

# myCalPERS Payroll Reporting

Student Guide

**October 19, 2024**



# 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).

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# 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

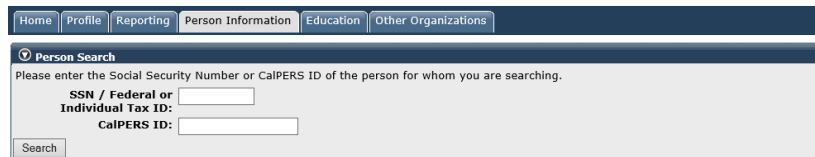
The Person Search tool needs to be refreshed in between searches. Clear the last employee's profile information by selecting the **Person Search** left-side link.

## Step Actions (5 steps)

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

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Step 2 Complete the Person Search section.



Step 3 Select the **Search** button.

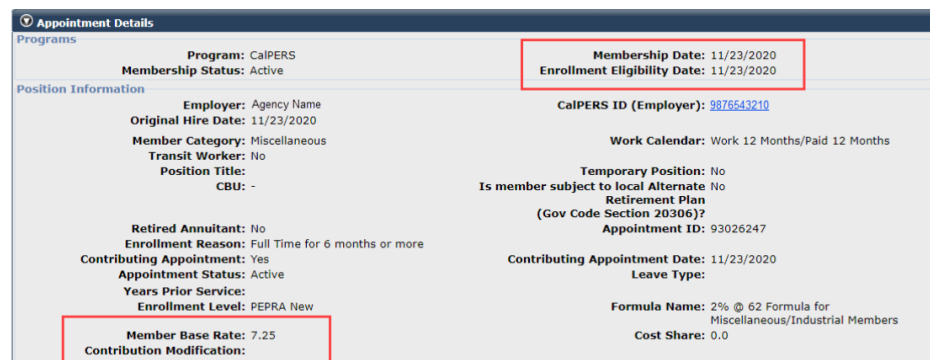
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Step 4 Within the Appointment History section, select the **Employer** link that has an Active appointment status.



Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
Agency Name		Regular		Miscellaneous	Active	01/06/2020	

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



**Appointment Details**

**Programs**  
Program: CalPERS  
Membership Status: Active  
Membership Date: 11/23/2020  
Enrollment Eligibility Date: 11/23/2020

**Position Information**  
Employer: Agency Name  
Original Hire Date: 11/23/2020  
Member Category: Miscellaneous  
Transit Worker: No  
Position Title:  
CBU: -  
Work Calendar: Work 12 Months/Paid 12 Months  
Temporary Position: No  
Is member subject to local Alternate Retirement Plan (Gov Code Section 20306)?  
Appointment ID: 93026247  
Contributing Appointment Date: 11/23/2020  
Leave Type:  
Formula Name: 2% @ 62 Formula for Miscellaneous/Industrial Members  
Cost Share: 0.0

Retired Annuitant: No  
Enrollment Reason: Full Time for 6 months or more  
Contributing Appointment: Yes  
Appointment Status: Active  
Years Prior Service:  
Enrollment Level: PEPPA New  
Member Base Rate: 7.25  
Contribution Modification:

You have completed this scenario.

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## 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.

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## Scenario 1: File Upload

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

### Resources

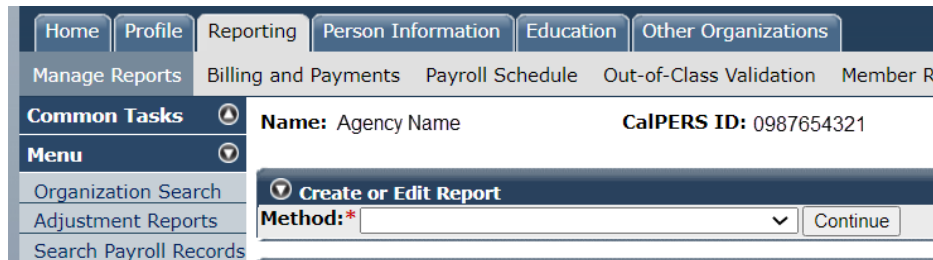
- The [myCalPERS Technical Resources CalPERS webpage](#) is available to help you with the steps required to ensure your agency can connect to myCalPERS and submit correctly formatted files.
- If you're interested in using the file upload method, contact [myCalPERS System Support](mailto:employertechnicalsupport@calpers.ca.gov)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

### Step Actions (15 steps)

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

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

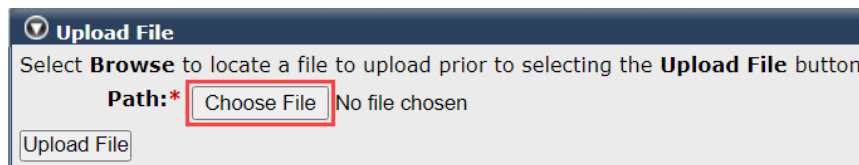


The screenshot shows the myCalPERS Reporting section. The 'Reporting' tab is selected. Below the navigation tabs, there are sections for 'Common Tasks' and 'Menu'. The 'Create or Edit Report' section is visible, showing a 'Method:' dropdown menu with 'Upload File' selected. The 'Continue' button is also visible.

Step 3 Select the **Continue** button.

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



The screenshot shows the 'Upload File' section. The text reads: 'Select **Browse** to locate a file to upload prior to selecting the **Upload File** button.' Below this, there is a 'Path:\*' field with a 'Choose File' button and the text 'No file chosen'. The 'Upload File' button is also visible.

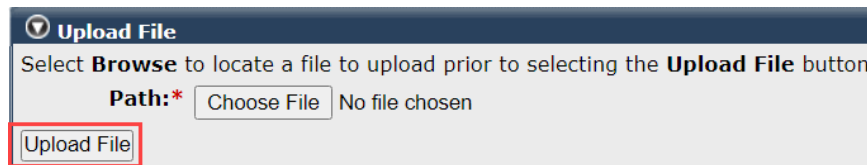
Step 5 Select the payroll file.

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Step 6 Select the **Open** button.

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



The screenshot shows the 'Upload File' section. The text reads: 'Select **Browse** to locate a file to upload prior to selecting the **Upload File** button.' Below this, there is a 'Path:\*' field with a 'Choose File' button and the text 'No file chosen'. The 'Upload File' button is highlighted with a red box.

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	20201021083593_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

[View Preprocessing Areas](#)

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

Preprocessing Area			
Preprocessed Data	Valid	Error	Total
Affected Subscriber List	90	2	92
<a href="#">Census</a>	-	-	-
<a href="#">Direct Authorization</a>	90	2	92
Health Carrier Rate Data	-	-	-
<a href="#">Health Carrier ZIP Code Plan Relationship Data</a>	-	-	-
<a href="#">Health Enrollment</a>	-	-	-
<a href="#">Medical Group Assignment List</a>	-	-	-
<a href="#">Payroll Reporting</a>	-	-	-
<a href="#">Retirement Enrollment</a>	-	-	-

[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:

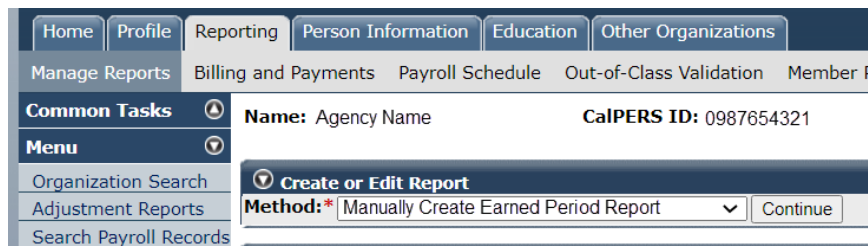
- Your retirement contract: otherwise, you cannot enroll employees in CalPERS and report their payroll.
- Your agency's payroll schedule (*Monthly, Semi-monthly, Bi-weekly, or Quadri-weekly*)
- Your employees' PERS appointments with your agency

### Step Actions (22 steps)

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

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Step 2 Within the Create or Edit Report section, select the **Manually Create Earned Period Report** option from the Method drop-down list.

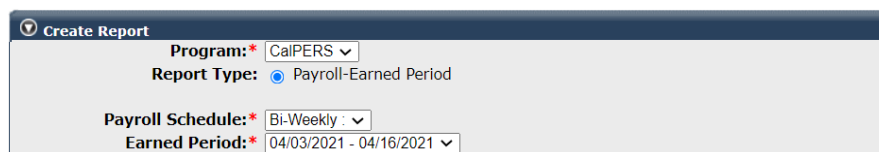


The screenshot shows the myCalPERS Reporting interface. At the top, there are navigation tabs: Home, Profile, Reporting (selected), Person Information, Education, and Other Organizations. Below these are sub-tabs: Manage Reports, Billing and Payments, Payroll Schedule, Out-of-Class Validation, and Member R. A 'Common Tasks' section contains a 'Menu' dropdown with options: Organization Search, Adjustment Reports, and Search Payroll Records. The main content area displays 'Name: Agency Name' and 'CalPERS ID: 0987654321'. Below this is a 'Create or Edit Report' section with a 'Method:' dropdown menu set to 'Manually Create Earned Period Report' and a 'Continue' button.

Step 3 Select the **Continue** button.

---

Step 4 Complete the Create Report section.



The screenshot shows the 'Create Report' form. It includes the following fields:

- Program:** \* CalPERS (dropdown)
- Report Type:**  Payroll-Earned Period
- Payroll Schedule:** \* Bi-Weekly (dropdown)
- Earned Period:** \* 04/03/2021 - 04/16/2021 (dropdown)

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.

**Search and Add New Record to the Report**  
To search for a record in the existing report, enter or select values from the dropdown list and click Search. To add a new payroll record for a participant, enter a CalPERS ID or SSN and click Add New.

SSN:   
CalPERS ID:   
Record Type:   
Member Category:   
Division:   
Record Status:   
Error Message:   
Last Name:   
Transaction Type:   
Rate Plan:

Step 8

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

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

Begin Date: \*   
End Date: \*    
Payroll Record Memo:

[View Employee Rate Summary](#)

Step 9

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

Step 10

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

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

Begin Date: \*   
End Date: \*    
Payroll Record Memo:

**Earnings**  
Appointment: \*  Agency Name : Appt Id - 93026247 : 2020-11-23 : Miscellaneous : Regular  
Payroll Schedule: \*   
Transaction Type: \*   
Pay Rate Type:   
Pay Rate: \$   
Reportable Earnings: \$   
Scheduled Full Time Hours Per Week:   
Scheduled Full Time Days Per Week:   
Total Hours Worked:   
Special Compensation:

**Contributions**  
Taxed Member Paid Contributions: \$   
Tax Deferred Member Paid Contributions: \$   
Tax Deferred Employer Paid Member Contributions: \$

**Service Credit Purchase Deductions**  
Taxed Member Paid Contribution: \$   
Tax Deferred Member Paid Contribution: \$

[View Special Compensation](#)  
[View Employee Rate Summary](#)

**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.

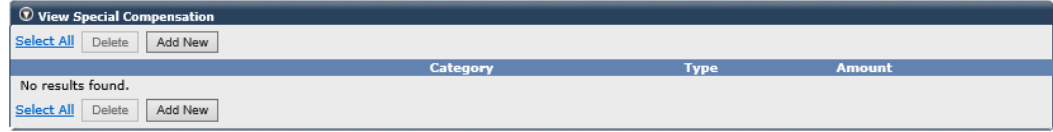
**No:** Skip to step 20.



Step 12 Select the **View Special Compensation** link.

---

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



[Return](#)

---

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.

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Step 16 Select the **Save and Add Another** button.

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Step 17 Return to step 14.

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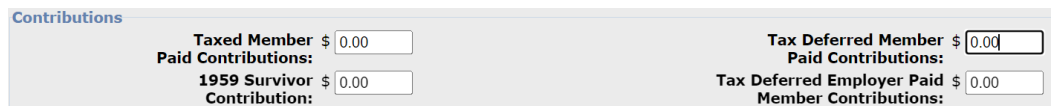
Step 18 Select the **Save** button.

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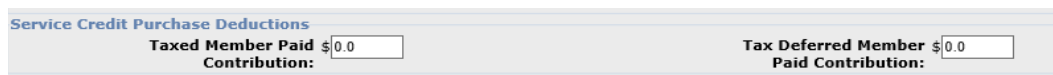
Step 19 Select the **Return** link at the bottom right.

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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.**

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## 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.

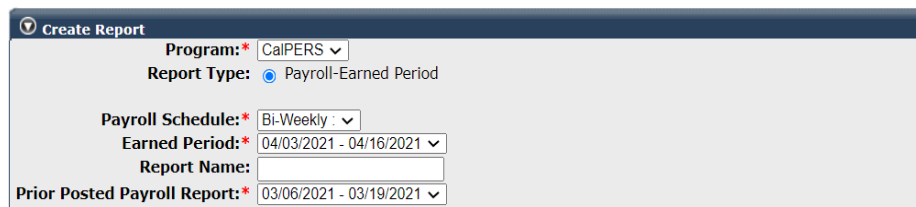
Step 2 Within the Create or Edit Report section, select **Copy Prior Posted Payroll Report** from the **Method** drop-down list.



The screenshot shows a navigation menu with tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are sub-tabs: Manage Reports, Billing and Payments, Payroll Schedule, Out-of-Class Validation, and Member R. A 'Common Tasks' section is expanded to show a 'Menu' with options: Organization Search, Adjustment Reports, and Search Payroll Records. To the right, there is a form with 'Name: Agency Name' and 'CalPERS ID: 0987654321'. Below this is a 'Create or Edit Report' section with a 'Method:' dropdown menu set to 'Copy Prior Posted Payroll Report' and a 'Continue' button.

Step 3 Select the **Continue** button.

Step 4 Complete the Create Report section.



The screenshot shows the 'Create Report' form. Fields include: Program: CalPERS (dropdown), Report Type: Payroll-Earned Period (radio button), Payroll Schedule: Bi-Weekly (dropdown), Earned Period: 04/03/2021 - 04/16/2021 (dropdown), Report Name: (text input), and Prior Posted Payroll Report: 03/06/2021 - 03/19/2021 (dropdown).

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.

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- Scenario 9: Report Payroll When an Employee Has Reached the Compensation Limit – Page 31
- Scenario 10: Verify Monthly Pay Rates Over Threshold – Page 34

## 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.

The screenshot shows a web form titled "Search and Add New Record to the Report". The form contains several input fields and dropdown menus: SSN, CalPERS ID, Record Type, Member Category, Division, Record Status, Error Message, Last Name, Transaction Type, and Rate Plan. At the bottom of the form are three buttons: "Search", "Clear", and "Add New".

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.

The screenshot shows the "Records Present in the Report" section. It features a table with the following columns: SSN, CalPERS ID, Division, Name, Earned Period, Member Category, Status, Earnings, and Special Compensation. The table contains one record for "Jones, Emily" with SSN "xxx-xx-4444". Above the table are buttons for "Select All", "Delete", "Edit Selected Records", and "Save Selection". The "Delete" button is highlighted with a red box. Below the table are buttons for "Process Report" and "Generate Report Summary".

SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation
<input type="checkbox"/> xxx-xx-4444	1234567890	Agency Name	Jones, Emily	11/14/2020- 11/27/2020	Miscellaneous	Valid With Exceptions	\$0.00	\$0.00

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

**You have completed this scenario.**

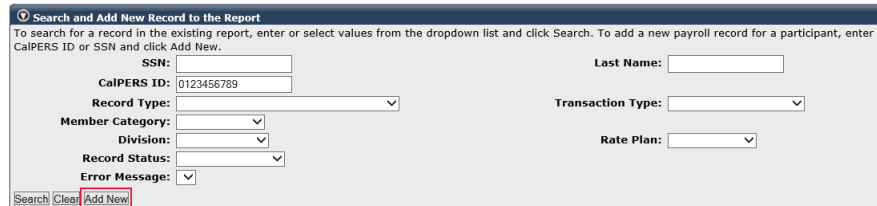
## Scenario 2: Add a Payroll Record for a New Active Employee

You have a new employee whose PERS appointment is in myCalPERS, so you will manually enter their payroll details in your payroll report.

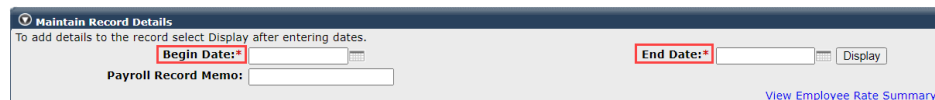
### Step Actions (18 steps)

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.

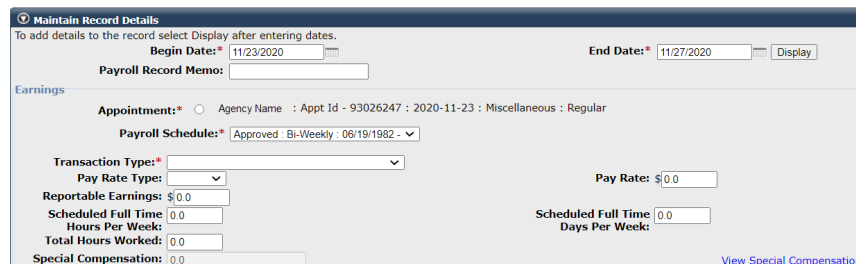


Step 3 If needed, within the Maintain Record Details section, modify the Begin and End Date fields.



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.

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Step 7 Select the **View Special Compensation** link.

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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.

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

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Step 12 Return to step 9.

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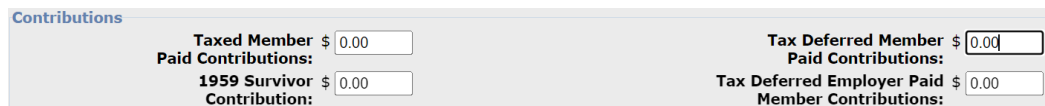
Step 13 Select the **Save** button.

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

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Step 15 Within the Contributions subsection, enter the contribution amount(s) in the appropriate field(s).



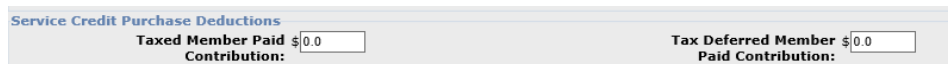
Step 16 Do you need to report a service credit purchase deduction?

**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.

**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: 0123456789 Transaction Type:   
Record Type:  Rate Plan:   
Member Category:   
Division:   
Record Status:   
Error Message:

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

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

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

[View Employee Rate Summary](#)

**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.

Appointment: Agency Name : Appt Id - 91571289 : 2006-10-21 : Miscellaneous : Regular  
Payroll Schedule: Approved : Bi-Weekly : 06/19/1982 -  
Transaction Type: Earned Period No Contribution and No Service  
Pay Rate Type: Hourly Pay Rate: \$ 60  
Reportable Earnings: \$ 1080  
Scheduled Full Time Hours Per Week: 40 Scheduled Full Time Days Per Week: 0.0  
Total Hours Worked: 18

**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](#)

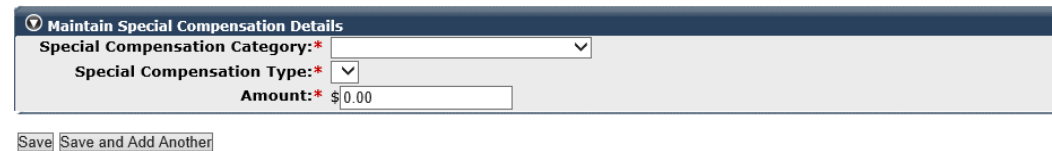
Category	Type	Amount
No results found.		

[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)

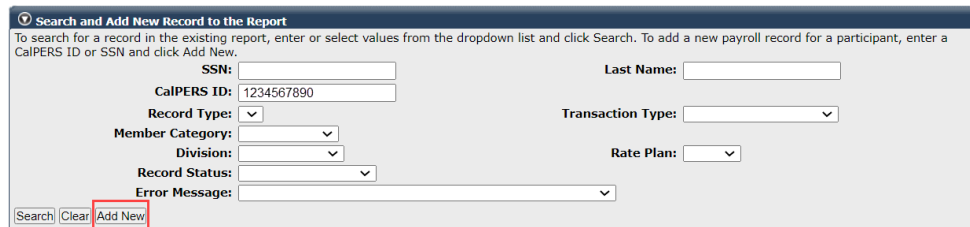
Step 1 Within the Search and Add New Record to the Report section, enter the employee's SSN or CalPERS ID in the appropriate field.

---

Step 2 Select the **Search** button.

---

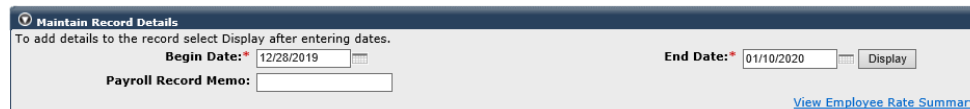
Step 3 If no results are found, select the **Add New** button to add a new record.



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

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



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

Begin Date:  End Date:    
Payroll Record Memo:   
[View Employee Rate Summary](#)

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

---

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

**Earnings**  
Appointment: \* Agency Name : Appt Id - 93026247 : 2020-11-23 : Miscellaneous : Regular  
Payroll Schedule: \* Approved : Bi-Weekly : 06/19/1982 -  
Transaction Type: \*  
Pay Rate Type: \*  
Reportable Earnings: \$ 0.0  
Scheduled Full Time Hours Per Week: 0.0  
Total Hours Worked: 0.0  
Special Compensation: 0.0  
Pay Rate: \$ 0.0  
Scheduled Full Time Days Per Week: 0.0  
[View Special Compensation](#)

**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).

Category	Type	Amount
<input checked="" type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$100.00

**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.

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

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

**Service Credit Purchase Deductions**  
Taxed Member Paid Contribution: \$ 0.0  
Tax Deferred Member Paid Contribution: \$ 0.0

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.

SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation
<a href="#">xxx-xx-4444</a>	1234567890	Agency Name	Jones, Emily	11/14/2020- 11/27/2020	Miscellaneous	Valid With Exceptions	\$0.00	\$0.00

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

Begin Date: 11/23/2020

End Date: 11/27/2020 [Display]

Step 5 Select the **Display** button.

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

Reportable Earnings: \$0.00

Taxed Member Paid Contributions: \$0.00

Tax Deferred Member Paid Contributions: \$0.00

Step 7 Do you need to add or modify special compensation?

**Yes:** Continue to step 4.

**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.

**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:  Rate Plan:

Record Status:

Error Message:

---

**Records Present in the Report**

[Apply Mass Update](#)

SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation
<input type="checkbox"/> <a href="#">xxx-xx-4444</a>	1234567890	Agency Name	Jones, Emily	11/14/2020 - 11/27/2020	Miscellaneous	Valid With Exceptions	\$0.00	\$0.00

[View Payroll Report Summary](#)

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

**Maintain Record Details**  
Begin Date: 11/14/2020 End Date: 11/27/2020 Display  
Payroll Record Memo:  
Reported Name and CalPERS ID  
CalPERS ID: 1234567890  
Last Name: Jones First Name: Emily Middle Name:  
Earnings  
Appointment: Agency Name : Appt Id - 93026248 : 2020-11-14 : Miscellaneous : Regular  
Payroll Schedule: Approved - Bi-Weekly : 06/19/1982 -  
Transaction Type: Earned Period Reporting  
Pay Rate Type: Hourly  
Reportable Earnings: \$ 693.90 Pay Rate: \$ 38.55  
Scheduled Full Time Hours Per Week: 40 Scheduled Full Time Days Per Week: 0.0  
Total Hours Worked: 18  
Special Compensation: \$0.00 View Special Compensation  
Contributions  
Taxed Member Paid Contributions: \$ 0.00 Tax Deferred Member Paid Contributions: \$ 0.00  
Tax Deferred Employer Paid Member Contributions: \$ 0.00  
Service Credit Purchase Deductions  
Taxed Member Paid Contribution: \$ 0.00 Tax Deferred Member Paid Contribution: \$ 0.00  
Return to View Records page View Employee Rate Summary

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

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

[Return](#)

Step 8 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 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:	\$ 0.00	Tax Deferred Member Paid Contribution:	\$ 0.00
---------------------------------	---------	--	---------

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.

The screenshot shows two parts of a web application interface. The top part is a form titled "Search and Add New Record to the Report" with various input fields for SSN, CalPERS ID, Last Name, Record Type, Member Category, Division, Record Status, Transaction Type, and Rate Plan. Below the form is a table titled "Records Present in the Report" with columns for SSN, CalPERS ID, Division, Name, Earned Period, Member Category, Status, Earnings, and Special Compensation. A red box highlights the SSN "xxx-xx-4444" in the table. At the bottom of the screenshot, there are buttons for "Process Report" and "Generate Report Summary", and a link for "View Payroll Report Summary".

---

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

The screenshot shows the "Maintain Record Details" form. It includes fields for "Begin Date" (11/23/2020) and "End Date" (11/27/2020). A red box highlights the "End Date" field. There is also a "Payroll Record Memo" field and a "Display" button.



Step 5 Select the **Display** button.

---

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

**Maintain Record Details**

Begin Date: 11/14/2020 End Date: 11/27/2020 Display

Payroll Record Memo:

Reported Name and CalPERS ID

CalPERS ID: 1234567890

Last Name: Jones First Name: Emily Middle Name:

Earnings

Appointment: Agency Name : Appt Id - 93026248 : 2020-11-14 : Miscellaneous : Regular

Payroll Schedule: Approved - Bi-Weekly : 06/19/1982 -

Transaction Type: Earned Period Reporting

Pay Rate Type: Hourly Pay Rate: \$ 38.55

**Reportable Earnings: \$ 693.90**

Scheduled Full Time 40 Scheduled Full Time 0.0

Hours Per Week: Total Hours Worked: 18 Days Per Week:

Special Compensation: \$0.00 [View Special Compensation](#)

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

**View Special Compensation**

Select All Delete Add New

Category	Type	Amount
No results found.		

Select All Delete Add New

[Return](#)

Step 10 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 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).

The screenshot shows a form titled "Contributions" with four input fields for monetary values. On the left side, there are two fields: "Taxed Member Paid Contributions:" with a value of \$ 0.00 and "1959 Survivor Contribution:" with a value of \$ 0.00. On the right side, there are two fields: "Tax Deferred Member Paid Contributions:" with a value of \$ 0.00 and "Tax Deferred Employer Paid Member Contributions:" with a value of \$ 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).

The screenshot shows a form titled "Service Credit Purchase Deductions" with two input fields for monetary values. On the left side, there is one field: "Taxed Member Paid Contribution:" with a value of \$ 0.00. On the right side, there is one field: "Tax Deferred Member Paid Contribution:" with a value of \$ 0.00.

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.

The screenshot shows a form titled "Search and Add New Record to the Report". It contains several input fields and dropdown menus: "SSN:" (text input), "CalPERS ID:" (text input with value 9876543210), "Last Name:" (text input), "Record Type:" (dropdown menu), "Transaction Type:" (dropdown menu), "Member Category:" (dropdown menu), "Division:" (dropdown menu), "Record Status:" (dropdown menu), and "Error Message:" (text input). At the bottom left, there are three buttons: "Search", "Clear", and "Add New".

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

The screenshot shows a form titled "Maintain Record Details". It contains two date input fields: "Begin Date:" with a value of 12/28/2019 and "End Date:" with a value of 01/10/2020. There is a "Display" button next to the End Date field. Below these fields is a "Payroll Record Memo:" text input field. At the bottom right, there is a link labeled "View Employee Rate Summary".

Step 22 Select the **Display** button.

Step 23

Complete the Maintain Record Details section.

**Maintain Record Details**  
To add details to the record select Display after entering dates.  
Begin Date: 11/23/2020 End Date: 11/27/2020 Display  
Payroll Record Memo:

**Earnings**  
Appointment: Agency Name : Appt Id - 93026247 : 2020-11-23 : Miscellaneous : Regular  
Payroll Schedule: Approved - Bi-Weekly : 06/19/1982 -

Transaction Type:   
Pay Rate Type:  Pay Rate: \$0.00  
Reportable Earnings: \$0.00  
Scheduled Full Time Hours Per Week: 0.0 Scheduled Full Time Days Per Week: 0.0  
Total Hours Worked: 0.0  
Special Compensation: 0.0 [View Special Compensation](#)

**Contributions**  
Taxed Member Paid Contributions: \$0.00 Tax Deferred Member Paid Contributions: \$0.00  
Tax Deferred Employer Paid Member Contributions: \$0.00  
Service Credit Purchase Deductions  
Taxed Member Paid Contribution: \$0.00 Tax Deferred Member Paid Contribution: \$0.00  
[View Employee Rate Summary](#)

**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.

**View Special Compensation**  
Select All Delete Add New

Category	Type	Amount
No results found.		

Select All Delete Add New [Return](#)

Step 27

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 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.

The screenshot shows two parts of a web application. The top part is a form titled "Search and Add New Record to the Report" with fields for SSN, CalPERS ID, Record Type, Member Category, Division, Record Status, Last Name, Transaction Type, and Rate Plan. Below the form is a table titled "Records Present in the Report" with columns for SSN, CalPERS ID, Division, Name, Earned Period, Member Category, Status, Earnings, and Special Compensation. A row is highlighted with a red box around the SSN field.

SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation
<a href="#">xxx-xx-4444</a>	1234567890	Agency Name	Jones, Emily	11/14/2020 - 11/27/2020	Miscellaneous	Valid With Exceptions	\$0.00	\$0.00

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

The screenshot shows the "Maintain Record Details" form with fields for Begin Date, End Date, and Payroll Record Memo. The Begin Date and End Date fields are highlighted with red boxes.

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

The screenshot shows the "Earnings" form with fields for Appointment, Payroll Schedule, Transaction Type, Pay Rate, Reportable Earnings, Scheduled Full Time Hours Per Week, Total Hours Worked, and Special Compensation. A red box highlights the "View Special Compensation" link.

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

Category	Type	Amount
No results found.		

[Return](#)

Step 7 Complete the Maintain Special Compensation Details section.

Special Compensation Category:\*  
Special Compensation Type:\*  
Amount:\* \$0.00

[Save](#) [Save and Add Another](#)

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.

Category	Type	Amount
<input type="checkbox"/> Incentive Pay	Longevity Pay	\$100.00

[Return](#)

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

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

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).

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

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.

The screenshot displays the myCalPERS interface. The top section is titled "Search and Add New Record to the Report" and contains a form with the following fields: SSN (with a red box around the placeholder "xxx-xx-4444"), CalPERS ID (1234567890), Last Name, Record Type, Member Category, Division, Record Status, Transaction Type, and Rate Plan. Below the form are "Search", "Clear", and "Add New" buttons.

The bottom section is titled "Records Present in the Report" and features a table with the following columns: SSN, CalPERS ID, Division, Name, Earned Period, Member Category, Status, Earnings, and Special Compensation. The table contains one record for "Jones, Emily" with SSN "xxx-xx-4444" (highlighted with a red box). Below the table are "Select All", "Delete", "Edit Selected Records", and "Save Selection" buttons, along with an "Apply Mass Update" link.

At the bottom of the interface, there are "Process Report" and "Generate Report Summary" buttons, and a "View Payroll Report Summary" link.

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.

The screenshot displays the 'Maintain Record Details' form. At the top, it shows 'Begin Date: 11/14/2020' and 'End Date: 11/27/2020' with a 'Display' button. Below this is the 'Payroll Record Memo' field. The 'Reported Name and CalPERS ID' section includes 'CalPERS ID: 1234567890', 'Last Name: Jones', 'First Name: Emily', and 'Middle Name'. The 'Earnings' section is active, showing 'Appointment: Agency Name : Appt Id - 93026248 : 2020-11-14 : Miscellaneous : Regular' and 'Payroll Schedule: Approved - Bi-Weekly : 06/19/1982'. It lists 'Transaction Type: Earned Period Reporting', 'Pay Rate Type: Hourly', and 'Pay Rate: \$ 38.55'. Other fields include 'Reportable Earnings: \$ 693.90', 'Scheduled Full Time Hours Per Week: 40', 'Total Hours Worked: 18', and 'Special Compensation: \$0.00'. There are links for 'View Special Compensation', 'Contributions', and 'Service Credit Purchase Deductions'. The 'Contributions' section shows 'Taxed Member Paid Contributions: \$ 0.00' and 'Tax Deferred Member Paid Contributions: \$ 0.00'. The 'Service Credit Purchase Deductions' section shows 'Taxed Member Paid Contribution: \$ 0.00' and 'Tax Deferred Member Paid Contribution: \$ 0.00'. At the bottom, there are links for 'Return to View Records page' and 'View Employee Rate Summary'.

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%.

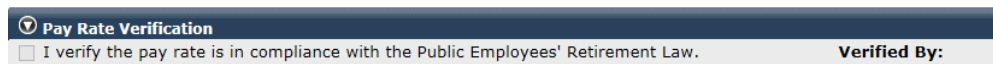
### Step Actions

#### 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.



<b>Pay Rate Verification</b>	<b>Verified By:</b>
<input type="checkbox"/> I verify the pay rate is in compliance with the Public Employees' Retirement Law.	

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.

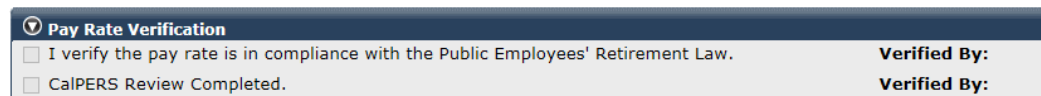
---

#### 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](mailto:payrateverification@calpers.ca.gov) to review and verify the pay rate.



<b>Pay Rate Verification</b>	<b>Verified By:</b>
<input type="checkbox"/> I verify the pay rate is in compliance with the Public Employees' Retirement Law.	
<input type="checkbox"/> CalPERS Review Completed.	<b>Verified By:</b>

**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
<ul style="list-style-type: none"><li>• A new report that needs to be validated and posted.</li><li>• The report can be cancelled.</li></ul>	<ul style="list-style-type: none"><li>• The report undergoes a level 2 validation</li><li>• If an error is detected, the report will change from Processing to Suspended status. Delete or correct the error(s), then select the <b>Process Report</b> button to resubmit the report.</li><li>• If no errors are found, the report will change from a Processing to Posted status.</li></ul>	<ul style="list-style-type: none"><li>• All records have posted to the members’ accounts.</li><li>• An adjustment is required to correct employees’ accounts.</li></ul>	<ul style="list-style-type: none"><li>• Error(s) or arrears detected. You may accept valid records and correct the errors later. Use the <b>Accept Valid Records</b> button once per report.</li><li>• The report can be cancelled if no records have posted.</li><li>• If you delete all remaining errors/arrears records, the report will still have a Suspended status. To reflect a Posted status, select the <b>Process Report</b> button again.</li></ul>

## 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.

Report Details							
Report Type: Payroll - Earned Period		Earned Period: 12/28/2019 - 01/10/2020			Report Status: Pending Release		
Program: CalPERS		Schedule Name:			Test Report: No		
Report Name:							

Report Statistics				
	Records Reported	Records Posted	Unposted Records	Records with Errors
<b>Total</b>	<b>84</b>	<b>0</b>	<b>84</b>	<b>1</b>

Records Statistics				
Record Type	Records Reported	Records Posted	Unposted Records	Records with Errors
Payroll Record	84	0	84	1
Service Credit Purchase Deduction Record	5	0	5	0

**Payroll Report Summary**  
 Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.

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
<b>Totals</b>		<b>\$348,924.81</b>	<b>\$31,111.21</b>	<b>\$1,582.24</b>	<b>\$9.30</b>	<b>\$331.63</b>	<b>\$33,034.38</b>

**Generate Report**  
 Report Type:  
 Payroll Record Errors Report  
 Payroll Record Exceptions Report  
 Generate Report

**Override Report Details**  
 The report name you enter is not saved until you select the Update Report Name button.  
 Report Name:   
 Update Report Name

## 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.

Report Statistics				
	Records Reported	Records Posted	Unposted Records	Records with Errors
<b>Total</b>	<b>615</b>	<b>0</b>	<b>615</b>	<b>2</b>

## 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.

Payroll Report Summary							
Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.							
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
<b>Totals</b>		<b>\$348,924.81</b>	<b>\$31,111.21</b>	<b>\$1,582.24</b>	<b>\$9.30</b>	<b>\$331.63</b>	<b>\$33,034.38</b>

## 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.

Override Report Details	
The report name you enter is not saved until you select the Update Report Name button.	
<b>Report Name:</b>	<input type="text"/>
<input type="button" value="Update Report Name"/>	

## 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

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- Scenario 2: The Error List, Payroll Exception, and Payroll Summary Reports – Page 40
- Payroll Report Processing Flowcharts – Page 42

## 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.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	01/23/2021 - 02/05/2021	Pending Release	Payroll - Earned Period	03/07/2021	01/29/2021			No	
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No	Port of Oc
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No	Port_Nov
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020		No	External c
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020		No	Port _ No
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No	Port_Nov
	11/14/2020 - 11/27/2020	Pending Release	Payroll - Earned Period	12/27/2020	01/29/2021			No	
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No	Port of Oc
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020		No	Port_Oct
	10/31/2020 - 11/13/2020	Posted	Payroll - Earned Period	12/13/2020	11/25/2020	11/30/2020	11/30/2020	No	
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No	Port _ Oct
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No	Port _ Oc

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

**Override Report Details**  
The report name you enter is not saved until you select the Update Report Name button.

Report Name:

[View Records](#)

[Return to Manage Reports](#)

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

**Confirmation Page**  
Do you want to process this 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.

The screenshot shows the 'Reporting' section of the system. The 'Work On Existing Payroll Reports' section is active, displaying a table of reports. The table has columns for Schedule Name, Earned Period / Adjustment Date, Status, Report Type, Due Date, Submit Date, Initial Record Posted Date, Report Posted Date, Test Report, and Report Name. The table contains 12 rows of data, including reports for 'Earned Period' and 'Adjustments'.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	01/23/2021 - 02/05/2021	Pending Release	Payroll - Earned Period	03/07/2021	01/29/2021			No	
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No	Port_of Oc
	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No	External t
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No	Port _ No
	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No	Port_Nov
	11/14/2020 - 11/27/2020	Pending Release	Payroll - Earned Period	12/27/2020	01/29/2021			No	
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No	Port_of Oc
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No	Port_Oct
	10/31/2020 - 11/13/2020	Posted	Payroll - Earned Period	12/13/2020	11/25/2020	11/30/2020	11/30/2020	No	
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No	Port _Oct
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No	Port _ Oc

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

The screenshot shows the 'Override Report Details' section. It contains a text input field for 'Report Name' and an 'Update Report Name' button. Below the input field are buttons for 'Process Report', 'Cancel Report', and 'Generate Report Summary'. A red box highlights the 'View Records' link at the bottom right.

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

The screenshot shows the 'Process Report' button and navigation controls. It includes a 'Showing records 1 - 25' indicator, 'First << Previous', '1 2 3 4 Next >> Last', and 'View Max' links. Below these are buttons for 'Select All', 'Delete', 'Edit Selected Records', and 'Save Selection'. At the bottom, there are buttons for 'Process Report' and 'Generate Report Summary', and a 'View Payroll Report Summary' link.

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

The screenshot shows the 'Confirmation Page' section. It contains a text input field for 'Do you want to process this report?' and two buttons: 'Yes' and 'No'.

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.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
Retirement Contract Summary	01/23/2021 - 02/05/2021	Pending Release	Payroll - Earned Period	03/07/2021	01/29/2021	11/30/2020	11/30/2020	No	Port of Oc
Maintain DA Deductions	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No	Port_Nov
Current DA Errors	11/30/2020 - 11/30/2020	Posted	Payroll - Adjustments		11/30/2020	11/30/2020	11/30/2020	No	External c
Unresolved Historical DA Errors	11/16/2020 - 11/16/2020	Posted	Payroll - Adjustments		11/16/2020	11/16/2020	11/16/2020	No	Port_No
Maintain Employer Supporting Documents	11/14/2020 - 11/27/2020	Pending Release	Payroll - Earned Period	12/27/2020	01/29/2021	11/16/2020	11/16/2020	No	Port_Nov
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No	Port of Oc
	11/03/2020 - 11/03/2020	Posted	Payroll - Adjustments		11/03/2020	11/03/2020	11/03/2020	No	Port_Oct
	10/31/2020 - 11/13/2020	Posted	Payroll - Earned Period	12/13/2020	11/25/2020	11/30/2020	11/30/2020	No	
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No	Port_Oct
	10/19/2020 - 10/19/2020	Posted	Payroll - Adjustments		10/19/2020	10/19/2020	10/19/2020	No	Port_Oc

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.

**Report Details**

<b>Report Type:</b> Payroll - Earned Period	<b>Earned Period:</b> 04/16/2022 - 04/29/2022	<b>Report Status:</b> Suspended
<b>Program:</b> CalPERS	<b>Schedule Name:</b>	<b>Test Report:</b> No
<b>Report Name:</b>		

---

**Report Statistics**

<a href="#">Accept Valid Records</a>				
<b>Total</b>	<b>Records Reported</b>	<b>Records Posted</b>	<b>Unposted Records</b>	<b>Records with Errors</b>
	100	0	100	4

---

**Records Statistics**

<b>Record Type</b>	<b>Records Reported</b>	<b>Records Posted</b>	<b>Unposted Records</b>	<b>Records with Errors</b>
Payroll Record	100	0	100	4
Service Credit Purchase Deduction Record	6	0	6	0

---

**Payroll Report Summary**

Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.

Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
899	Miscellaneous	\$134,634.92	\$9,589.09	\$14,203.84	\$0.00	\$69.40	\$23,862.33
900	Safety - Police	\$84,426.97	\$10,742.56	\$12,846.34	\$8.37	\$407.32	\$24,004.59
25845	Safety - Fire	\$23,491.16	\$3,053.86	\$4,214.31	\$3.72	\$0.00	\$7,271.89
25846	Safety - Police	\$30,582.12	\$3,669.86	\$5,792.23	\$0.00	\$0.00	\$9,462.09
27415	Miscellaneous	\$119,293.82	\$8,648.80	\$14,136.31	\$0.00	\$114.43	\$22,899.54
Uncategorized		\$4,913.72	\$479.07	\$0.00	\$0.00	\$0.00	\$479.07
<b>Totals</b>		<b>\$397,342.71</b>	<b>\$36,183.24</b>	<b>\$51,193.03</b>	<b>\$12.09</b>	<b>\$591.15</b>	<b>\$87,979.51</b>

---

**Generate Report**

**Report Type:**

Payroll Record Errors Report  
 Payroll Record Exceptions Report

[Generate Report](#)

---

**Override Report Details**

The report name you enter is not saved until you select the Update Report Name button.

**Report Name:**

[Update Report Name](#)

[Process Report](#) | [Cancel Report](#) | [Generate Report Summary](#)
[View Records](#)

Step 5

Select the **Generate Report** button.

Step 6

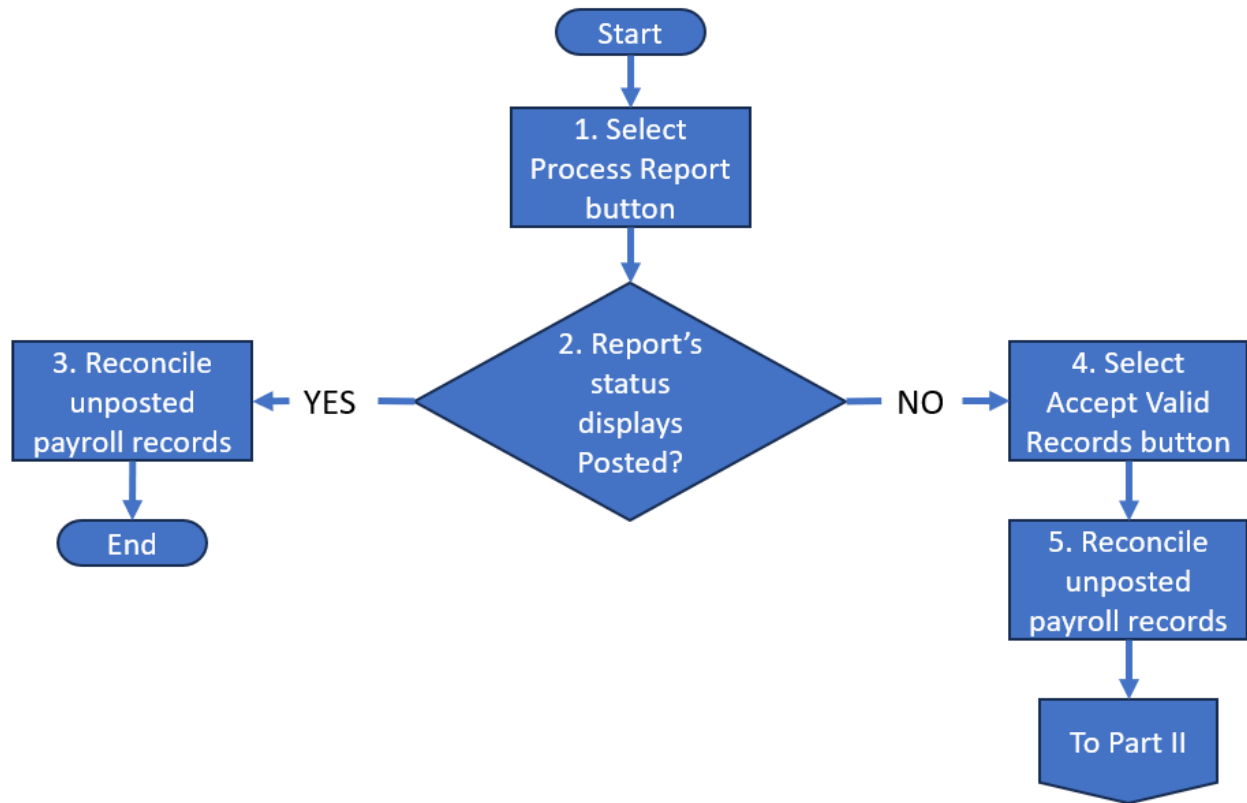
At the bottom of the page, select the **Generate Report Summary** button to access the Payroll Report Summary as a Cognos report.

**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.

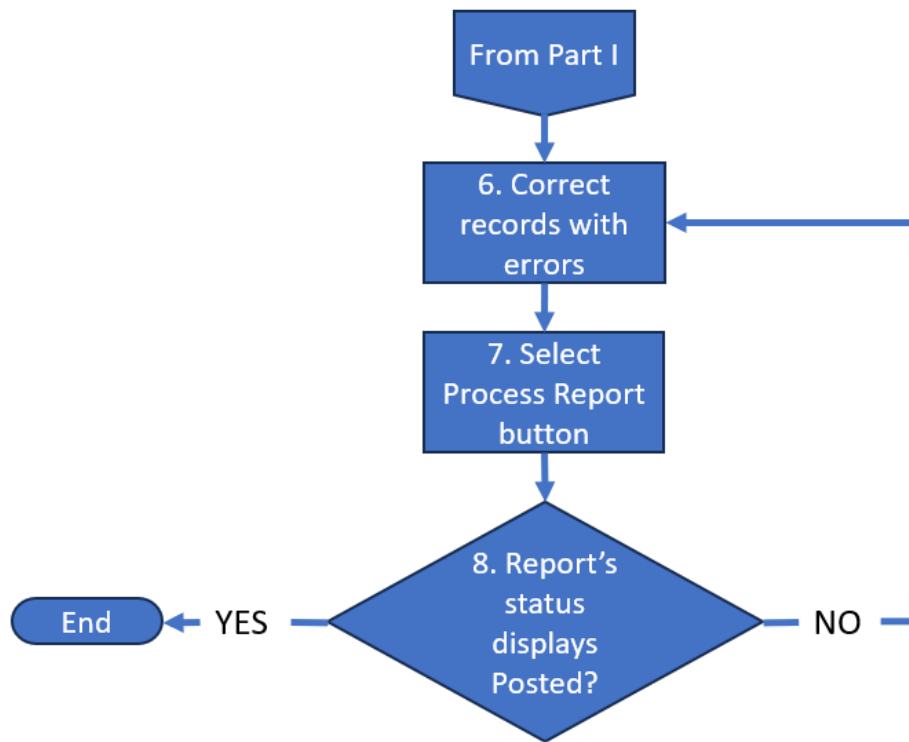
Step 3 Reconcile unposted payroll records (refer to Unit 5).

**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.

The screenshot shows the CalPERS Reporting interface. The top navigation bar includes Home, Profile, Reporting, Person Information, Education, and Other Organizations. The Reporting section is active, showing sub-navigation for Manage Reports, Billing and Payments, Payroll Schedule, Out-of-Class Validation, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The Payroll Schedule section is selected, displaying the following options:

- Method:** Add New Payroll Schedule, Request Extension for Existing Payroll Schedule, Request Exemption for Non-Reportable Payroll Earned Period
- Select A Program:** Program: CalPERS | Display
- Existing Payroll Schedules:**

Type	Name	Begin Date	End Date	Status	View Periods	View More Actions
Bi-Weekly		06/19/1982		Approved	View Periods	

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

The screenshot shows the 'Payroll Schedule' interface. 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, Out-of-Class Validation, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The main content area is divided into sections: 'Common Tasks' (Name: Agency Name, CalPERS ID: 0987654321), 'Menu' (Fees List), 'Schedule Details' (Type: Bi-Weekly, Status: Approved, Schedule Begin Date: 06/19/1982, Name: CalPERS), and 'Payroll Periods'. In the 'Payroll Periods' section, the 'Fiscal Year' dropdown is set to '2020/2021' and the 'Display' button is visible.

Step 5 Select the **Display** button.

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

This screenshot is similar to the previous one but shows the 'Display' button clicked. The 'Payroll Periods' table is now populated with data. The table has columns: Earned Period, Report Due Date, Report Submitted, Report Post Date, Report Status, Extension Status, Exemption Status, and Participants with Unposted Payroll. The 'Participants with Unposted Payroll' column contains blue 'View' links for several rows, including one for the period 12/12/2020-12/25/2020 which is highlighted with a red box.

**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.

The screenshot shows the 'Unposted Payroll Reconciliation' section. It displays the 'Earned Period: 11/14/2020 - 11/27/2020' and 'Total Number of Appointments Listed: 77'. Below this is a 'Search for Participants with Unposted Payroll' form with the following fields: Program (dropdown set to CalPERS), Last Name (text input), Participant CalPERS ID (text input), SSN (text input), Member Category/ Rate Plan (dropdown), Member Account Status (dropdown), Appt Status (dropdown), and Retired Annuitant (dropdown). There are 'Search' and 'Clear' buttons at the bottom left.

Step 8

Select the appropriate **Participant CalPERS ID** check boxes for the employees you wish 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)

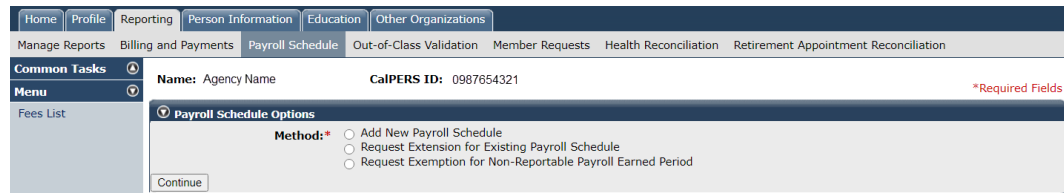
Step 1 Select the **Reporting** global navigation tab.

---

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.

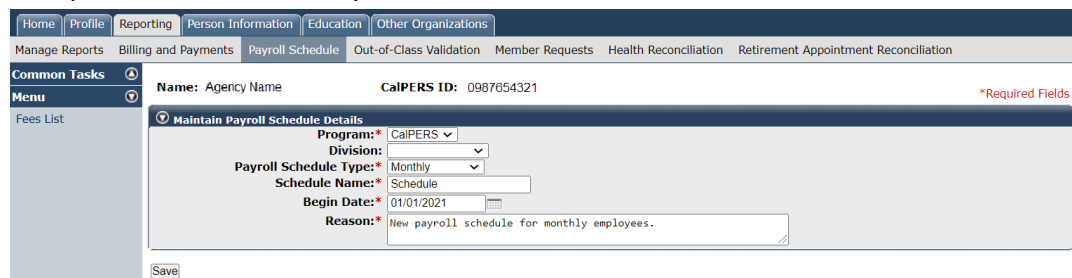


The screenshot shows the 'Payroll Schedule Options' section of a web application. At the top, there are navigation tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are sub-tabs: Manage Reports, Billing and Payments, Payroll Schedule, Out-of-Class Validation, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The 'Payroll Schedule' sub-tab is active. On the left, there is a 'Common Tasks' menu with 'Fees List' selected. The main content area shows 'Name: Agency Name' and 'CalPERS ID: 0987654321' with a '\*Required Fields' label. Below this is the 'Payroll Schedule Options' section with a 'Method:' label and three radio buttons: 'Add New Payroll Schedule' (selected), 'Request Extension for Existing Payroll Schedule', and 'Request Exemption for Non-Reportable Payroll Earned Period'. A 'Continue' button is at the bottom.

Step 4 Select the **Continue** button.

---

Step 5 Complete the Maintain Payroll Schedule Details section.



The screenshot shows the 'Maintain Payroll Schedule Details' section of the web application. It features the same navigation and sub-tab structure as the previous screenshot. The 'Maintain Payroll Schedule Details' section contains several fields: 'Program:\*' (dropdown menu with 'CalPERS' selected), 'Division:' (dropdown menu), 'Payroll Schedule Type:\*' (dropdown menu with 'Monthly' selected), 'Schedule Name:\*' (text input field with 'Schedule' entered), 'Begin Date:\*' (calendar picker with '01/01/2021' selected), and 'Reason:\*' (text area with 'New payroll schedule for monthly employees.' entered). A 'Save' button is located at the bottom left of the form.

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.

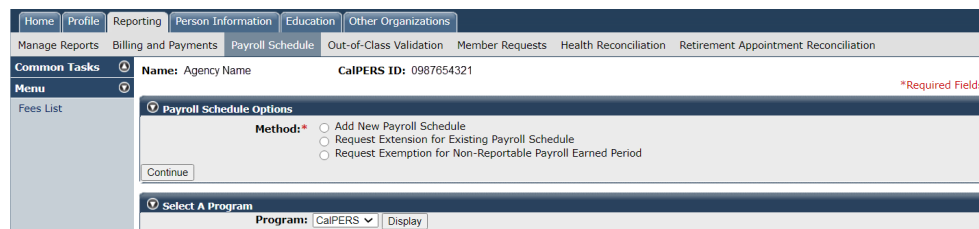
Step 1 Select the **Reporting** global navigation tab.

---

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.

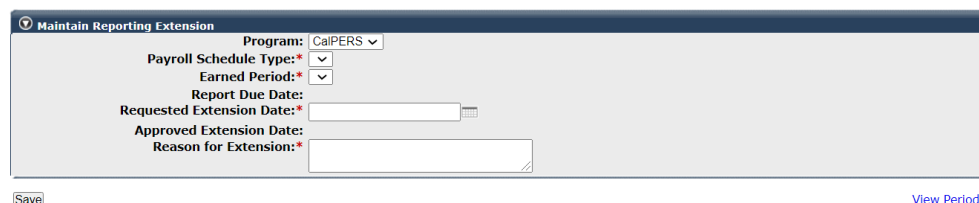


The screenshot shows the myCalPERS interface. At the top, there are navigation tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are sub-tabs: Manage Reports, Billing and Payments, Payroll Schedule, Out-of-Class Validation, Member Requests, Health Reconciliation, and Retirement Appointment Reconciliation. The main content area is titled 'Payroll Schedule Options' and contains three radio button options under the heading 'Method:': 'Add New Payroll Schedule', 'Request Extension for Existing Payroll Schedule', and 'Request Exemption for Non-Reportable Payroll Earned Period'. A 'Continue' button is located below these options. Below the 'Continue' button is a 'Select A Program' section with a dropdown menu set to 'CalPERS' and a 'Display' button. The user's name and CalPERS ID (0987654321) are visible at the top of the main content area.

Step 4 Select the **Continue** button.

---

Step 5 Complete the Maintain Reporting Extension section.



The screenshot shows the 'Maintain Reporting Extension' section. It contains several fields: 'Program' (dropdown menu set to 'CalPERS'), 'Payroll Schedule Type' (dropdown menu), 'Earned Period' (dropdown menu), 'Report Due Date' (text field), 'Requested Extension Date' (text field with a calendar icon), 'Approved Extension Date' (text field), and 'Reason for Extension' (text area). A 'Save' button is located at the bottom left, and a 'View Periods' link is at the bottom right.

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.

Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Payroll Schedule Out-of-Class Validation Member Requests Health Reconciliation Retirement Appointment Reconciliation

Name: Agency Name CalPERS ID: 0987654321 \*Required Fields

**Payroll Schedule Options**

Method: \*  Add New Payroll Schedule  
 Request Extension for Existing Payroll Schedule  
 Request Exemption for Non-Reportable Payroll Earned Period

Continue

**Select A Program**

Program: CalPERS | Display

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

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

**Payroll Periods**

Fiscal Year: 2019/2020 | Display

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Participants with Unposted Payroll
06/13/2020-06/26/2020	07/26/2020						
05/30/2020-06/12/2020	07/12/2020						
05/16/2020-05/29/2020	06/28/2020						
05/02/2020-05/15/2020	06/14/2020						
04/18/2020-05/01/2020	05/31/2020						
04/04/2020-04/17/2020	05/17/2020						
03/21/2020-04/03/2020	05/03/2020						
03/07/2020-03/20/2020	04/19/2020				Pending Approval		
02/22/2020-03/06/2020	04/05/2020				Pending Approval		
02/08/2020-02/21/2020	03/22/2020						<a href="#">View</a>
01/25/2020-02/07/2020	03/08/2020						<a href="#">View</a>
01/11/2020-01/24/2020	02/23/2020						<a href="#">View</a>
12/28/2019-01/10/2020	02/09/2020						<a href="#">View</a>
12/14/2019-12/27/2019	01/26/2020	01/08/2020	01/10/2020	Posted			<a href="#">View</a>
11/30/2019-12/13/2019	01/12/2020	12/26/2019	12/30/2019	Posted			
11/16/2019-11/29/2019	12/29/2019	12/12/2019	12/16/2019	Posted			
11/02/2019-11/15/2019	12/15/2019	11/26/2019	11/27/2019	Posted			
10/19/2019-11/01/2019	12/01/2019	11/14/2019	11/18/2019	Posted			
10/05/2019-10/18/2019	11/17/2019	10/31/2019	11/01/2019	Posted			
09/21/2019-10/04/2019	11/03/2019	10/18/2019	10/25/2019	Posted			
09/07/2019-09/20/2019	10/20/2019	10/08/2019	10/11/2019	Posted			
08/24/2019-09/06/2019	10/06/2019	09/19/2019	09/30/2019	Posted			
08/10/2019-08/23/2019	09/22/2019	09/17/2019	09/18/2019	Posted			
07/27/2019-08/09/2019	09/08/2019	08/21/2019	08/23/2019	Posted			
07/13/2019-07/26/2019	08/25/2019	08/08/2019	08/19/2019	Posted			
06/29/2019-07/12/2019	08/11/2019	07/31/2019	08/05/2019	Posted			

Display

You have completed this scenario.

## CalPERS Resources

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

- [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.