## School Employer Advisory Committee

February 5, 2020



## Legislative Update

Andrea Peters
Legislative Affairs Division



# Payroll Reporting for Certificated Members

Kevin Lau
Employer Account Management Division



#### Overview

Government Code section 20962(a)(1)

Recommendation for equal payments reporting

Future updates



#### Government Code section 20962(a)(1)

Certificated members may earn one year of service credit for services rendered and compensated in a fiscal year in full-time employment of one academic year



#### Reporting as Equal Payments

Will ensure one year of service credit is granted for certificated members

Be aware of the members' designated schedule/contract

Example: A nine-month certificated member may work over ten months



## Example: Equal Payment Reporting

Begin Date	End Date	Payrate	Earnings	Service Credit
7/1/2018	7/31/2018	-	-	-
8/1/2018	8/31/2018	\$ 10,000	\$ 10,000	0.1000
9/1/2018	9/30/2018	\$ 10,000	\$ 10,000	0.1000
10/1/2018	10/31/2018	\$ 10,000	\$ 10,000	0.1000
11/1/2018	11/30/2018	\$ 10,000	\$ 10,000	0.1000
12/1/2018	12/31/2018	\$ 10,000	\$ 10,000	0.1000
1/1/2019	1/31/2019	\$ 10,000	\$ 10,000	0.1000
2/1/2019	2/28/2019	\$ 10,000	\$ 10,000	0.1000
3/1/2019	3/31/2019	\$ 10,000	\$ 10,000	0.1000
4/1/2019	4/30/2019	\$ 10,000	\$ 10,000	0.1000
5/1/2019	5/31/2019	\$ 10,000	\$ 10,000	0.1000
6/1/2019	6/30/2019	-	-	-
		\$ 100,000	\$ 100,000	1.0000



## **Future Updates**

#### System enhancements

- Identification for certificated members
- Payroll validations

Circular Letter



#### Questions



## Reciprocal Compensation Review

Spencer Halsey
Employer Account Management Division



#### Reciprocal Determination Process

#### Member must retire on same date from all systems

- If last employed by CalPERS
  - CalPERS will calculate retirement based on compensation reported to CalPERS
- If last employed by reciprocal agency
  - CalPERS sends reciprocal retirement system a Retirement Salary Request form prior to calculating retirement
  - New requirements Circular Letter 200-009-18 (Feb. 1, 2018)



## Retirement Salary Request (1 of 2)

#### Identification of:

- Membership & retirement date
- Type & years of service
- Confirmation of a pending disability application
- Position title



#### Retirement Salary Request (2 of 2)

Member's Final Average Compensation (FAC)

Breakdown of all compensation components

Pay schedule and written labor policy or agreement



#### Compensation Review Process

#### Compliance Review

- Verify compliance with PERL
- Make a determination
- Send Reciprocal System and Member Determination Letter (if compensation has been excluded)



## **Excluding Compensation**

#### Impact to member

- CalPERS cannot validate reciprocal compensation
  - Retirement benefit calculated with highest verifiable compensation
  - Frequently, this is compensation from the member's CalPERS employer
- Non-compliant compensation excluded
  - Member receives warrant calculated with reduced FAC
  - Member receives determination letter with appeal rights



## Applicable Codes and Regulations (1 of 2)

#### Government Codes (Gov. Codes)

- Gov. Code section 20630 Compensation
- Gov. Code sections 20636 & 20636.1 Compensation Earnable
- Gov. Code section 7522.34 Pensionable Compensation



## Applicable Codes and Regulations (2 of 2)

#### California Code of Regulations (CCR)

- CCR section 570 Final Settlement Pay
- CCR section 570.5 Requirements of Publicly Available Pay Schedule
- CCR section 571 Special Compensation (Classic)
- CCR section 571.1 Special Compensation (PEPRA)



#### Late Enrollments

Kristina Bozzo-Baldenegro & Reana Hlawaty Employer Account Management Division



#### Overview (1 of 2)

What is a late enrollment?

What does employer paid arrears mean?

Automation of late enrollments

Notification of Reported Late Appointment letter

Notification of Employer Paid Arrears Processing letter

Who receives these letters?



#### Overview (2 of 2)

New myCalPERS screens

Additional myCalPERS enhancements

Resources



#### Late Enrollment in myCalPERS

Business partners have 90 days to establish membership in myCalPERS (Gov. Code section 20283)

Enrollment(s) entered outside the 90-day time frame are considered late enrollment(s)

Subject to employer paid arrears



#### **Employer Paid Arrears**

Defined in Gov. Code section 20283

Employer is liable for all arrears costs

- Employer contributions
- Member contributions
- \$500 administrative cost

Arrears costs are not passed to the employee



#### Automation of Late Enrollments

Arrears determinations for late enrollments

Automated beginning early March 2020



#### Notification of Reported Late Appointment Letter

Replacing current Notification of Reported Late Appointment letter (myCalPERS 0847)

- Mailed to the business partner and participant
- Notifies the employer paid arrears time frame
- Gives 30-day appeal time frame



## Notification of Employer Paid Arrears Processing Letter

New letter (myCalPERS ####)

- Mailed 30 days after the Notification of Reported Late Appointment letter
- Notifies the processing of the arrears determination



#### Letter Recipients

Agency contacts will receive the letter in this sequence:

- 1. Arrears Administrator
- 2. Payroll
- 3. Human Resources
- 4. General

Important: Ensure your agency contact information is updated in myCalPERS



## New myCalPERS Screen (1 of 2)

Arrears Determinations panel added to the appointment list page

- Permission Set Required: Retirement Enrollment
- View determinations associated with your agency

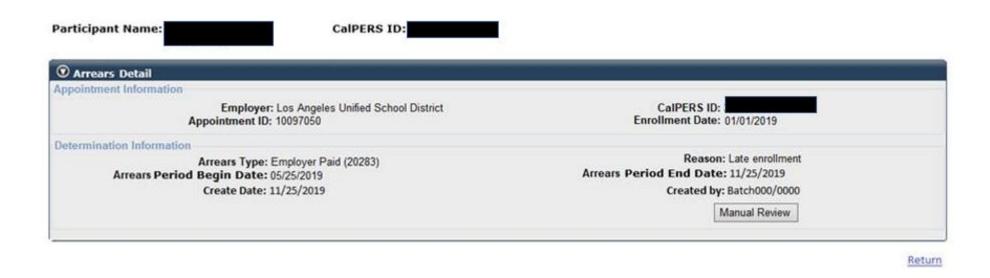
Arrears Determinations									
Employer	BP ID	Appointment ID	Туре	Begin Date	End Date	<b>Determination Date</b>	7		
California State University at Chico	1033971744	28145330	Employer Paid	8/20/2003	6/16/2019	7/16/2019	Details		
California State University at Chico	1033971744	92685117	Employer Paid	8/31/2018	11/25/2019		Details		



## New myCalPERS Screen (2 of 2)

#### Example: Arrears Details panel

No changes can be made by the business partner





## Additional myCalPERS Enhancements

Arrears determinations and membership reviews

Expanded information and tools



#### Resources

Public Agency & Schools Reference Guide

Membership\_Reporting@calpers.ca.gov

CalPERS Customer Contact Center

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

**Upcoming Circular Letter** 

myCalPERS Student Guides



#### Questions



## Post-Retirement Employment System Enhancements

Christina Rollins

Membership and Post-Retirement Employment

Determinations Team



#### Team Objectives

Assist with hiring and retaining retired annuitants

Ensure compliance with CalPERS' post-retirement employment laws

Provide education and resources for employers



## Upcoming myCalPERS System Enhancements

Welcome letter to all new retired annuitants

960-hour limit

Special compensation reporting

180-day wait period

Wildfire exemption appointments

Member Self-Service (MSS) for retired annuitant hours



#### Post-Retirement Employment Webinars

What You Need to Know About Hiring CalPERS Retirees

MyCalPERS Post-Retirement Employment System Enhancements for Employers

Hot Topics for Post-Retirement Employment

Post-Retirement Employment and Social Security for Employers



## Assembly Bill 672 for Disability Retirees Gov. Code Section 21233

Effective January 1, 2020

Prohibits a person who has retired from disability from being employed by any employer without reinstatement from retirement if the position is the position from which the person retired, or if the position includes duties that the person was previously restricted from performing at the time of their disability retirement.

Employer must provide to CalPERS the nature of the employment and duties the person will perform



#### Communication Efforts

Circular Letter 200-054-19

Issued December 10, 2019

#### Letters to disability retirees

- Retirees working as a retired annuitant and also receiving a Disability/Industrial Disability Retirement benefit
- 500+ letters mailed December 17, 2019



### Next Steps

Identify non-compliance

Contact CalPERS with any questions

How new law may affect you and retired annuitants you hire



#### Questions



### Post-Retirement Employment Resources

Public Agency and Schools Reference Guide

CalPERS Circular Letters

**Customer Contact Center** 

• 888 CalPERS (or 888-225-7377)

Working\_After\_Retirement@calpers.ca.gov



# myCalPERS System Enhancements

Meghan Korte
Employer Account Management Division



# Employer Education for Schools

Andrea Harris

Customer Education and Outreach Division



### **Educational Options for Schools**

#### Computer Based Trainings (CBTs)

24x7 availability

#### myCalPERS Training

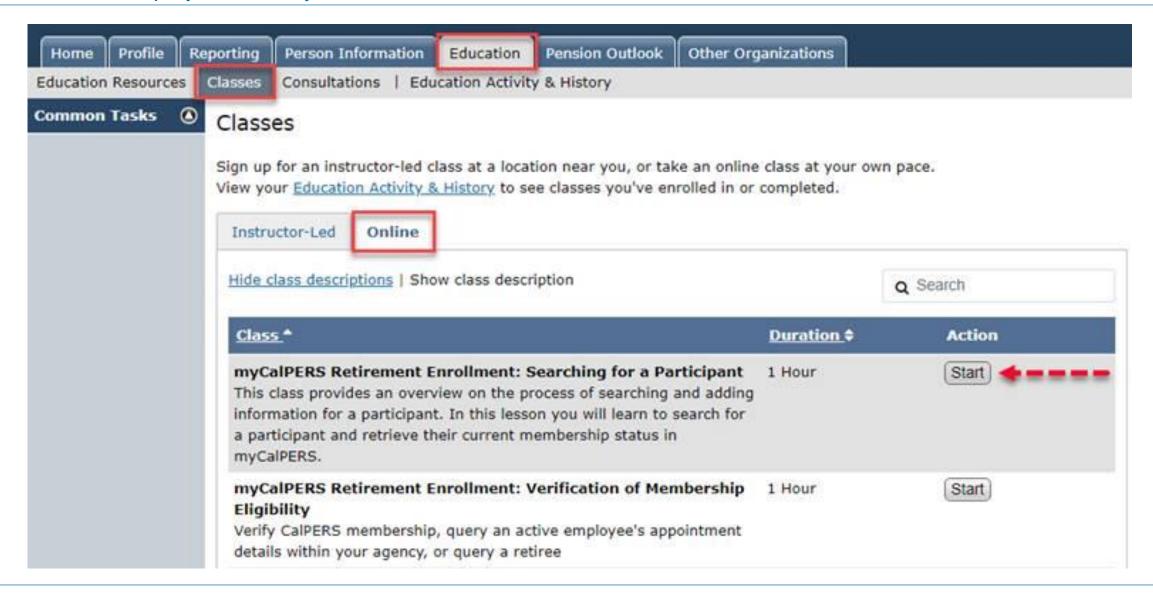
- System training
- Small computer lab

#### **Business Rules**

- Public Employees' Retirement Law (PERL)
- Public Employees' Medical & Hospital Care Act (PEMHCA)



#### School Employer Advisory Committee





# myCalPERS Training

Hands-on experience in a computer lab

- Hosted at regional offices
- Classes range from 1-3 hours



#### **Enrollment Courses**

#### Retirement Enrollment

- Keying retirement appointments
- Verify membership
- Add, modify, reconcile retirement enrollments

#### Health Enrollment

- Key health enrollments
- View health enrollment details



### **Specialized Courses**

#### Payroll Reporting

- Create, modify, and submit
- Reconcile earned period payroll report

#### Payroll Adjustments

- View posted payroll
- When to apply
- Simplified adjustment process

#### Employer Reports (Cognos)

Run reports



#### **Business Rules**

#### Retirement Business Rules

- Membership qualifications
- Payroll reporting
- Special compensation
- Retirement benefits

#### Health Business Rules

- Eligibility & enrollment
- Health benefit officer roles



#### **Customized Business Rules**

#### County Office of Education

- On-site presentations
- All districts attending
- Provides cohesive message



### Collaborative Training Attendance

Los Angeles - 59

Orange - 74

Ventura - 69

Multiple Schools - 50 students

- Santa Cruz
- Monterey
- San Benito



#### Questions



### Survivor Benefits

Angelica Santillan

Disability and Survivor Benefits Division



### Reporting a Death

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

- Date of death
- Name, address, and phone number of closest survivor
- If spouse/registered domestic partner, need their birthdate and date of marriage/registration

Complete Report of Separation for Death – Request for Payroll Information (myCalPERS 0697)



### Report of Separation for Death (1 of 10)

#### Request for payroll information

- Obtained at <u>www.calpers.ca.gov</u>
- Required for all member deaths
- Completed and submitted timely
- Used to verify time-base, unused sick leave, and health coverage



### Report of Separation for Death (2 of 10)

		California Public	Employees'	Retirement System	
PLEASE CO	MPLETE AND <u>FAX</u> TO ON FOR DEATH – REG	, , , , , , , , , , , , , , , , , , , ,			
Business Partner CID: Busines		usiness Partner:	ness Partner:		
Member Name: SSN: CID:		BN::00x-10x- D:	Date Of De	ate Of Death:	
PART I. EFFECTIVE DATE	S REGARDING SEPARA	TION			
Separation Date: Last Day on Pay Status:  (Note: The last day the (Note: This date cannot be after		Death Ille	Reason for Separation:   Death   Illness   Contract/Assignment Ended   Other (please explain):		
member was considered an employee)	the DOD or Separation date	e)			
Yime Base:    Fulltime   Parl-time   Indeterminate   Intermittent     Substitute   Seasonal   Worked as needed     Other:		(For part-time me Example: 11/10/200 From/To:	Required Hours for entire membership period: (For part-time members, only)  Example: 11/10/2008 – 2/14/2012- 6hrsiday  From/To:  # of hours:  # of hours:		
PART II. UNUSED SICK A	ND EDUCATIONAL LEAV	E AT TIME OF SEPAR	ATION		
		DAYS   HOURS	]		
TOTAL UNUSED SICK LEA	VE: AL LEAVE CREDITS:	DAYS	HOURS		
TOTAL UNUSED SICK LEA BALANCE OF EDUCATION	AL LEAVE CREDITS:	DAYS	□ HOURS	П	
TOTAL UNUSED SICK LEA BALANCE OF EDUCATION	AL LEAVE CREDITS:	DAYS Name(s) of Covered	B∐ HOURS	Coverage Group (If Applicable)	
TOTAL UNUSED SICK LEA BALANCE OF EDUCATION PART III. HEALTH AND DE	AL LEAVE CREDITS: ENTAL INSURANCE	DAYS	B∐ HOURS	Coverage Group (If	
TOTAL UNUSED SICK LEA BALANCE OF EDUCATION PART III. HEALTH AND DE Type of Coverage	AL LEAVE CREDITS: ENTAL INSURANCE	DAYS	B∐ HOURS	Coverage Group (If	
TOTAL UNUSED SICK LEA BALANCE OF EDUCATION PART III. HEALTH AND DI Type of Coverage HEALTH INSURANCE	NTAL INSURANCE  Plan Name	DAYS	B∐ HOURS	Coverage Group (If	
TOTAL UNUSED SICK LEA BALANCE OF EDUCATION PART III. HEALTH AND DI Type of Coverage HEALTH INSURANCE DENTAL INSURANCE	NTAL INSURANCE  Plan Name	Name(s) of Covered	Dependents	Coverage Group (If	



# Report of Separation for Death (3 of 10)



Separation information, time-base and required hours should be provided in Part I



# Report of Separation for Death (4 of 10)

#### PART I. EFFECTIVE DATES REGARDING SEPARATION

Separation Date:	Last Day on Pay Status:	Reason for Separation:
10/02/2019	10/01/2019	X Death ☐ Illness ☐ Contract/Assignment Ended
(Note: The last day the member was considered an employee)	(Note: This date cannot be after the DOD or Separation date)	Other (please explain):
Time Base:		Required Hours for entire membership period:
	Indeterminate Intermittent Worked as needed	(For part-time members, only)  Example: 11/10/2008 – 2/14/2012- 6hrs/day  From/To: 08/01/2012 – 12/31/2014  # of hours: 30 hrs/week  From/To: 01/01/2015 – 10/01/2019  # of hours: 20 hrs/week



### Report of Separation for Death (5 of 10)



Unused sick leave and educational leave at the time of separation should be provided in Part II



# Report of Separation for Death (6 of 10)

PART II. UNUSED SICK AND EDUCATIONAL LEAVE AT TIME OF SEPARATION					
TOTAL UNUSED SICK LEAVE: 36 BALANCE OF EDUCATIONAL LEAVE CREDITS:	DAYS   HOURS   HOURS   HOURS				



### Report of Separation for Death (7 of 10)

	California Pub	California Public Employees' Retirement System			
DI FASE	COMPLETE AND <u>FAX</u> TO	(916) 795-3988 A	S SOON AS PO	SSIRI F	
	ATION FOR DEATH - REG				
Business Partner CID:	Bu	siness Partner:			
Member Name: S		N xxx-xx-	Date Of D	Date Of Death:	
vernoer Hance.	CI		Date of Di	Date Of Death.	
PART I. EFFECTIVE DA	TES REGARDING SEPARAT	ION			
Separation Date:	Last Day on Pay Status:			tion: ss Contract/Assignment Ended	
(Note: The last day the member was considered an employee) (Note: This date cannot be after the DOD or Separation date)			Other (please explain):		
ime Base:	Indeterminate Intermitte	(For part-time	rs for entire men members, only) 1008 – 2/14/2012- 6	nbership period:	
Other:	Worked as needed	From/To:	From/To:		
		# of hours:			
PART II. UNUSED SICK	AND EDUCATIONAL LEAVE	# of hours:	RATION		
TOTAL UNUSED SICK L BALANCE OF EDUCATI	EAVE:ONAL LEAVE CREDITS:	DAYS   HOURS	YS HOURS		
PART III. HEALTH AND	DENTAL INSURANCE				
Type of Coverage	Plan Name	Name(s) of Covere	ed Dependents	Coverage Group (If Applicable)	
HEALTH INSURANCE					
DENTAL INSURANCE					
PART IV. CERTIFICATION	ON OF EMPLOYER				
Printed Name	Title	Dire	ect Telephone Nu	mber and Extension	
signature of Payroll Office	er		Da	ite	
ny CalPERS 0697					

Health and Dental Insurance information should be provided in Part III



## Report of Separation for Death (8 of 10)

#### PART III. HEALTH AND DENTAL INSURANCE

Type of Coverage	Plan Name	Name(s) of Covered Dependents	Coverage Group (If Applicable)
HEALTH INSURANCE	Kaiser	Jane Doe	
DENTAL INSURANCE	Delta Dental	Jane Doe	



### Report of Separation for Death (9 of 10)

			California Public Emp	ployees' F	Retirement System			
PLEASE C	OMPLETE AND FAX	TO (916	i) 795-3988 AS SOOI	N AS PO	SSIBLE			
REPORT OF SEPARAT	ION FOR DEATH - R	EQUES	T FOR PAYROLL IN	IFORMA	TION			
Business Partner CID:		Business	s Partner:					
Member Name:		SSN:xxx	oxx-xx- Date Of Death:					
PART I. EFFECTIVE DATE	ES REGARDING SERAE							
Separation Date:	Last Day on Pay Sta		Reason for Separation	n:				
			Death Illness		tract/Assignment Ended			
(Note: The last day the member was considered an employee)	(Note: This date cannot the DOD or Separation	date)	Other (please explain)					
Time Base:			Required Hours for er (For part-time membe		bership period:			
Fulltime Part-time	Indeterminate Intern	mittent	Example: 11/10/2008 – 2/		hrs/day			
Substitute Seasonal	Worked as needed		From/To:					
Other:		- 1	# of hours:					
		- 1	From/To: # of hours:					
PART II. UNUSED SICK A	ND EDUCATIONAL LE	AVE AT 1	TIME OF SEPARATION	V V				
PART II. UNUSED SICK A				N				
TOTAL UNUSED SICK LE	AVE:	DAY	TIME OF SEPARATION					
TOTAL UNUSED SICK LE BALANCE OF EDUCATION	AVE: NAL LEAVE CREDITS:_	DAY	'S □ HOURS □					
TOTAL UNUSED SICK LE BALANCE OF EDUCATION	AVE: NAL LEAVE CREDITS:_	DAY	'S □ HOURS □	HOURS	Coverage Group (If Applicable)			
TOTAL UNUSED SICK LE BALANCE OF EDUCATION PART III. HEALTH AND D	AVE:NAL LEAVE CREDITS:_ ENTAL INSURANCE	DAY	S HOURS DAYS DAYS	HOURS	Coverage Group (If			
TOTAL UNUSED SICK LE BALANCE OF EDUCATION PART III. HEALTH AND D Type of Coverage	AVE:NAL LEAVE CREDITS:_ ENTAL INSURANCE	DAY	S HOURS DAYS DAYS	HOURS	Coverage Group (If			
TOTAL UNUSED SICK LE BALANCE OF EDUCATION PART III. HEALTH AND D Type of Coverage HEALTH INSURANCE	AVE: NAL LEAVE CREDITS; ENTAL INSURANCE Plan Name	DAY	S HOURS DAYS DAYS	HOURS	Coverage Group (If	_		
TOTAL UNUSED SICK LE BALANCE OF EDUCATION PART III. HEALTH AND D Type of Coverage HEALTH INSURANCE DENTAL INSURANCE PART IV. CERTIFICATION	AVE: NAL LEAVE CREDITS: ENTAL INSURANCE Plan Name  I OF EMPLOYER	DAY	S HOURS DAYS MEETING DAYS MEETING OF Covered Departments	HOURS	Coverage Group (if Applicable)	$\neg$		
TOTAL UNUSED SICK LE BALANCE OF EDUCATION PART III. HEALTH AND D Type of Coverage HEALTH INSURANCE DENTAL INSURANCE PART IV. CERTIFICATION	AVE: NAL LEAVE CREDITS; ENTAL INSURANCE Plan Name	DAY	S HOURS DAYS MEETING DAYS MEETING OF Covered Departments	HOURS	Coverage Group (If	$\overline{\downarrow}$		
TOTAL UNUSED SICK LE BALANCE OF EDUCATION PART III. HEALTH AND D Type of Coverage HEALTH INSURANCE DENTAL INSURANCE	AVE: NAL LEAVE CREDITS: ENTAL INSURANCE Plan Name  H OF EMPLOYER  Title	DAY	S HOURS DAYS MEETING DAYS MEETING OF Covered Departments	HOURS	Coverage Group (if Applicable)	<b>~</b>		_
TOTAL UNUSED SICK LE BALANCE OF EDUCATIOI PART III. HEALTH AND D Type of Coverage  HEALTH INSURANCE DENTAL INSURANCE PART IV. CERTIFICATION Printed Name	AVE: NAL LEAVE CREDITS: ENTAL INSURANCE Plan Name  H OF EMPLOYER  Title	DAY	S HOURS DAYS MEETING DAYS MEETING OF Covered Departments	HOURS endents	Coverage Group (if Applicable)	<b>←</b>		
TOTAL UNUSED SICK LE BALANCE OF EDUCATIOI PART III. HEALTH AND D Type of Coverage  HEALTH INSURANCE DENTAL INSURANCE PART IV. CERTIFICATION Printed Name	AVE: NAL LEAVE CREDITS: ENTAL INSURANCE Plan Name  H OF EMPLOYER  Title	DAY	S HOURS DAYS MEETING DAYS MEETING OF Covered Departments	HOURS endents	Coverage Group (if Applicable)	<b>←</b>		

Certification of Employer should be provided in Part IV



### Report of Separation for Death (10 of 10)

#### PART IV. CERTIFICATION OF EMPLOYER

Debra Johnson	Personnel Specialist	(999) 555-1234, ext. 2
Printed Name	Title	Direct Telephone Number and Extension
Debra Johnson		10/03/2019
Signature of Payroll Officer		Date



# Lump-Sum Benefits

### Lump-Sum Benefits (1 of 3)

Return of Contributions and Interest

Always payable or electable

Includes member contributions

Includes interest through date of death

Minimum amount a beneficiary will receive



# Lump-Sum Benefits (2 of 3) Return of Contributions and Interest

#### Minimum amount paid if:

- Separated from CalPERS covered employer
- Separation not due to continuous illness or injury
- Passed more than four months from separation date



### Lump-Sum Benefits (3 of 3)

**Employer Share** 

Not the employer's contributions

Payable if death was within four months of separation

Payable if separation was due to illness or injury

One month's average earnings for each year worked

Maximum of six months



# Monthly Benefits

### Monthly Benefits (1 of 3)

Eligibility Requirements

Spouse/partner must be married/registered at least one year, or prior to the onset of illness or injury

If no spouse/partner, payable to unmarried, biological, or adopted children under 18



### Monthly Benefits (2 of 3)

1957 Survivor Benefit

Equal to 50% of the service retirement unmodified allowance

Calculated as though member retired on date of death

Credit for unused sick leave, if contracted



# Monthly Benefits (3 of 3) Monthly 1959 Survivor Benefit

#### Levels of payment

Schools: 5<sup>th</sup> level

#### Eligible survivors

- Spouse/registered domestic partners
- Children/step, including disabled adults





INVESTMENTS | NEWSROOM | CONTACT | ABOUT | Google SEARCH | Q



#### **Death Benefits**

**Application Process** 

**Beneficiary Designation** 

Benefits Payable

#### Your Death Benefits

We understand how important it is to make sure you're aware of what benefits are payable and who the beneficiary may be upon a death. We're here to ease this process.

Report a Death

888 CalPERS (or 888-225-7377)



#### Questions



# Questions & Answers

CalPERS Round Table



# Thank you for joining us!

School Employer Advisory Committee