total Posted Contributions:</b>	<b>\$20,642,643.47</b>
<b>Payments Posted</b>	
Payments Posted:	\$20,245,812.30
<b>Total Payments:</b>	<b>\$20,245,812.30</b>
<b>Transfers</b>	
Transfers In:	(\$396,831.17)
Total Transfers:	(\$396,831.17)
<b>Total Balance:</b>	<b>\$0.00</b>

Rate Plan 162 - Safety - Fire - Classic

<b>Reported Contributions</b>	
Member Contributions:	\$2,674,721.91

- Step 7 To reconcile a different rate plan, complete the Search Criteria section.

**Search Criteria**  
Fiscal Year: 2017/2018  
Program: CalPERS  
Rate Plan: TET  
Payroll Schedule:   
Earned Periods:   
Receivable Status:   
Search Clear

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
161	03/17/2018 - 03/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015199055
161	03/02/2018 - 03/16/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015199042
161	02/17/2018 - 03/02/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015199023
161	02/03/2018 - 02/16/2018	\$0.00	\$1,210,465.44	\$0.00	\$0.00	\$1,210,465.44	\$0.00	100000015169197
161	01/29/2018 - 02/02/2018	\$0.00	\$1,214,921.85	\$0.00	\$0.00	\$1,214,921.85	\$0.00	100000015169178
161	01/04/2018 - 01/19/2018	\$0.00	\$1,220,223.33	\$0.00	\$0.00	\$1,220,223.33	\$0.00	100000015142932
161	12/23/2017 - 01/08/2018	\$0.00	\$1,217,793.90	\$0.00	\$0.00	\$1,217,793.90	\$0.00	100000015142824
161	12/09/2017 - 12/22/2017	\$0.00	\$1,187,519.36	\$0.00	\$0.00	\$1,187,519.36	\$0.00	100000015119704
161	11/25/2017 - 12/08/2017	\$0.00	\$1,193,402.18	\$0.00	\$0.00	\$1,193,402.18	\$0.00	100000015119686
161	11/11/2017 - 11/24/2017	\$0.00	\$1,201,691.38	\$0.00	\$0.00	\$1,201,691.38	\$0.00	100000015092761
161	10/28/2017 - 11/10/2017	\$0.00	\$1,204,571.38	\$0.00	\$0.00	\$1,204,571.38	\$0.00	100000015092743
161	10/14/2017 - 10/27/2017	\$0.00	\$1,216,369.36	\$0.00	\$0.00	\$1,216,369.36	\$0.00	100000015064713
161	09/30/2017 - 10/13/2017	\$0.00	\$1,225,695.38	\$0.00	\$0.00	\$1,225,695.38	\$0.00	100000015064694
161	09/16/2017 - 09/29/2017	\$0.00	\$1,233,065.99	\$0.00	\$0.00	\$1,233,065.99	\$0.00	100000015038090
161	09/02/2017 - 09/15/2017	\$0.00	\$1,245,179.51	\$0.00	\$0.00	\$1,245,179.51	\$0.00	100000015038071
161	08/19/2017 - 09/01/2017	\$0.00	\$1,128,248.97	\$0.00	\$0.00	\$1,128,248.97	\$0.00	100000015038053
161	08/05/2017 - 08/18/2017	\$0.00	\$1,242,316.54	\$0.00	\$0.00	\$1,242,316.54	\$0.00	100000015008239
161	07/22/2017 - 08/04/2017	\$0.00	\$1,240,425.45	\$0.00	\$0.00	\$843,594.28	\$-396,831.17	100000015008217
161	07/08/2017 - 07/21/2017	\$0.00	\$1,256,869.99	\$0.00	\$0.00	\$1,256,869.99	\$0.00	100000014986753
161	06/24/2017 - 07/07/2017	\$0.00	\$1,203,883.46	\$0.00	\$0.00	\$1,203,883.46	\$0.00	100000014986734

- Step 8 Select the radio button for the earned period you want to reconcile.

Step 9 Select the **View Details** button.

Step 10 Within the Projected Contributions section, select the **View Details** link.

The screenshot shows the CalPERS Training interface. The 'Projected Contributions' section is expanded, showing a table with columns: Report Type, Submission Date, Member Contributions, Employer Contributions, 1959 Survivor Contributions, Additional Contributions, Service Credit Purchase, Overpayment Deduction, and Total Contributions. Below this, the 'Projected Contributions' summary shows 'Apts Included in Projection: 10', 'Projected Member Contributions: \$3,103.67', and 'Projected Employer Contributions: \$2,228.82'. A red box highlights the 'View Details' link next to the employer contributions value.

Step 11 Utilize the Search for Participants without Contributions section to filter your Participants without Contributions section.

The screenshot shows the 'Search for Participants without Contributions' section. The search criteria are: Program: CalPERS, Division: my|CalPERS Training, Member Category/Rate Plan: Miscellaneous/ 161, Appt Status: Active. The results table shows three participants with checkboxes for selection.

Participant CalPERS ID	Name	Appt ID	Appt Status	Division	Member Account Status	Rate Plan	Projected Member Contributions	Projected Employer Contributions
<input type="checkbox"/>	0123456789 FERGODA, KAISEY	92427368	Active	my CalPERS Training	Retired	161	\$0.00	\$0.00
<input type="checkbox"/>	0123456789 LOTT-PAYTON, AKALIA D.	30910270	Active	my CalPERS Training	Active	161	\$0.00	\$0.00
<input type="checkbox"/>	0123456789 SALTERCARLISLE, HAWEYA	91576212	Active	my CalPERS Training	Active	161	\$0.00	\$0.00

Step 12 Select the appropriate **Participant CalPERS ID** checkboxes for those appointments you wish to maintain.

Step 13 Select the **Maintain Enrollment** button.

Step 14

Within the Appointment Event Details section, do you need to maintain their appointment?

If...	Then...
Yes	Skip to step 17
No	Continue to step 15

The screenshot displays the my|CalPERS Training web application. The top navigation bar includes links for Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below this, there are tabs for Manage Reports, Billing and Payments, Payroll Schedule, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The main content area is titled 'Name: my|CalPERS Training' and 'CalPERS ID: 9876543210'. A 'Common Tasks' menu is visible on the left. The central section is titled 'Maintain Appointment Event History' and contains a table with columns: Participant CalPERS ID, Name, Appt ID, Appt Status, Division, Appt Type, Member Category, Start Date, and Tied to Health. The table lists three appointments for participants FERGODA, KAISEY, LOTT-PAYTON, AKALIA D., and SALTERCARLISLE, HAWEYA. Below the table is the 'Appointment Event Details ( 1 of 3 )' section, which shows details for Participant CalPERS ID: 7246022689, Name: FERGODA, KAISEY, and Appt ID: 92427368. It includes fields for 'Event' and 'Event Date', and buttons for 'Delete Appointment', 'Skip Appointment', and 'Save & Go to Next'.

Step 15

Select the **Skip Appointment** button.

Step 16

Is there an appointment in the Appointment Event Details section?

If...	Then...
Yes	Return to step 14
No	<b>You have completed this scenario.</b>

Step 17

Complete the Appointment Event Details section.

**Tip:** You may open multiple my|CalPERS windows to research each employee to confirm appointment status.

Step 18

If needed, select the **Save & Go to Next** button to update the next appointment.

Step 19

Is there an appointment in the Appointment Event Details section?

If...	Then...
Yes	Return to step 14
No	<b>You have completed this scenario.</b>

## Scenario 2: Confirm Missing Payroll by Rate Plan Receivables

### Step Actions

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

---

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

---

- Step 3      If needed, select the fiscal year from the 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.

**Billing and Payment Summary (Year-To-Date)**  
Fiscal Year: 2017/2018

Contributions For Defined Benefit CalPERS:	\$0.00
Unfunded Accrued Liability:	\$0.00
Health Premium Deduction:	\$6,734,925.11
Arrears Contributions:	\$0.00
Other Obligations:	\$0.00
Admin/Other Fees:	\$0.00
<b>Total Balance:</b>	<b>\$6,734,925.11</b>

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

**Contributions For Defined Benefit CalPERS (Year-To-Date)**  
Rate Plan 161 - Miscellaneous - Classic

<b>Reported Contributions</b>	
Member Contributions:	\$9,630,278.83
Employer Contributions:	\$10,898,953.04
Service Credit Purchase Contributions:	\$113,411.60
<b>Total Posted Contributions:</b>	<b>\$20,642,643.47</b>
<b>Payments Posted</b>	
Payments Posted:	\$20,245,812.30
<b>Total Payments:</b>	<b>\$20,245,812.30</b>
<b>Transfers</b>	
Transfers In:	(\$396,831.17)
Total Transfers:	(\$396,831.17)
<b>Total Balance:</b>	<b>\$0.00</b>

Rate Plan 162 - Safety - Fire - Classic

<b>Reported Contributions</b>	
Member Contributions:	\$2,674,721.91

[View Receivables Detail](#)

- Step 7      To reconcile a different rate plan, complete the Search Criteria section.

**Search Criteria**  
Fiscal Year: 2017/2018  
Program: CalPERS  
Rate Plan: 161  
Payroll Schedule: TET  
Earned Periods: [Selected]  
Receivable Status: [Selected]

**Contribution and Payment Details**

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
161	03/17/2018 - 03/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015199055
161	03/02/2018 - 03/16/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015199042
161	02/17/2018 - 03/02/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015199023
161	02/03/2018 - 02/16/2018	\$0.00	\$1,210,465.44	\$0.00	\$0.00	\$1,210,465.44	\$0.00	100000015169197
161	01/29/2018 - 02/02/2018	\$0.00	\$1,214,921.85	\$0.00	\$0.00	\$1,214,921.85	\$0.00	100000015169178
161	01/04/2018 - 01/19/2018	\$0.00	\$1,220,223.33	\$0.00	\$0.00	\$1,220,223.33	\$0.00	100000015142932
161	12/23/2017 - 01/08/2018	\$0.00	\$1,217,793.90	\$0.00	\$0.00	\$1,217,793.90	\$0.00	100000015142824
161	12/09/2017 - 12/22/2017	\$0.00	\$1,187,519.36	\$0.00	\$0.00	\$1,187,519.36	\$0.00	100000015119704
161	11/25/2017 - 12/08/2017	\$0.00	\$1,193,402.18	\$0.00	\$0.00	\$1,193,402.18	\$0.00	100000015119686
161	11/11/2017 - 11/24/2017	\$0.00	\$1,201,691.38	\$0.00	\$0.00	\$1,201,691.38	\$0.00	100000015092761
161	10/28/2017 - 11/10/2017	\$0.00	\$1,204,571.38	\$0.00	\$0.00	\$1,204,571.38	\$0.00	100000015092743
161	10/14/2017 - 10/27/2017	\$0.00	\$1,216,369.36	\$0.00	\$0.00	\$1,216,369.36	\$0.00	100000015064713
161	09/30/2017 - 10/13/2017	\$0.00	\$1,225,695.38	\$0.00	\$0.00	\$1,225,695.38	\$0.00	100000015064694
161	09/16/2017 - 09/29/2017	\$0.00	\$1,233,065.99	\$0.00	\$0.00	\$1,233,065.99	\$0.00	100000015038090
161	09/02/2017 - 09/15/2017	\$0.00	\$1,245,179.51	\$0.00	\$0.00	\$1,245,179.51	\$0.00	100000015038071
161	08/19/2017 - 09/01/2017	\$0.00	\$1,128,248.97	\$0.00	\$0.00	\$1,128,248.97	\$0.00	100000015038053
161	08/05/2017 - 08/18/2017	\$0.00	\$1,242,316.54	\$0.00	\$0.00	\$1,242,316.54	\$0.00	100000015008239
161	07/22/2017 - 08/04/2017	\$0.00	\$1,240,425.45	\$0.00	\$0.00	\$843,594.28	\$-396,831.17	100000015008217
161	07/08/2017 - 07/21/2017	\$0.00	\$1,256,869.99	\$0.00	\$0.00	\$1,256,869.99	\$0.00	100000014986753
161	06/24/2017 - 07/07/2017	\$0.00	\$1,203,883.46	\$0.00	\$0.00	\$1,203,883.46	\$0.00	100000014986734

- Step 8      Select the radio button for the earned period you want to reconcile.

Step 9 Select the **View Details** button.

Step 10 Within the Projected Contributions section, select the **View Details** link.

The screenshot shows the CalPERS Training interface. The 'Projected Contributions' section is expanded, displaying 'Projected Member Contributions: \$3,103.67' and 'Projected Employer Contributions: \$2,334.83'. A red box highlights the 'View Details' link next to the employer contribution amount.

Step 11 Utilize the Search for Participants without contributions section to filter your Participants without Contributions section.

The screenshot shows the 'Search for Participants without Contributions' section. The search filters are set to 'Miscellaneous/ 161' for Member Category/ Rate Plan and 'Active' for Appt Status. The search results table is visible below.

Participant CalPERS ID	Name	Appt ID	Appt Status	Division	Member Account Status	Rate Plan	Projected Member Contributions	Projected Employer Contributions
<input type="checkbox"/>	0123456789 FERGODA, KAISEY	92427368	Active	my CalPERS Training	Retired	161	\$0.00	\$0.00
<input type="checkbox"/>	0123456789 LOTT-PAYTON, AKALIA D.	30910270	Active	my CalPERS Training	Active	161	\$0.00	\$0.00
<input type="checkbox"/>	0123456789 SALTERCARLISLE, HAWEYA	91576212	Active	my CalPERS Training	Active	161	\$0.00	\$0.00

Step 12 Select the appropriate **Participant CalPERS ID** checkboxes for those you want to confirm missing payroll.

**Tip:** Select the **View Max** link if you want to utilize the **Select All** link.

Step 13 Select the **Confirm Missing Payroll** button.

**You have completed this scenario.**

# CalPERS Resources and Contacts

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## 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).

### Resources Links

- [my|CalPERS Student Guides](#)  
**Pathway:** CalPERS website > Employers > I Want To...: Find my|CalPERS Student Guides
- [Online Classes for Employers](#) (PDF)  
**Pathway:** CalPERS website > Employers > I Want To... : Find my|CalPERS Student Guides > Online Classes for Employers
- [Employer Education Schedule](#) (PDF)  
**Pathway:** CalPERS website > Employers > I Want To... : Find my|CalPERS Student Guides > Employer Education Schedule
- [my|CalPERS Technical Requirements](#)  
**Pathway:** CalPERS website > Employers > my|CalPERS 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 & Regulations > California Public Employees' Retirement Law (PERL)
- [my|CalPERS Employer Reports \(Cognos\)](#)  
**Pathway:** CalPERS website > Employers > my|CalPERS Technical Requirements
  - Confirmation of No Payroll Contributions Reportable Report
  - Retirement Appointment Reconciliation Report
  - Separated Retirement Reconciliation Appointments Report



## CalPERS Contacts

### Contact CalPERS via 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

### Contact CalPERS by 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 my|CalPERS. Expand the **Common Tasks** left-side navigation folder, and select the **Submit Inquiry** link to submit a question or request.



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Board of Administration

# Circular Letter

August 3, 2018

Circular Letter: 310-051-18

Distribution: VI

**To: CalPERS Public Agency Employers**  
**Subject: 2018 Board Election Toolkit Now Available**

### Purpose

The purpose of this Circular Letter is to inform your communications team of the availability of the turnkey Board Election Employer Toolkit they can use to publicize the upcoming Public Agency Member Election to your active member employees.

### Voter Turnout Effort

We are making a major push to increase voter turnout and we need your help. Voter turnout has fallen in recent board elections, and members born in 1982 and later have an especially low voting rate. We want to improve these numbers and encourage our millennial members to vote.

### Board Election Key Dates

- Ballots will be mailed August 31, 2018, to all active public agency members eligible to vote.
- Candidate statements, in video and written form, also will be available August 31, 2018, on the CalPERS website at [www.calpers.ca.gov/boardelections](http://www.calpers.ca.gov/boardelections).
- A Candidate Forum will be held September 5, 2018, from 6:00 to 7:00 p.m. It can be viewed live in the CalPERS Auditorium, Lincoln Plaza North, 400 P Street, Sacramento, or on our website. A video of the forum will also be posted on the CalPERS website for later viewing.
- Voted ballots must be received no later than October 1, 2018, to be counted. This includes votes cast online, by phone, or by mail.

## Toolkit Contents

The toolkit is designed to be convenient and easy to use. Most components simply require printing and posting, or uploading to your employee website.

Our recommendation is that the toolkit be used to promote the Board Election and encourage member voting during the period of August 31 through October 1, 2018.

The toolkit includes the following elements:

- [Posters](#) that can be printed and posted in the workplace. They can also be sized smaller and used in advertisements in employee publications
- [Web button](#) that can be placed on your internal and external websites that will click through to the CalPERS Board Elections webpage
- Website [banner ads](#)
- A [newsletter article](#) that can be customized for your employees
- [Social media](#) messaging
- [Ready-to send emails](#) to engage your employees about the election and to remind them of key election dates
- [Public Service Announcement \(PSA\) video](#) that promotes member voting in the election

The toolkit can be found on the Board Elections page of our website at [www.calpers.ca.gov/boardelections](http://www.calpers.ca.gov/boardelections).

Our Office of Public Affairs staff is available if you need assistance with the toolkit. You can reach us at 916-795-2886 or by [email](#).

Kimberly A. Malm, Chief  
Operations Support Services Division



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
**888 CalPERS** (or **888-225-7377**) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Actuarial Circular Letter

August 9, 2018

Circular Letter: 200-054-18

Distribution: VI

**To:** All Public Agency Employers  
**Subject:** June 30, 2017 Actuarial Valuation Reports

### Purpose

The purpose of this Circular Letter is to inform you that most of the 2017 actuarial valuation reports are completed and uploaded to myCalPERS.

### Background

The 2017 valuation reports set employer and the Public Employees' Pension Reform Act (PEPRA) member contribution requirements for fiscal year 2019-20. PEPRA member contribution rates can be found in the cover letter for non-pooled plans and on page 4 of the report for pooled plans.

### More information

The actuarial valuation reports are expected to also be available on the CalPERS website by the end of September. You can find the reports under the **Employer** tab in the Actuarial Services section of our website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

### Questions

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

Scott Terando, Chief Actuary  
Actuarial Office