

myCalPERS Retirement Appointment Reconciliation

Student Guide

March 4, 2023



Introduction

Retirement appointment reconciliation (RAR) displays employees with missing payroll. If the employee is showing on the RAR list, report the missing payroll, update their retirement appointment, or confirm unposted payroll.

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 view or 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: Reconcile by Appointments

The Retirement Appointment Reconciliation (RAR) list identifies appointments with unreported payroll records for your agency.

System Logic

- The RAR page updates on the last day of each month.
- Employees with the following appointment types will be excluded from the list:
 - Health-only appointments
 - Non-qualified appointments due to the purchase of service credit (e.g., Service Prior to Membership or Military Leave)
 - On Leave appointments:
 - » Appointments without an End Leave event will be excluded for six months
 - » Appointments with an End Leave event will be excluded for the entire leave
- Maintaining appointments within the RAR page will automatically update the list.
- Transactions completed outside the RAR page (e.g., updating the appointment within the employee’s profile page) will update the list the following business day.
- To research, use the following links:
 - **View Appointment History** displays retirement appointment details including any appointment event dates listed. Retirement appointment information cannot be changed on this page.
 - **View Transaction History** displays the employee’s historical payroll transactions by fiscal year. Once the fiscal year(s) are selected, more payroll history information displays.

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Scenario 1: Process a Permanent Separation

System Logic

The permanent separation date must be entered as at least one day after the last day at your agency, even if the date falls on a weekend or holiday.

Step Actions

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

Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.

Step 3 In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to permanently separate.

Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period	Payroll Past Due	Unposted Payroll Periods
<input type="checkbox"/>	0123456789 Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	1234567890 Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	2345678901 Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	Review

Step 4 Select the **Maintain Enrollment** button.

Step 5 Complete the Appointment Event Details section.

Participant CalPERS ID: 0123456789
Name: Jones, Jason L.
Member Category: Miscellaneous
Enrolled in Health: Yes
Health Payment Method: Standard

Appt ID: 01234
Start Date: 04/24/2018
Appt Status: Active
Last Reported Earned Period: 10/31/2020 - 11/13/2020

[View Appointment History](#)
[View Transaction History](#)

Event:* Permanent Separation
Event Date:*
Separation Reason:*

Delete Appointment Skip Appointment

Step 6 Did you select more than one appointment?

Yes: Select the **Save & Go to Next** button and return to step 5

No: Select the **Save and Return** button

You have completed this scenario.

Scenario 2: Delete an Appointment

System Logic

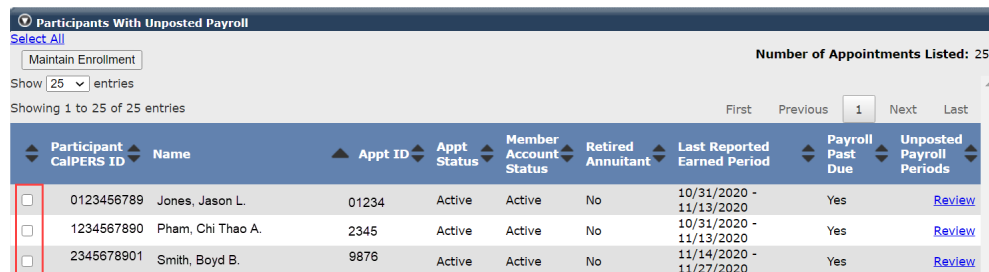
You are unable to delete an appointment that has payroll and/or health benefits attached. Contact CalPERS for additional assistance.

Step Actions

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

Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.

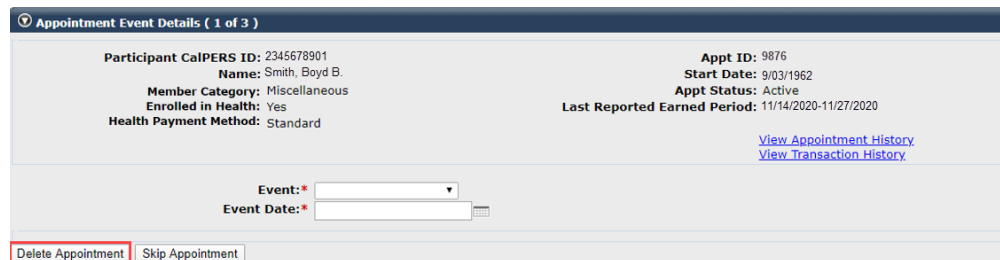
Step 3 In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to delete.



Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period	Payroll Past Due	Unposted Payroll Periods
<input type="checkbox"/>	0123456789 Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	1234567890 Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	2345678901 Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	Review

Step 4 Select the **Maintain Enrollment** button.

Step 5 Select the **Delete Appointment** button.



Appointment Event Details (1 of 3)

Participant CalPERS ID: 2345678901
Name: Smith, Boyd B.
Member Category: Miscellaneous
Enrolled in Health: Yes
Health Payment Method: Standard

Appt ID: 9876
Start Date: 9/03/1962
Appt Status: Active
Last Reported Earned Period: 11/14/2020-11/27/2020

[View Appointment History](#)
[View Transaction History](#)

Event: *
Event Date: *

Step 6 Select the **Save & Go to Next** button if needed.

Step 7 Did you select more than one appointment?

Yes: Select the **Save & Go to Next** button and return to step 5

No: You have completed this scenario.

Scenario 3: Process a Leave of Absence

System Logic

- The Begin Leave date is entered as at least one day after the last day at your agency, even if it is a weekend or holiday.
- The End Leave date is entered as the date the employee returns to work.

Step Actions

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

Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.

Step 3 In the Participants With Unposted Payroll section, select the check box for the employee(s) with an appointment you need to place on a leave of absence.

Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period	Payroll Past Due	Unposted Payroll Periods
<input type="checkbox"/>	0123456789 Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	1234567890 Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	2345678901 Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	Review

Step 4 Select the **Maintain Enrollment** button.

Step 5 Complete the Appointment Event Details section.

Appointment Event Details (1 of 3)

Participant CalPERS ID: 2345678901
Name: Pham, Chi Thao A.
Member Category: Miscellaneous
Enrolled in Health: Yes
Health Payment Method: Standard

Appt ID: 2345
Start Date: 9/03/1962
Appt Status: Active
Last Reported Earned Period: 11/14/2020-11/27/2020

[View Appointment History](#)
[View Transaction History](#)

Event: *
Event Date: *

Delete Appointment Skip Appointment

Step 6 Select the **Save & Go to Next** button if needed.

Step 7 Did you select more than one appointment?

Yes: Return to step 5

No: You have completed this scenario.

Scenario 4: Confirm Unposted Payroll

System Logic

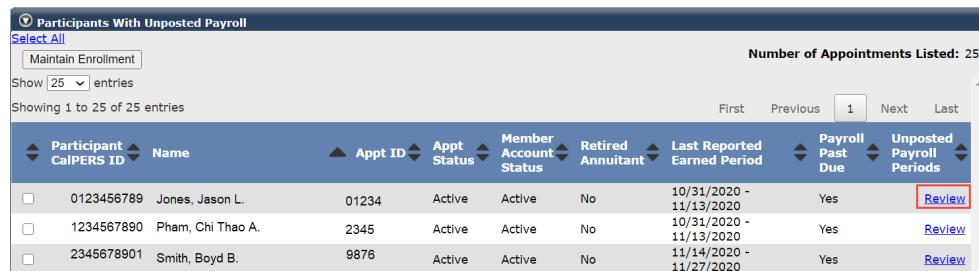
- Once an earned period is confirmed using the **Confirm Unposted Payroll** button, myCalPERS will stop requesting payroll for that appointment for that earned period.
- You may still report payroll for a confirmed earned period by submitting adjustment record(s).

Step Actions

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

Step 2 Select the **Retirement Appointment Reconciliation** local navigation link.

Step 3 Select the **Review** link for the appointment that has unposted payroll records.



Participants With Unposted Payroll

Select All

Maintain Enrollment

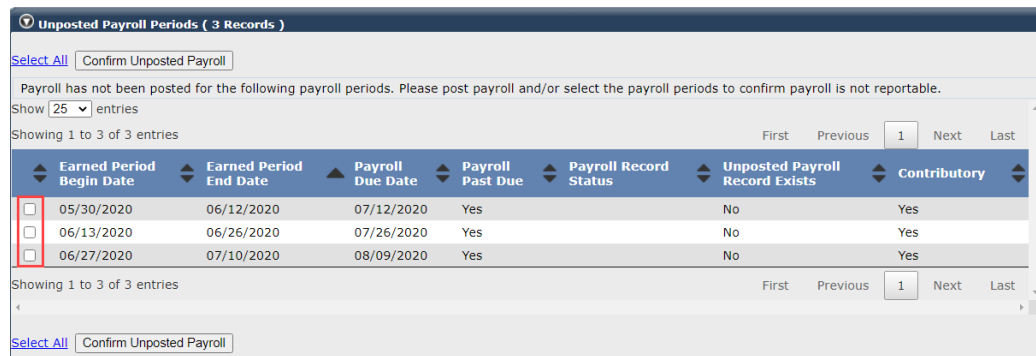
Number of Appointments Listed: 25

Show 25 entries

Showing 1 to 25 of 25 entries

Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Earned Period	Payroll Past Due	Unposted Payroll Periods
<input type="checkbox"/>	0123456789 Jones, Jason L.	01234	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	1234567890 Pham, Chi Thao A.	2345	Active	Active	No	10/31/2020 - 11/13/2020	Yes	Review
<input type="checkbox"/>	2345678901 Smith, Boyd B.	9876	Active	Active	No	11/14/2020 - 11/27/2020	Yes	Review

Step 4 Within the Unposted Payroll Periods section, select the check box(es) for the earned period(s) to confirm unposted payroll.



Unposted Payroll Periods (3 Records)

Select All Confirm Unposted Payroll

Payroll has not been posted for the following payroll periods. Please post payroll and/or select the payroll periods to confirm payroll is not reportable.

Show 25 entries

Showing 1 to 3 of 3 entries

Earned Period Begin Date	Earned Period End Date	Payroll Due Date	Payroll Past Due	Payroll Record Status	Unposted Payroll Record Exists	Contributory
<input type="checkbox"/>	05/30/2020	06/12/2020	07/12/2020	Yes	No	Yes
<input type="checkbox"/>	06/13/2020	06/26/2020	07/26/2020	Yes	No	Yes
<input type="checkbox"/>	06/27/2020	07/10/2020	08/09/2020	Yes	No	Yes

Select All Confirm Unposted Payroll

Step 5 Select the **Confirm Unposted Payroll** button.

You have completed this scenario.

Scenario 5: Post Payroll

System Logic

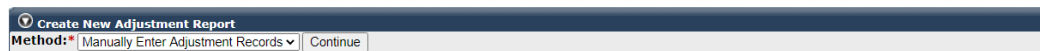
The Retirement Appointment Reconciliation list will update the following business day after payroll is posted.

Step Actions

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

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


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



Create New Adjustment Report
Method: Manually Enter Adjustment Records Continue

Step 4 Select the **Continue** button.

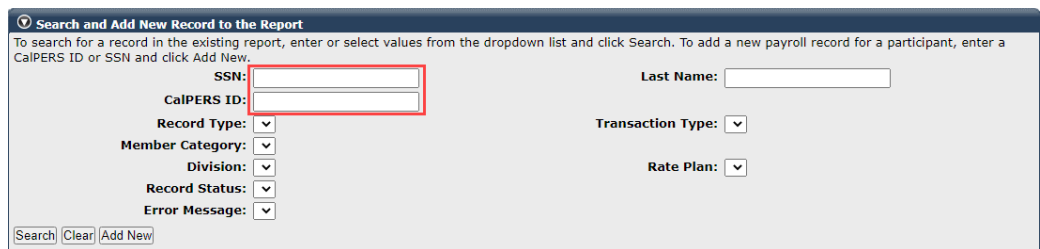
Step 5 Complete the **Create Report** section.



Create Report
Program: *
Report Type: *
Payroll Schedule: *
Report Name: *
Save & Continue

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

Step 7 Within the Search and Add New Record to the Report section, complete either the **SSN** or **CaIPERS ID** field.



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 CaIPERS ID or SSN and click Add New.
SSN: *
CaIPERS ID: *
Last Name: *
Record Type: *
Member Category: *
Division: *
Record Status: *
Error Message: *
Transaction Type: *
Rate Plan: *
Search Clear Add New

Step 8 Within the Search and Add New Record to the Report section, select the **Add New** button.

Step 9 Complete the **Maintain Record Details** section.



Maintain Record Details
To add details to the record select Display after entering dates.
Begin Date: *
End Date: *
Payroll Record Memo: *
Display
[View Employee Rate Summary](#)

Step 10 Select the **Display** button.

Step 11

Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.
Begin Date: 09/01/2019 **End Date:** 09/14/2019
Payroll Record Memo:
Earnings
Appointment: City Name : Appt Id - 34567 : 2013-09-03 : Miscellaneous : Regular
Payroll Schedule: Approved : Bi-Weekly : 06/19/1982 -
Transaction Type:
Pay Rate Type: **Pay Rate:** \$ 0.0
Reportable Earnings: \$ 0.0
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: \$ 0.0 **Tax Deferred Member Paid Contributions:** \$ 0.0
Tax Deferred Employer Paid Member Contributions: \$ 0.0
Service Credit Purchase Deductions
Taxed Member Paid Contribution: \$ 0.0 **Tax Deferred Member Paid Contribution:** \$ 0.0
[View Employee Rate Summary](#)

Step 12

Do you need to add another adjustment record for this employee?

Yes: Select the **Save & Continue** button and return to step 8

No: Continue to step 13

Step 13

Select the **Save & Exit** button.

Step 14

Do you need to add additional adjustment record(s) for other employees?

Yes: Return to step 7

No: Continue to step 15

Step 15

Select the **Process Report** button.

Step 16

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

You have completed this scenario.

Unit 2: Reconcile by Earned Period Reports

You may reconcile appointments by earned period reports. Within each posted earned period report, you may view a list of appointments without payroll reported, maintain appointments (scenario 1), and confirm unposted payroll (scenario 2).

System Logic

- The **View** link is available prior to the earned period end date.
- The day after you post the earned period payroll report is the earliest you can view only the appointments with unposted payroll for that earned period.
- From the Payroll Schedule Detail page, if there is no **View** link, then there are no appointments to reconcile.

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Scenario 1: Maintain Appointments by Earned Period Reports

Step Actions

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

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

Step 3 Within the Existing Payroll Schedules section, select the appropriate payroll schedule's **View Periods** link.

The screenshot shows the 'Payroll Schedule Options' section with a 'Method:' dropdown menu containing three radio button options: 'Add New Payroll Schedule', 'Request Extension for Existing Payroll Schedule', and 'Request Exemption for Non-Reportable Payroll Earned Period'. Below this is a 'Continue' button. The 'Select A Program' section shows 'Program: CalPERS' with a 'Display' button. The 'Existing Payroll Schedules' section is a table with columns: Type, Name, Begin Date, End Date, Status, View Periods, and View More Actions. The first row is highlighted with 'Bi-Weekly' in the Type column, '06/19/1982' in the Begin Date column, and 'Approved' in the Status column. A red box highlights the 'View Periods' link in the View Periods column.

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 Periods' section with a 'Fiscal Year:' dropdown menu set to '2020/2021' and a 'Display' button. Below is a table with columns: Earned Period, Report Due Date, Report Submitted, Report Post Date, Report Status, Extension Status, Exemption Status, and Participants with Unposted Payroll. The first row is highlighted with '06/12/2021-06/25/2021' in the Earned Period column and '07/25/2021' in the Report Due Date column.

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Participants with Unposted Payroll
06/12/2021-06/25/2021	07/25/2021						
05/29/2021-06/11/2021	07/11/2021						
05/15/2021-05/28/2021	06/27/2021						
05/01/2021-05/14/2021	06/13/2021						
04/17/2021-04/30/2021	05/30/2021						
04/03/2021-04/16/2021	05/16/2021						
03/20/2021-04/02/2021	05/02/2021						
03/06/2021-03/19/2021	04/18/2021						
02/20/2021-03/05/2021	04/04/2021						
02/06/2021-02/19/2021	03/21/2021						
01/23/2021-02/05/2021	03/07/2021						
01/09/2021-01/22/2021	02/21/2021						
12/26/2020-01/08/2021	02/07/2021						
12/12/2020-12/25/2020	01/24/2021						
11/28/2020-12/11/2020	01/10/2021						
11/14/2020-11/27/2020	12/27/2020						
10/31/2020-11/13/2020	12/13/2020						
10/17/2020-10/30/2020	11/29/2020						
10/03/2020-10/16/2020	11/15/2020						
09/19/2020-10/02/2020	11/01/2020						
09/05/2020-09/18/2020	10/18/2020						
08/22/2020-09/04/2020	10/04/2020						
08/08/2020-08/21/2020	09/20/2020						
07/25/2020-08/07/2020	09/06/2020						
07/11/2020-07/24/2020	08/23/2020						
06/27/2020-07/10/2020	08/09/2020						

Step 5 Select the **Display** button.

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

The screenshot shows the 'Payroll Periods' section with a 'Fiscal Year:' dropdown menu set to '2020/2021' and a 'Display' button. Below is a table with columns: Earned Period, Report Due Date, Report Submitted, Report Post Date, Report Status, Extension Status, Exemption Status, and Participants with Unposted Payroll. The first row is highlighted with '06/12/2021-06/25/2021' in the Earned Period column and '07/25/2021' in the Report Due Date column. A red box highlights the 'View' link in the Participants with Unposted Payroll column.

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Participants with Unposted Payroll
06/12/2021-06/25/2021	07/25/2021						View
05/29/2021-06/11/2021	07/11/2021						
05/15/2021-05/28/2021	06/27/2021						
05/01/2021-05/14/2021	06/13/2021						
04/17/2021-04/30/2021	05/30/2021						
04/03/2021-04/16/2021	05/16/2021						
03/20/2021-04/02/2021	05/02/2021						
03/06/2021-03/19/2021	04/18/2021						
02/20/2021-03/05/2021	04/04/2021						
02/06/2021-02/19/2021	03/21/2021						
01/23/2021-02/05/2021	03/07/2021						
01/09/2021-01/22/2021	02/21/2021						
12/26/2020-01/08/2021	02/07/2021						
12/12/2020-12/25/2020	01/24/2021						
11/28/2020-12/11/2020	01/10/2021						
11/14/2020-11/27/2020	12/27/2020						
10/31/2020-11/13/2020	12/13/2020						
10/17/2020-10/30/2020	11/29/2020						
10/03/2020-10/16/2020	11/15/2020						
09/19/2020-10/02/2020	11/01/2020						
09/05/2020-09/18/2020	10/18/2020						
08/22/2020-09/04/2020	10/04/2020						
08/08/2020-08/21/2020	09/20/2020						
07/25/2020-08/07/2020	09/06/2020						
07/11/2020-07/24/2020	08/23/2020						
06/27/2020-07/10/2020	08/09/2020						

Step 7 Use the Search for Participants with Unposted Payroll section to filter the list.

Search for Participants with Unposted Payroll

Program: CalPERS

Last Name:

SSN:

Member Category/ Rate Plan:

Appt Status:

Participant CalPERS ID:

Member Account Status:

Retired Annuitant:

Search Clear

Step 8 Select the appropriate check boxes for those appointments you wish to maintain.

Participants with Unposted Payroll

Payroll has not been posted for the following participants. Please report payroll or select the applicable appointments to confirm payroll is not reportable or maintain the enrollment.

Select All

Maintain Enrollment Confirm Unposted Payroll

Show 25 entries

Showing 1 to 25 of 25 entries

Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Payroll Record Status	Rate Plan	Projected Member Contributions	Projected Employer Contribution
<input type="checkbox"/>	0123456789 SMITH, JASON L.	01234	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/>	0987654321 PHAM, CHI THAO A.	2345	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/>	1098765432 JONES, BOYD B.	9876	Active	Active	No	Posted	899	\$0.00	\$0.00

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

Step 10 Complete the Appointment Event Details section.

Appointment Event Details (1 of 1)

Participant CalPERS ID: 0123456789
Name: Jones, Jason L.
Member Category: Miscellaneous
Enrolled in Health: Yes
Health Payment Method: Standard

Appt ID: 01234
Start Date: 04/24/2018
Appt Status: Active
Last Reported Earned Period: 10/31/2020 - 11/13/2020

[View Appointment History](#)
[View Transaction History](#)

Event:
Event Date:

Delete Appointment Skip Appointment

Return

Save & Return

Step 11 Select the **Save & Go to Next** button.

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

Yes: Return to step 10

No: You have completed this scenario.

Scenario 2: Confirm Unposted Payroll by Earned Period Reports

Step Actions

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

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

Step 3 Within the Existing Payroll Schedules section, select the appropriate payroll schedule **View Periods** link.

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

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.

Payroll Periods

Fiscal Year: 2020/2021 | Display

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Participants with Unposted Payroll
06/12/2021-06/25/2021	07/25/2021						
05/29/2021-06/11/2021	07/11/2021						
05/15/2021-05/28/2021	06/27/2021						
05/01/2021-05/14/2021	06/13/2021						
05/01/2021-05/14/2021	06/13/2021						

Step 5 Select the **Display** button.

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

Payroll Periods

Fiscal Year: 2020/2021 | Display

Earned Period	Report Due Date	Report Submitted	Report Post Date	Report Status	Extension Status	Exemption Status	Participants with Unposted Payroll
06/12/2021-06/25/2021	07/25/2021						
05/29/2021-06/11/2021	07/11/2021						
05/15/2021-05/28/2021	06/27/2021						
05/01/2021-05/14/2021	06/13/2021						
04/17/2021-04/30/2021	05/30/2021						
04/03/2021-04/16/2021	05/16/2021						
03/20/2021-04/02/2021	05/02/2021						
03/06/2021-03/19/2021	04/18/2021						
02/20/2021-03/05/2021	04/04/2021						
02/06/2021-02/19/2021	03/21/2021						
01/23/2021-02/05/2021	03/07/2021						
01/09/2021-01/22/2021	02/21/2021						
12/26/2020-01/08/2021	02/07/2021						
12/12/2020-12/25/2020	01/24/2021						
11/28/2020-12/11/2020	01/10/2021						
11/14/2020-11/27/2020	12/27/2020						
10/31/2020-11/13/2020	12/13/2020						
10/17/2020-10/30/2020	11/29/2020						
10/03/2020-10/16/2020	11/15/2020						
09/19/2020-10/02/2020	11/01/2020						
09/05/2020-09/18/2020	10/18/2020						
08/22/2020-09/04/2020	10/04/2020						
08/08/2020-08/21/2020	09/20/2020						
07/25/2020-08/07/2020	09/06/2020						
07/11/2020-07/24/2020	08/23/2020						View
06/27/2020-07/10/2020	08/09/2020						View

Display

Step 7

Use the Search for Participants with Unposted Payroll section to filter the list.

Search for Participants with Unposted Payroll

Program: CalPERS

Last Name:

SSN:

Member Category/ Rate Plan:

Appt Status:

Participant CalPERS ID:

Member Account Status:

Retired Annuitant:

Search Clear

Step 8

Select the appropriate check boxes for those appointments you wish to maintain.

Participants with Unposted Payroll

Payroll has not been posted for the following participants. Please report payroll or select the applicable appointments to confirm payroll is not reportable or maintain the enrollment.

[Select All](#)

Maintain Enrollment Confirm Unposted Payroll

Show 25 entries

Showing 1 to 25 of 25 entries

First Previous 1 Next Last

Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Payroll Record Status	Rate Plan	Projected Member Contributions	Projected Employer Contribution
<input type="checkbox"/> 0123456789	SMITH, JASON L.	01234	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/> 0987654321	PHAM, CHI THAO A.	2345	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/> 1098765432	JONES, BOYD B.	9876	Active	Active	No	Posted	899	\$0.00	\$0.00

Step 9

Select the **Confirm Unposted Payroll** button.

You have completed this scenario.

Unit 3: Reconcile by Rate Plan Receivables

You may reconcile your appointments by rate plan receivables. Within each receivable, you can view a list of appointments that did not have payroll reported, maintain appointments, and confirm unposted payroll records.

System Logic

- The receivables will be available at the beginning of each month. After an earned period payroll report posts, you'll be able to view the appointments with unposted payroll within the Receivable List by Rate Plan page.
- Receivables can be sorted using the Display Receivables with Projected Contributions check box located in the Search Criteria section.

Contents

Scenario 1: Maintain Appointments by Rate Plan Receivables	15
Scenario 2: Confirm Unposted Payroll by Rate Plan Receivables.....	17

Scenario 1: Maintain Appointments by Rate Plan Receivables

Step Actions

- Step 1 Select the **Reporting** global navigation tab.
-
- Step 2 Select the **Billing and Payments** local navigation link.
-
- Step 3 If needed, select from the **Fiscal Year** drop-down list.
-
- Step 4 Select the **Display** button.
-
- Step 5 Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you wish to reconcile.
-
- Step 6 Select the **View Receivables Detail** link for the appropriate rate plan.

Contributions For Defined Benefit CalPERS (Year-To-Date)	
Rate Plan 25845 - Safety - Fire - PEPR	
Reported Contributions	
Member Contributions:	\$1,840,779.57
Employer Contributions:	\$2,588,836.19
1959 Survivor Contributions:	\$2,830.92
Service Credit Purchase Contributions:	\$2,362.08
Total Posted Contributions:	\$4,434,808.76
View Contributions Details	
Projected Contributions	
Member Contributions - Projection:	\$0.00
Employer Contributions - Projection:	\$0.00
Total Projected Contributions:	\$0.00
Payments Posted	
Payments Posted:	\$4,434,808.76
Total Payments:	\$4,434,808.76
View Payment Details	
Transfers	
Transfer of Employer Credit:	\$0.00
Transfers In:	(\$536.33)
Transfers Out:	\$536.33
Total Transfers:	\$0.00
Total Balance:	\$0.00
View Receivables Detail	

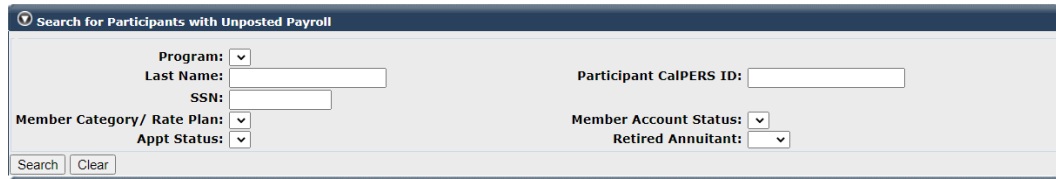
- Step 7 Select the radio button for the earned period you want to reconcile.

Contribution and Payment Details									
Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID	
<input type="radio"/>	25845 06/13/2020 - 06/26/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016031851	
<input type="radio"/>	25845 05/30/2020 - 06/12/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016031831	
<input checked="" type="radio"/>	25845 05/16/2020 - 05/29/2020	\$0.00	\$189,661.17	\$2,842.17	\$0.00	\$189,661.17	\$0.00	100000016012492	
<input type="radio"/>	25845 05/02/2020 - 05/15/2020	\$0.00	\$198,723.87	\$0.00	\$0.00	\$198,723.87	\$0.00	100000016012472	
<input type="radio"/>	25845 04/18/2020 - 05/01/2020	\$0.00	\$184,129.48	\$0.00	\$0.00	\$184,129.48	\$0.00	100000016012452	

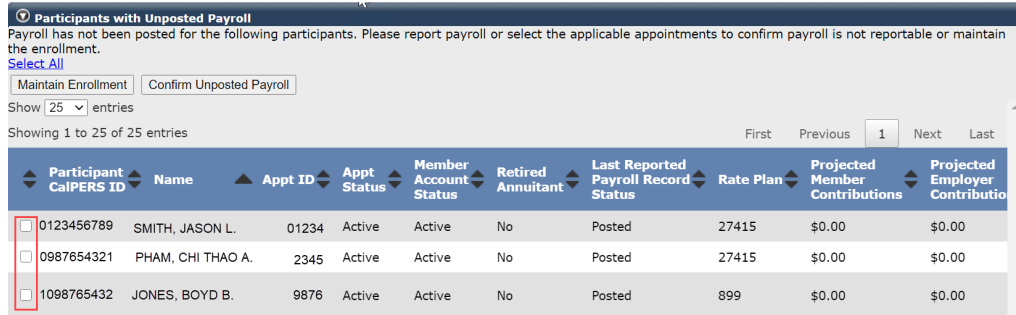
- Step 8 Select the **View Details** button.
-
- Step 9 Within the Projected Contributions section, select the **View Details** link.

Projected Contributions	
Appts Included in Projection: 0	Projected Member Contributions: \$1,287.22
	Projected Employer Contributions: \$1,554.95
View Details	

Step 10 Use the Search for Participants with Unposted Payroll section to filter the list.



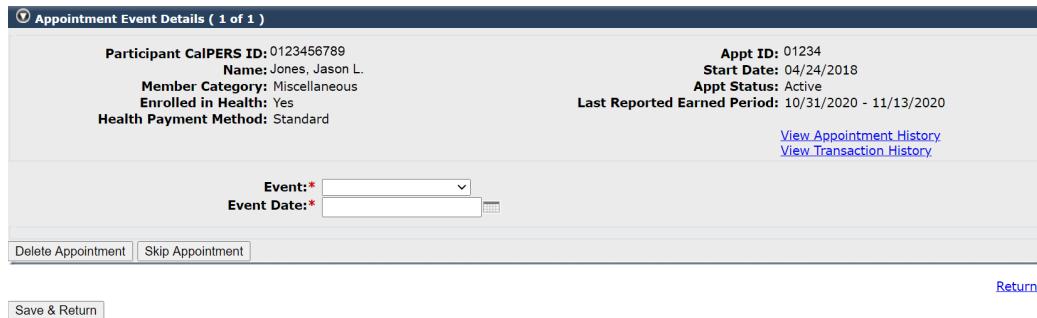
Step 11 Select the appropriate check boxes for those appointments you wish to maintain.



Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Payroll Record Status	Rate Plan	Projected Member Contributions	Projected Employer Contribution
<input type="checkbox"/>	0123456789 SMITH, JASON L.	01234	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/>	0987654321 PHAM, CHI THAO A.	2345	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/>	1098765432 JONES, BOYD B.	9876	Active	Active	No	Posted	899	\$0.00	\$0.00

Step 12 Select the **Maintain Enrollment** button.

Step 13 Complete the Appointment Event Details section.



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

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

Yes: Return to step 13

No: You have completed this scenario.

Scenario 2: Confirm Unposted Payroll by Rate Plan Receivables

Step Actions

- Step 1 Select the **Reporting** global navigation tab.
-
- Step 2 Select the **Billing and Payments** local navigation link.
-
- Step 3 If needed, select from the Fiscal Year drop-down list.
-
- Step 4 Select the **Display** button.
-
- Step 5 Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.
-
- Step 6 Select the **View Receivables Detail** link for the appropriate rate plan.

Contributions For Defined Benefit CalPERS (Year-To-Date)
Rate Plan 25845 - Safety - Fire - PEPRA

Reported Contributions

Member Contributions:	\$1,840,779.57
Employer Contributions:	\$2,588,836.19
1959 Survivor Contributions:	\$2,830.92
Service Credit Purchase Contributions:	\$2,362.08
Total Posted Contributions:	\$4,434,808.76

[View Contributions Details](#)

Projected Contributions

Member Contributions - Projection:	\$0.00
Employer Contributions - Projection:	\$0.00
Total Projected Contributions:	\$0.00

Payments Posted

Payments Posted:	\$4,434,808.76
Total Payments:	\$4,434,808.76

[View Payment Details](#)

Transfers

Transfer of Employer Credit:	\$0.00
Transfers In:	(\$536.33)
Transfers Out:	\$536.33
Total Transfers:	\$0.00

Total Balance: \$0.00

[View Receivables Detail](#)

- Step 7 Select the radio button for the earned period you want to reconcile.

Contribution and Payment Details

Show 25 entries | View Details

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
<input type="radio"/>	25845 06/13/2020 - 06/26/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016031851
<input type="radio"/>	25845 05/30/2020 - 06/12/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016031831
<input checked="" type="radio"/>	25845 05/16/2020 - 05/29/2020	\$0.00	\$189,661.17	\$2,842.17	\$0.00	\$189,661.17	\$0.00	100000016012492
<input type="radio"/>	25845 05/02/2020 - 05/15/2020	\$0.00	\$198,723.87	\$0.00	\$0.00	\$198,723.87	\$0.00	100000016012472
<input type="radio"/>	25845 04/18/2020 - 05/01/2020	\$0.00	\$184,129.48	\$0.00	\$0.00	\$184,129.48	\$0.00	100000016012452

- Step 8 Select the **View Details** button.
-
- Step 9 Within the Projected Contributions section, select the **View Details** link.

Projected Contributions

Appts Included in Projection: 0

Projected Member Contributions: \$1,287.22

Projected Employer Contributions: \$1,564.95

[View Details](#)

- Step 10 Use the Search for Participants with Unposted Payroll section to filter the list.

Search for Participants with Unposted Payroll

Program:

Last Name:

SSN:

Member Category/ Rate Plan:

Appt Status:

Participant CalPERS ID:

Member Account Status:

Retired Annuitant:

Search Clear

Step 11

Select the appropriate check boxes for those appointments you wish to confirm unposted payroll.

Participants with Unposted Payroll

Payroll has not been posted for the following participants. Please report payroll or select the applicable appointments to confirm payroll is not reportable or maintain the enrollment.

[Select All](#)

Maintain Enrollment Confirm Unposted Payroll

Show 25 entries

Showing 1 to 25 of 25 entries

First Previous 1 Next Last

Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Last Reported Payroll Record Status	Rate Plan	Projected Member Contributions	Projected Employer Contribution	
<input type="checkbox"/>	0123456789	SMITH, JASON L.	01234	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/>	0987654321	PHAM, CHI THAO A.	2345	Active	Active	No	Posted	27415	\$0.00	\$0.00
<input type="checkbox"/>	1098765432	JONES, BOYD B.	9876	Active	Active	No	Posted	899	\$0.00	\$0.00

Step 12

Select the **Confirm Unposted Payroll** button.

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.

- [myCalPERS Student Guides & Resources](#)
Pathway: CalPERS website > Employers > I Want To...: Access myCalPERS Student Guide
- [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 and 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](#)
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
 - Confirmation of No Payroll Contributions Reportable Report
 - Retirement Appointment Reconciliation Report
 - Separated Retirement Reconciliation Appointments Report
 - Business Partner on Leave Report
 - Payroll Report by Employer

CalPERS Contacts

Email

- To contact the [employer educators](#) for questions and requests, email calpers_employer_communications@calpers.ca.gov.
- To contact the [Employer Response Team](#) for assistance with your most critical, complex, or time-sensitive issues, email ert@calpers.ca.gov.

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 and select the **Submit Inquiry** link to submit a question or request.