

Completing an Employment Certification School Employers

Employer Account Management Division &
Member Account Management Division

Topics (1 of 2)

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Required Roles in myCalPERS

myCalPERS Required Roles

Must be assigned the Business Partner Arrears role along with one or more of the following roles:

- Business Partner Payroll
- Business Partner Payroll Read Only
- Business Partner Retirement Enrollment
- Business Partner Retirement Enrollment Read Only

Note: Contact your System Access Administrator to request the required roles.

Employment Certifications

When is an Employment Certification Required?

Service Credit Purchase (SCP) requests initiated by:

- Member through their myCalPERS account
- Member submitting a paper request to their employer for upload and certification

Membership reviews initiated by:

- CalPERS staff
- Employer
- Member

Completing the Employment Certification

Employment Certification (1 of 14)

Complete the following steps when an employee submits an SCP request, or a membership review is needed:

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



Step 2: Select the **Member Requests** local navigation link

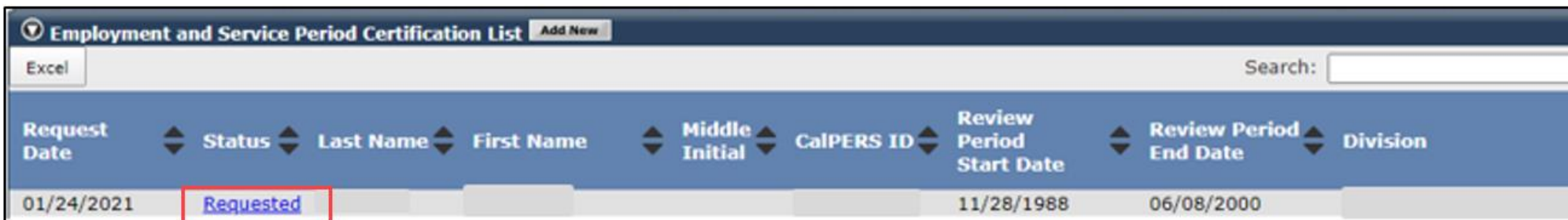


Employment Certification (2 of 14)

Step 3: Review the Employment and Service Period Certification List panel

Is the employee on the list?

- No: Continue to **Step 4**
- Yes: Select the **Requested** status link and continue to **Step 5**



| Request Date | Status | Last Name | First Name | Middle Initial | CalPERS ID | Review Period Start Date | Review Period End Date | Division |
|--------------|---------------------------|-----------|------------|----------------|------------|--------------------------|------------------------|----------|
| 01/24/2021 | Requested | | | | | 11/28/1988 | 06/08/2000 | |

Employment Certification (3 of 14)

Step 4: Select **Add New** in the Employment and Service Period Certification List panel

The screenshot shows a web interface for 'Employment and Service Period Certification List'. At the top left, there is a dropdown arrow and the title 'Employment and Service Period Certification List'. To its right is a button labeled 'Add New', which is highlighted with a red rectangular box. Below the title bar, there is a search bar with the text 'Search:' and an empty input field. A table header is visible with the following columns: 'Request Date', 'Status', 'Last Name', 'First Name', 'Middle Initial', 'CalPERS ID', 'Review Period Start Date', 'Review Period End Date', 'Division', and 'Submitted By'. Each column header has a small double-headed arrow icon. The table body is empty and contains the text 'No results found.' Below the table, there is a pagination bar that says 'Showing 0 to 0 of 0 entries' and two buttons labeled 'Previous' and 'Next'.

Employment Certification (4 of 14)

Complete the Employment Information section

The screenshot shows a web form titled "Employment Information". The form contains several fields and sections:

- Participant:** A red box highlights the "Participant:" label.
- Participant's Email Address:** A red box highlights the "Participant's Email Address:" label. The email address field is obscured by a blue box.
- Participant's Phone Number:** A red box highlights the "Participant's Phone Number: (999) 888-7777" field.
- Dates of Employment:** A red box highlights the "Dates of Employment:" label. The "From:" field is set to 10/01/1989 and the "To:" field is set to 12/03/1989.
- Employment Category:** A dropdown menu.
- Primary Position Title:** A text input field.
- Was the participant's employment excluded from CalPERS membership due to your agency's contract agreement with CalPERS? *** Radio buttons for "Yes" and "No" (selected). A "View Exclusions" link is present.
- Time Base:** Radio buttons for "Full Time", "Intermittent", "On Call", "Part Time", "Indeterminate", and "Work(ed) As Needed".
- Appointment Tenure:** Radio buttons for "Permanent", "Indeterminate", "Seasonal", and "Temporary".
- Months per Year:** Radio buttons for "8 Months", "11 Months", "9 Months", "12 Months", and "10 Months".
- Please upload the participant's hiring document (myCalPERS 2788):** An "Add Document" button.
- Service Credit Purchase Type Requested:** Radio buttons for "Service Prior to Membership".
- Is the participant above a member of a reciprocal system? *** Radio buttons for "Yes" and "No".
- Was the service rendered through an independent contractor or paid through a third party or temporary employment agency? *** Radio buttons for "Yes" and "No".
- For teacher's assistants in a credential program only:**
 - Did the employee require a temporary certificate from a California teacher training institution to serve as a teacher's assistant during the requested employment period? *** Radio buttons for "Yes" and "No".
 - Did the Participant contribute to a retirement plan, other than CalPERS, during the specified time period? *** Radio buttons for "Yes" and "No".
- Save** button at the bottom left and **Return** link at the bottom right.

Employment Certification (5 of 14)

Step 5: Is the employee's information displayed?

- Yes: Continue to **Step 6**. View employee's contact information if necessary.
- No: **Select** Participant link to add participant's information



Step 6: Confirm the correct business partner and division is listed



Employment Certification (6 of 14)

Step 7: Enter contact phone number

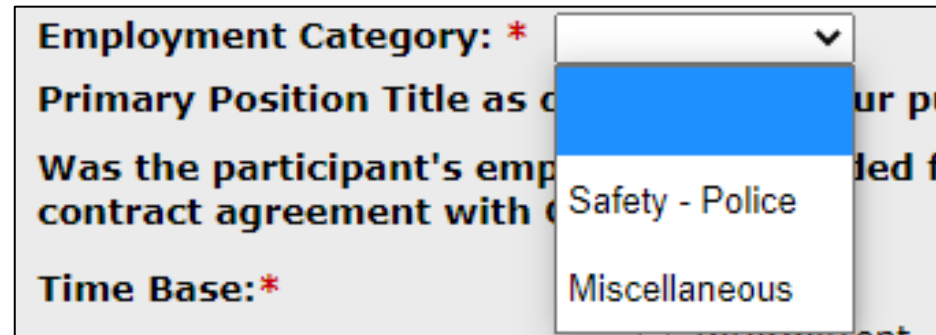
BP Contact Name: Phone Number: Ext:

Step 8: Enter or confirm employment dates

Dates of Employment: *
From: To:

Employment Certification (7 of 14)

Step 9: Select applicable employment category



The image shows a screenshot of a web form. The form has several fields, some with red asterisks indicating they are required. The field 'Employment Category: *' is the focus, with a dropdown menu open. The dropdown menu has a blue header bar and two visible options: 'Safety - Police' and 'Miscellaneous'. Other visible text in the form includes 'Primary Position Title as of', 'Was the participant's employment under a contract agreement with', and 'Time Base: *'.

This is based on the category the employee would have been if brought into membership for this position

Employment Certification (8 of 14)

Step 10: Enter the position title for the certification

Primary Position Title as displayed on your publicly available pay schedule: *

Step 11: Is employee’s employment excluded from CalPERS membership due to your agency’s contract agreement or by law under Government Code 20300?

- No: Continue to **Step 12**

Was the participant's employment excluded from CalPERS membership due to your agency's contract agreement with CalPERS? * Yes No [View Exclusions](#)

- Yes: Confirm the position is excluded due to a contract exclusion or by law. Continue to **Step 12**

Employment Certification (9 of 14)

Step 12: Select time base and tenure at the start of the employment period

| | | |
|-----------------------------|-------------------------------------|--|
| Time Base:* | <input type="radio"/> Full Time | <input type="radio"/> Part Time |
| | <input type="radio"/> Intermittent | <input type="radio"/> Indeterminate |
| | <input type="radio"/> On Call | <input type="radio"/> Work(ed) As Needed |
| Appointment Tenure:* | <input type="radio"/> Permanent | |
| | <input type="radio"/> Indeterminate | |
| | <input type="radio"/> Seasonal | |
| | <input type="radio"/> Temporary | |

Example: If request began on January 1, 2019, select time base and tenure effective January 1, 2019.

Employment Certification (10 of 14)

Step 13: Select months per year worked

Months per Year:* 8 Months 9 Months 10 Months
 11 Months 12 Months

Step 14: Select **Add Document**, if necessary, to upload additional information related to the appointment’s time base and tenure

Note: This step is optional.

Please upload the participant's hiring document (myCalPERS 2788):

Employment Certification (11 of 14)

Step 15: Is the employee requesting to purchase service credit?

- No: This is a membership review, select **Save**
This section is complete

Is the participant requesting to purchase Service Credit?* Yes No

Save

- Yes: Continue to **Step 16**

Is the participant requesting to purchase Service Credit?* Yes No

Service Credit Purchase Type Requested:*

- Service Prior to Membership
- Comprehensive Employment and Training Act (CETA)
- Fellowship
- Prior Service as Public Service
- Local System Redeposit
- Optional Arrears

Employment Certification (12 of 14)

Step 16: Select service credit type the employee is requesting to purchase

Service Credit Purchase Type Requested:*

- Service Prior to Membership
- Comprehensive Employment and Training Act (CETA)
- Fellowship
- Prior Service as Public Service
- Local System Redeposit
- Optional Arrears

Step 17: Select **Add Document** to upload service credit purchase request document

Please upload the participant's *Service Prior to Membership* related signed service credit purchase request form (myCalPERS 1168): *

Note: Skip **Steps 17** and **18** if the SCP request was submitted through myCalPERS account. The request will already be uploaded.

Employment Certification (13 of 14)

Step 18: Locate the document and select **Open**

Step 19: Answer the remaining questions

- Default to **No** if unknown

| | |
|--|--|
| Is the participant above a member of a reciprocal system? * | <input type="radio"/> Yes <input type="radio"/> No |
| Was the service rendered under the Comprehensive Employment & Training Act from 1973 to 1982?* | <input type="radio"/> Yes <input type="radio"/> No |
| Was the service rendered under a fellowship program? * | <input type="radio"/> Yes <input type="radio"/> No |
| Was this position filled by an election or appointment to a fixed term of office? * | <input type="radio"/> Yes <input type="radio"/> No |
| Was the service rendered through an independent contractor or paid through a third party or temporary employment agency ? * | <input type="radio"/> Yes <input type="radio"/> No |
| For teacher's assistants in a credential program only: | |
| Did the employee require a temporary certificate from a California teacher training institution to serve as a teacher's assistant during the requested employment period ? * | <input type="radio"/> Yes <input type="radio"/> No |
| Did the Participant contribute to a retirement plan, other than CalPERS, during the specified time period? * | <input type="radio"/> Yes <input type="radio"/> No |

Employment Certification (14 of 14)

Step 20: Select **Save**



CalPERS, during the specified time period? *

Save

Step 21: Do you have additional employment periods to add?

- No: This section is complete, proceed to enter the payroll detail
- Yes: Return to **Step 4**
 - Enter additional employment periods for the following:
 - All positions within the requested time period
 - Time base changes **per** position
 - Separations between appointments **must** be included
Example: 01/01/2000-06/30/2000, separated, started again 08/01/2000–12/31/2000
Each period needs a separate employment period added

Add Service Period Detail

Add Service Period Detail (1 of 14)

Step 1: Select **Add New Service** in the Service Review Filter panel to submit service period detail

- Confirm you have the correct roles assigned if you are unable to view the Add New Service button



The screenshot shows a 'Service Review Filter' panel with the following fields and buttons:

- Fiscal Year: [dropdown]
- Appointment: [dropdown]
- Division: [dropdown]
- CBU: [dropdown]
- Business Partner: [dropdown]
- Date Range: [text input]
- Position Title: [dropdown]
- Class Code: [dropdown]
- Certified by: [dropdown]
- To: [text input]
- Buttons: Filter Service, Clear Filter, Add New Service (highlighted with a red box)

Add Service Period Detail (2 of 14)

Maintain Record Details (Record 1 of 1)
Enter the preferred values below. Dollar amounts must be greater than zero.

Begin Date: * **End Date:** *

Payroll Record Memo:

Division:

Reported Name and CalPERS ID

CalPERS ID: *

Last Name: * **First Name:** * **Middle Name:**

Earnings

Position Title:

Appointment: No Appointment
 College District - Miscellaneous - 05/11/2020

Payroll Schedule: *

Transaction Type: * Prior Period Adjustment

Pay Rate Type: **Pay Rate:** \$

Reportable Earnings: \$ 0.00

Scheduled Full Time Hours Per Week: 0.0

Total Hours Worked: * 0.0

Scheduled Full Time Days Per Week: 0.0

Overtime Hours Worked: 0.0

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

[Return](#)

Add Service Period Detail (3 of 14)

Step 2: Enter the begin and end dates of the period in the Maintain Record Details panel

- Payroll details must be entered by pay period and separated by fiscal year
- Multiple pay periods cannot be grouped together

▼ Maintain Record Details (Record 1 of 1)

Enter the preferred values below. Dollar amounts must be greater than zero.

Begin Date:*

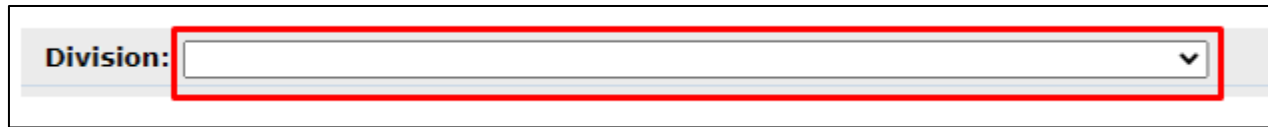
End Date:*

Payroll Record Memo:

Add Service Period Detail (4 of 14)

Step 3: Select from the **Division** drop-down menu, if available

- Districts will not see this field



A screenshot of a web form field labeled "Division:". The field is a drop-down menu with a small downward-pointing arrow on the right side. The entire field is enclosed in a red rectangular border, indicating it is the focus of the instruction.

Add Service Period Detail (5 of 14)

Step 4: Select from the Member Category drop-down menus, if available



A screenshot of a form with a light gray background. It contains two fields: 'Member Category:' followed by a white rectangular drop-down menu with a small downward arrow on the right, and 'Position Title:' followed by a white rectangular text input field.

Step 5: Enter **Position Title**

- The position title must match the title entered in the Employment Information section



A screenshot of a form with a light gray background. It shows the 'Position Title:' label followed by a white rectangular text input field. The entire input field is enclosed in a thick red border, indicating it is the current focus or a required field.

Add Service Period Detail (6 of 14)

Step 6: Select the **No Appointment** radio button when reporting payroll detail for a time frame **not** in myCalPERS



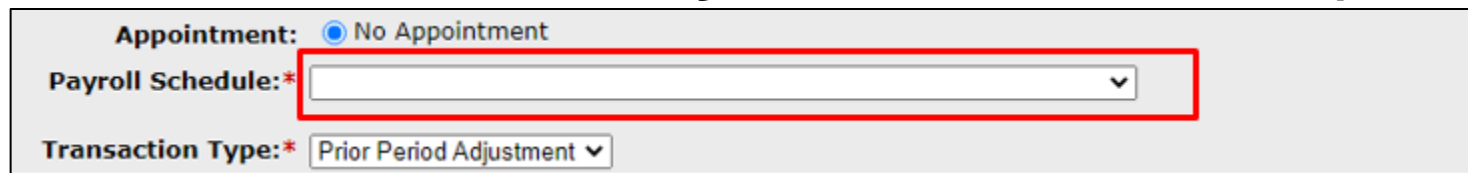
Appointment: No Appointment 92139121 : City of Disneyland - Safety - County Peace Officer - 03/21/2015 92111572 : City of Disneyland - Safety - County Peace Officer - 01/10/2015 - 02/25/2015

If reporting payroll detail for an existing appointment in myCalPERS, select the applicable appointment radio button



Appointment: No Appointment 92139121 : City of District - Safety - County Peace Officer - 03/21/2015 92111572 : City of District - Safety - County Peace Officer - 01/10/2015 - 02/25/2015

Step 7: Select from the **Payroll Schedule** drop-down menu



Appointment: No Appointment
Payroll Schedule:*
Transaction Type:*

Add Service Period Detail (7 of 14)

Step 8: Complete the **Pay Rate Type**, **Pay Rate** and **Reportable Earnings** fields

| | | | | |
|--------------------|-------------------------|----------------------|----|------|
| Transaction Type:* | Prior Period Adjustment | Pay Rate: | \$ | |
| Pay Rate Type: | | Reportable Earnings: | \$ | 0.00 |

| | |
|----------------|---------|
| Pay Rate Type: | |
| | Hourly |
| | Daily |
| | Monthly |

Note: Please provide the full time payrate. If there is a Retroactive Salary Adjustment (RSA), please provide appropriate Service Period Detail after the RSA has been applied. Do NOT enter RSA as a separate line.

Add Service Period Detail (8 of 14)

Step 9: Complete the **Scheduled Full Time Hours Per Week**

OR **Scheduled Full Time Days Per Week** field depending on pay rate type

- Report what is considered full time for the position whether the member works full time or not

| | |
|---|--|
| Scheduled Full Time Hours Per Week: <input type="text" value="0.0"/> | Scheduled Full Time Days Per Week: <input type="text" value="0.0"/> |
|---|--|

Add Service Period Detail (9 of 14)

Step 10: Complete the **Total Hours Worked** and **Overtime Hours Worked** fields

- Only report the hours for the period reported in this record
- Enter overtime hours in the Overtime Hours Worked field. Do not provide overtime hours in the Total Hours Worked field.

| | | | |
|----------------------|----------------------------------|------------------------|----------------------------------|
| Total Hours Worked:* | <input type="text" value="0.0"/> | Overtime Hours Worked: | <input type="text" value="0.0"/> |
|----------------------|----------------------------------|------------------------|----------------------------------|

Step 11: Is there special compensation to be reported?

- Yes: Continue to **Step 11**
- No: Skip to **Step 16**

Special Compensation: \$0.00

[View Special Compensation](#)

Add Service Period Detail (10 of 14)

Step 12: Select the **Add New** in the View Special Compensation panel



Add Service Period Detail (11 of 14)

Step 13: Complete the **Special Compensation Category**, **Special Compensation Type** and **Amount** fields in the Maintain Special Compensation Details panel

- Special Compensation Category will generate different special compensation types

▼ Maintain Special Compensation Details

Special Compensation Category:*

Special Compensation Type:*

Amount:* \$0.00

Save Save and Add Another

Add Service Period Detail (12 of 14)

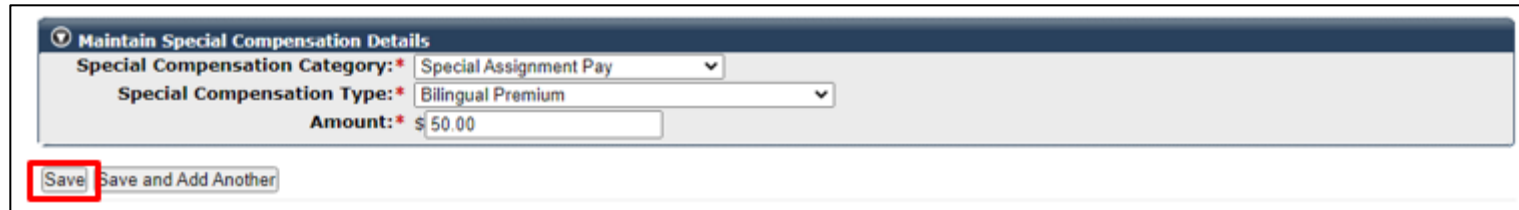
Step 14: Is there additional special compensation to add to this record?

- No: Continue to **Step 14**
- Yes: Select **Save and Add Another**, return to **Step 11**

The screenshot shows a web form titled "Maintain Special Compensation Details". It contains three main input fields: "Special Compensation Category" with a dropdown menu set to "Premium Pay", "Special Compensation Type" with a dropdown menu set to "Temporary Upgrade Pay", and "Amount" with a text box containing "\$ 0.00". At the bottom left of the form, there are two buttons: "Save" and "Save and Add Another". The "Save and Add Another" button is highlighted with a red rectangular box.

Add Service Period Detail (13 of 14)

Step 15: Select **Save**



The screenshot shows a form titled "Maintain Special Compensation Details". It contains three fields: "Special Compensation Category" with a dropdown menu set to "Special Assignment Pay", "Special Compensation Type" with a dropdown menu set to "Bilingual Premium", and "Amount" with a text input field containing "\$ 50.00". Below the form, there are two buttons: "Save" and "Save and Add Another". The "Save" button is highlighted with a red rectangular box.

Step 16: Select **Return** located at the bottom right



The screenshot shows a table titled "View Special Compensation". At the top of the table are three buttons: "Select All", "Delete", and "Add New". The table has three columns: "Category", "Type", and "Amount". There is one row of data with a checkbox in the "Category" column, "Special Assignment Pay" in the "Category" column, "Bilingual Premium" in the "Type" column, and "\$50.00" in the "Amount" column. Below the table are three buttons: "Select All", "Delete", and "Add New". At the bottom right of the form, there is a "Return" button highlighted with a red rectangular box.

| Category | Type | Amount |
|---|-------------------|---------|
| <input type="checkbox"/> Special Assignment Pay | Bilingual Premium | \$50.00 |

Add Service Period Detail (14 of 14)

Step 17: Do you have additional periods to report?

- No: Select **Save & Return**



A screenshot of a button bar containing four buttons: 'Save & Continue', 'Save & Return', 'Remove Record', and 'Cancel Report'. The 'Save & Return' button is highlighted with a red rectangular border.

- Yes: Select **Save & Continue**, return to **Step 2**



A screenshot of a button bar containing four buttons: 'Save & Continue', 'Save & Return', 'Remove Record', and 'Cancel Report'. The 'Save & Continue' button is highlighted with a red rectangular border.

- This section is complete

File Upload Option

File Upload

You can upload a CalPERS Review Report CSV data file in myCalPERS to report Service Periods for the employment certification process.

This is in addition to the existing XML file upload and manual entry option.

Submit the Certification

Submit Certification

Prior to submitting the certification, confirm the information provided in the Employment Information and Service List panels are complete and accurate

Certification

By signing, I certify the following:

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of _____ and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:
Submitted Date:

Error Messages

Error Messages (1 of 3)

Payroll Outside Employment Error Message: The error message below will display if there are any service periods where the service period end date is after the employment period end date or where the service period begin date is before the employment period begin date.

The payroll you added in the Service Periods List is outside of the requested Employment Period(s) dates. Please review the payroll or employment period(s) and correct before continuing.

- Review the employment period and service periods and make the appropriate updates to the start or end dates.

Error Messages (2 of 3)

The error message below will display if any information is missing in the service period detail

Missing Service Period record(s) found for the Employment Periods.

Missing Service Period Errors (2 of 3)

Common missing items and/or require correction before submission:

- Missing service period

Note: Pay rate, earnings, and hours are reported as zero (0) if the participant didn't work during a pay period that falls within the service period requested.

- Incorrect dates
- Fiscal Year not separated
- Day missing from a service period
 - Example: Leap year

Certification Status

Certification Status (1 of 2)

Requested

- Certification has been requested, but not started

In-Progress

- Certification has been started, but not completed or submitted

Certification Expired

- Certification is expired
 - This is for a Service Credit Purchase not completed within 30 days

Certification Status (2 of 2)

Rejected

- Request has been rejected by employer

Employer Withdrawn

- Request has been withdrawn by employer

Submitted

- Certification has been certified and submitted to CalPERS for review

Completed

- Certification process is complete

Rejecting or Withdrawing a Request

Rejecting or Withdrawing a Request (1 of 2)

Employers who initiate a certification request (i.e. initiated via “Add New” button) may select the “Withdraw Certification Request” button to cancel the request.

The screenshot shows a web form titled "Certification". It contains a checked checkbox and the text: "By signing, I certify the following:". Below this are four numbered items:

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of County of Humboldt and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

At the bottom left of the form are two buttons: "Submit" and "Withdraw Certification Request". The "Withdraw Certification Request" button is highlighted with a red rectangular box. A red arrow points from a text annotation to this button. The text annotation reads: "Only the same BP Contact that started the certification can withdraw the certification". To the right of the buttons, there are labels for "Submitted By:" and "Submitted Date:". At the bottom of the form, there is a footer with links for "Contact Us", "CalPERS Website", "Privacy Policy", "Conditions of Use", and "Accessibility", along with a copyright notice for 2021 California Public Employees' Retirement System (CalPERS).

Rejecting or Withdrawing a Request (2 of 2)

Employers can reject a certification request that was initiated by the employee by selecting the “Reject Member SCP Request” button and selecting the appropriate Rejection Reason.

Certification

By signing, I certify the following:

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of Franchise Tax Board and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:
Submitted Date:

Submit **Reject Member SCP Request** **Reject button**

SCP Request Rejection Reason

Please select a reason for rejecting the member's Service Credit Purchase request. Only required if certification request is being rejected.

Rejection Reason:

- No employment records. Employee never worked for the agency.
- Incorrect Service Credit Purchase request type.
- No payroll records. Purged records, records unavailable, damaged, or destroyed.
- Duplicate request. Same period already requested or submitted for review.
- Requested SPM service period previously purchased.
- Member withdrew the SCP request.

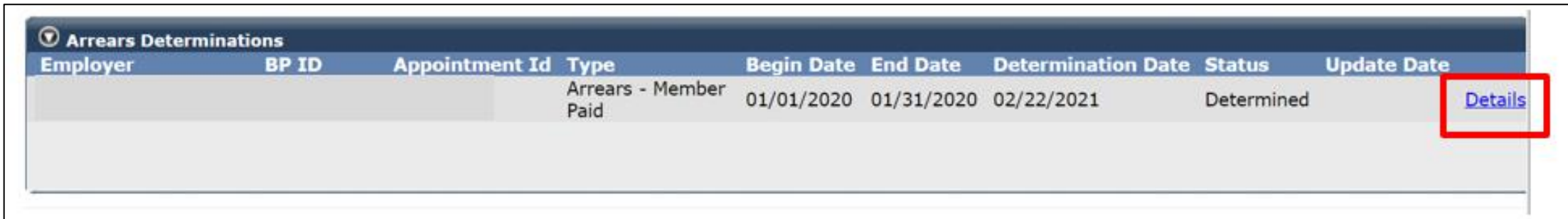
Rejected By:
Rejected Date:

Reject Reasons

Arrears Determination Options

Arrears Determination Details

Select **Details** in the Arrears Determinations panel



| Employer | BP ID | Appointment Id | Type | Begin Date | End Date | Determination Date | Status | Update Date |
|----------|-------|----------------|-----------------------|------------|------------|--------------------|------------|-------------------------|
| | | | Arrears - Member Paid | 01/01/2020 | 01/31/2020 | 02/22/2021 | Determined | Details |

If arrears is determined, the details are viewable in the employee's account

Waiving Appeal Rights

Arrears Detail

Appointment Information

Employer: [Redacted] CalPERS ID: [Redacted]
Appointment ID: [Redacted] Enrollment Date: 01/01/2020

Determination Information

Arrears Period Begin Date: 01/01/2020 Arrears Period End Date: 01/31/2020
Arrears Type: Arrears - Member Paid
Status: Determined
Processing Date: 03/24/2021
Source of Payroll: Service Period Submission in myCalPERS

Reason: 1,000 hours of work within the fiscal year (July 1 to June 30)

Does this determination change the enrollment level from PEPRA to Classic? No

Create Date: 02/22/2021
Determination Date: 02/22/2021

Waive Appeal

If your agency agrees with this determination, you may choose to waive your appeal rights. Waiving appeal rights will process the arrears calculation overnight.

Reconsideration Request

If your agency does not agree with this determination, you must provide CalPERS with sufficient documentation to the contrary and the reason you do not agree with this determination by 03/24/2021

Reason for Reconsideration: *

Please select document type and upload documentation to support your reconsideration request.

Document Type: *

If your agency agrees with the determination, waive the appeal rights

Reconsideration Request

Arrears Detail

Appointment Information

Employer: **CalPERS ID:**
Appointment ID: **Enrollment Date:** 01/01/2020

Determination Information

Arrears Period Begin Date: 01/01/2020 **Arrears Period End Date:** 01/31/2020
Arrears Type: Arrears - Member Paid
Status: Determined
Processing Date: 03/24/2021
Source of Payroll: Service Period Submission in myCalPERS

Reason: 1,000 hours of work within the fiscal year (July 1 to June 30)

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Reconsideration Request

If your agency does not agree with this determination, you must provide CalPERS with sufficient documentation to the contrary and the reason you do not agree with this determination by 03/24/2021

Reason for Reconsideration: *

Please select document type and upload documentation to support your reconsideration request.

Document Type: *

Provide reason with documentation to submit a request.

Resources

Resources Information

CalPERS Customer Contact Center

- **888 CalPERS** (or **888-225-7377**)

[Circular Letter 200-042-20](#)

[Circular Letter 200-058-21](#)

Membership_Reporting@calpers.ca.gov

[myCalPERS Employment Certification Functionality Student Guide](#)

[myCalPERS System Access Administration](#)

[myCalPERS System Privileges for Business Partner Roles](#)

Questions