

School Employer Advisory Committee Webinar

August 5, 2020



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William Greenhalgh and Susan Forrer

Employer Response Team

Legislative Update

Andrea Peters
Legislative Affairs Division

Furlough Reporting

Brad Hanson and Jennifer Rocco
Employer Account Management Division

Furloughs

Government (Gov.) Code section 20969.2

Member benefits

Contributions

Payroll reporting

Gov. Code section 20969.2 administration

Membership enrollment

Gov. Code Section 20969.2

Applies to persons employed by:

- County Office of Education (COE)
- School district
- School district that is a contracting agency
- Community college district

Member Benefits

Benefit formula

Final compensation

Service credit

Contributions

Member

Employer

Payroll Reporting

Full-time pay rate

Actual earnings

Gov. Code Section 20969.2

Administration

Annual adjustment process:

1. Submit detailed furlough plan
2. Submit specific member account information requiring adjustment
3. CalPERS will make the adjustment

COE's are responsible for collecting **and** sending this information for their districts.

Membership Enrollment

No changes to membership enrollment process

Employers must monitor for membership qualification:

- Gov. Code section 20305 – hours an employee would have worked had the employee not been subject to mandatory furloughs should be counted

Resources

Circular Letter – Coming soon

Email: School_and_Local_Safety_Furlough@calpers.ca.gov

Compensation Update

Brad Hanson

Employer Account Management Division

Out-of-Class Reporting Reminder (1 of 2)

Annual Notification (June)

- Public agency and school employers must report all out-of-class appointments in myCalPERS by July 30 for the prior fiscal year

Failure To Comply Notification (August)

- Non-compliant public agency and school employers that report payroll directly to CalPERS will be informed the required information has not been received
- Penalties and/or administrative fees may be assessed

Out-of-Class Reporting Reminder (2 of 2)

Resources

- Circular Letter #200-018-19
 - <https://www.calpers.ca.gov/docs/circular-letters/2019/200-018-19.pdf>
- Out-of-Class Reporting Student Guide
 - <https://www.calpers.ca.gov/docs/out-of-class-reporting-guide.pdf>

Hazard Pay

Special assignment pay

Routinely and consistently

Compensation to employees exposed to toxic, radioactive, explosive or other hazardous substances

Compensation to employees who perform hazardous activities to implement health or safety procedures

COVID-19 Pay ≠ Hazard Pay

Nature of the work is **not** hazardous

Employees are not implementing health or safety procedure and/or exposed to the chemical nature

When the pandemic ends, the pay is implied to be ceased, which is not considered routine and consistent, but ad-hoc in nature

Not Reportable

Membership and Service Credit Purchase Updates

Reana Hlawaty, Employer Account Management Division
Anastacia Movida, Member Account Management Division

Update Overview (1 of 2)

Implementation date for enhancements

Upcoming membership enhancements

Requests for employment information

Payroll detail

Overview (2 of 2)

Service Credit Purchase (SCP) enhancements

Employer certification

Benefits

Resources

Implementation Date for Enhancements

Membership and service credit enhancements scheduled for early September implementation

Membership System Enhancements

Requests for payroll information

- Request for Employment Information letter will replace MEM-1344
- Submit information electronically in myCalPERS

Requests for Employment Information (1 of 2)

Request for Employment Information letter

- Notification to complete the employment certification
- Sent based on your myCalPERS' notification preferences
- Agencies have 30 days to complete the certification in myCalPERS

Request for Employment Information (2 of 2)

Two sections in myCalPERS:

- Employment Information
- Payroll Detail/Earnings Information

Employment Information Section

Contains:

- Dates of employment
- Position title
- Time base/tenure/months worked per year
- Option to upload supporting hiring documentation

Employment Information Panel

*Required Fields

Employment Information

Participant: [Redacted]
Business Partner: [Redacted]
BP Contact Name: [Redacted]

Phone Number: [] Ext: []

Dates of Employment: *
From: 03/01/2020 To: 06/06/2020

Employment Category: * Miscellaneous

Primary Position Title as displayed on your publicly available pay schedule: * posi2

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

Time Base: *
 Full Time Intermittent On Call
 Part Time Indeterminate Work(ed) As Needed

Appointment Tenure: *
 Permanent Indeterminate Seasonal
 Temporary
Term End Date: 06/09/2020

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

Please upload the participant's hiring document (myCalPERS 2788): [View Document](#)

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

[Return](#)

Payroll Detail Section (1 of 2)

Completed similar to regular payroll and information in MEM-1344

Payroll detail entered directly into myCalPERS

Payroll Detail Section (2 of 2)

Current vs. new process

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Position Title	Full-Time Pay Rate (Hourly/Daily/Monthly)	Total Hours Worked	Earnings	Time Base (Full Time/ Part Time)	Months per Year (10, 11, 12)
Examples:							
01/01/2018	06/30/2018	Office Assistant	15.89 Hour	600	\$9,534 total	PT	N/A
01/01/2018	01/22/2018	Yard Duty	11.00 Hour	24	\$264	PT	N/A

Earnings

Member Category: *

Position Title:

Transaction Type: *

Pay Rate Type:

Reportable Earnings: \$

Scheduled Full Time Hours Per Week:

Special Compensation: \$0.00

CBU:

Pay Rate: \$

Total Hours Worked:

Scheduled Full Time Days Per Week:

[View Special Compensation](#)

Contributions

Taxed Member Paid Contributions: \$

Tax Deferred Member Paid Contributions: \$

Tax Deferred Employer Paid Member Contributions: \$

SCP Enhancements

Same certification for employers to submit SCP request

SCP request for the following require:

- Member to complete the one page request
- Employer to upload the request **with** pay period details
 - Service Prior to Membership
 - Comprehensive Employment Training Act (CETA)
 - Fellowship
 - Prior Service as Public Service
 - Local System Transfer
 - Optional Service

SCP Section

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 Transfer
 Optional Service

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

Is the participant above a member of a reciprocal system? * Yes No

Was the service rendered under the Comprehensive Employment & Training Act from 1973 to 1982?* Yes No

Was the service rendered under a fellowship program? * Yes No

Was this position filled by an election or appointment to a fixed term of office? * Yes No

Was the service rendered through an independent contractor or paid through a third party or temporary employment agency ? * Yes 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 ? * Yes No

Did the Participant contribute to a retirement plan, other than CalPERS, during the specified time period? * Yes No

[Return](#)

Employer Certification

Certified two times

▼ 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 Sacramento County Schools 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:

Benefits

Accuracy

Reduce risk

Providing up front information

Efficiency

Timeliness

Real time updates

Data ownership

Resources

Circular Letter – Coming Soon

myCalPERS Student Guide – Coming soon

CalPERS Customer Contact Center

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

Email: Membership_Reporting@calpers.ca.gov

Permanent Separations

Reana Hlawaty

Employer Account Management Division

Permanent Separations Overview

Benefits of timely reporting

Employees who retire

Automated process

Exclusions

Resources

Benefits of Timely Reporting

Avoid late reporting fees

Improve data integrity

Ensure member's receive entitled benefits

Employees Who Retire (1 of 2)

Enter separation date in myCalPERS for all retired employees

- Even those who are on a leave of absence prior to their retirement

Employees Who Retire (2 of 2)

First Payment Acknowledgment letter (myCalPERS 0926)

- Notifies employer when employee is placed on retirement roll
 - Confirm permanent separation date has been reported to CalPERS
 - If letter is missing permanent separation date, enter into myCalPERS

Automated Permanent Separation Process

CalPERS will permanently separate appointments on the last business day of each month for the following scenarios:

- Active appointments with a start date six months or greater with **no** payroll ever reported
- Active appointments with **no** payroll reported and posted within the last six months
- Retirees with an appointment that is active or on leave

Exclusions

Automated process **will not** include:

- Retired annuitants
- On leave appointments
- Non-contributory appointments
- Appointments with payroll in error status and has not posted to a member record
- Health only appointments
- Retirement appointments with an active health enrollment associated to the appointment

Incorrect or Invalid Permanent Separation

Permanent separation date(s) entered by the CalPERS automated permanent separation process can be deleted or corrected

Permanent Separation Resources

Circular Letter #200-036-20

- <https://www.calpers.ca.gov/docs/circular-letters/2020/200-036-20.pdf>

CalPERS Customer Contact Center

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

An aerial photograph of a modern university building complex. The central feature is a tall, glass-enclosed tower with a complex, lattice-like internal structure. To its right is a large, multi-story building with a flat roof and numerous windows. The foreground shows a paved courtyard with several people walking, a road with a yellow crosswalk, and lush green trees. The sky is clear and blue.

Break

CalPERS Communication & myCalPERS System Enhancements

Meghan Korte

Employer Account Management Division

Communication & Enhancements Overview

Email subscriptions

myCalPERS System Enhancements webpage

myMessages

myCalPERS enhancements

Email Subscriptions



Home > Email Subscriptions

Email Subscriptions

- **All Board Meeting Notices and Agenda Alerts**
Access Board meeting notices and agendas as soon as they are available.
- **Ambassador Program Newsflash**
Know the best practices for communicating the facts about pensions.
- **CalPERS Legislative News**
Receive updates on CalPERS policy issues and actions.
- **CalPERS Long-Term Care Program Alert**
Stay up-to-date with Long-Term Care Program news and updates.
- **CalPERS News**
Get updates on important issues and events as the news happens.
- **Employer Bulletin**
Get customized employer news, Circular Letters, and event updates.
- **Member Education Bulletin**
Learn when our member education events, webinars, and instructor-led classes will be held.
- **State Social Security Administrator Program Newsletter**
Learn about Social Security and Medicare coverage for state and local government employees.

Subscribe to our newsletters and alerts

To get started, enter your email address below and select **Subscribe**. You'll choose or change your subscriptions on the next page.

Email Address

Subscribe

myCalPERS System Enhancements Webpage



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System Enhancements



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System Enhancements

Access the link below to view the myCalPERS system enhancements implemented to improve functionality and efficiency when conducting business with CalPERS.

2020

2019

- [April 25 Release](#)
- [March 7 Release](#)
- [January 18 Release](#)

[myCalPERS Technical Requirements](#)

[myCalPERS Employer Reports \(Cognos\) Catalog](#)

[System Access Administrators](#)

[System Enhancements](#)

[Technical Resources](#)

myMessages

myCalPERS

Home Profile Reporting Person Information Education Other Organizations

My Home Requests

Common Tasks ▲

Menu ▼

Person Search

Contact Personal Security Settings

Welcome

Upcoming Scheduled Maintenance

No system maintenance is scheduled at this time.

Resources

- [Circular Letters](#)
- [myCalPERS Student Guides](#)
- [Reference & Health Guides](#)
- [System Access Administrators](#)
- [System Enhancements](#)
- [Technical Resources](#)

Cognos Reports

- Visit [myCalPERS Employer Reports \(Cognos\)](#) to view the updated list of available reports.
- View [myCalPERS Cognos Reports Browser Requirements \(PDF\)](#) to ensure your browser is properly configured.
- View [myCalPERS Employer Reports \(Cognos\) \(PDF, 2 MB\)](#) for instructions on how to generate reports.

My Messages

Date	Message
07/06/2020	Payroll Reporting Deadlines, 2019-20 Fiscal Year Earned period reports for this fiscal year must be posted in myCalPERS by the original due date, or before 5:00 p.m. on July 30, whichever is earlier. View the attached Circular Letter for details. View Document
06/29/2020	Retired Annuitant Payroll Records Split by Fiscal Year When an earned period crosses over two fiscal years, report two separate records. This is especially important for retired annuitants close to their 960 total hours worked threshold.

myCalPERS System Enhancements (1 of 2)

Cognos Reports

Collective Outstanding Payroll Error Report

Participant Appointment Details Report

Present Employer Statement Report

Reported Member Summary Report

CalPERS ID and Appointment ID

Arrears Receivable Detail Report

myCalPERS System Enhancements (2 of 2)

Fall 2020

Certificated Members indicator

Retired annuitant appointments

- Appointment type
- Executive order
- Cognos reports

Questions & Answers

Thank you for joining us!

School Employer Advisory Committee