



California Public Employees' Retirement System
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Membership

Circular Letter

September 4, 2020

Circular Letter: 200-042-20

Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers
Subject: New Employment Certification Functionality in myCalPERS

Purpose

The purpose of this Circular Letter is to provide information of upcoming system enhancements related to Service Credit Purchase (SCP) requests and membership reviews. The new myCalPERS functionality will be available in early September 2020. Once the enhancements are put into place, employers can use myCalPERS to submit electronic employment certifications for SCP requests and requests for employment information for membership reviews.

Process for Membership Reviews

The enhancement will replace the Pay Period Detail/Employment Certification Form (MEM-1344), which is the current paper process for CalPERS to receive payroll detail and employment information for employees whose membership status needs reviewing for possible arrears, such as qualifying for membership on an earlier date or missing payroll.

To complete a review, we will send a Request for Employment Information letter requesting the electronic employment certification be completed within 30 calendar days. You will enter the information directly into myCalPERS and submit electronically. It is important for you to provide this information timely to ensure the member is receiving their entitled service credit.

Using the new functionality will result in a decrease in manual and paper processing. CalPERS will review cases timelier when the requested data is submitted electronically. We can be more efficient in our review which will lead to reduced turnaround times for members and employers.

Process for Service Credit Purchases

To submit your employee's SCP request, the employer certification and payroll detail can be entered directly into myCalPERS. Members who request to purchase service credit for employment periods prior to membership such as Service Prior to Membership (SPM), Comprehensive Employment & Training Act (CETA), Fellowship, Optional Member, and prior service will need to obtain and complete the applicable request form from the CalPERS website. The member will submit the form to the employer associated with the prior employment period. Employers must complete the required certification questions and provide the pay period detail electronically into myCalPERS and upload the member's request form.

Payroll Reporting/Earnings Information

myCalPERS will allow you to manually enter and upload payroll information through the submission of **CalPERS Review Reports**, which have functionality similar to payroll reporting. If you prefer to submit the information via file upload, you will be required to establish XML files following the XML requirements. This information is located within the Employer Technical Toolkit found on the [Employer Technical Resources](#) page of the CalPERS website.

System Access Roles in myCalPERS

Public agencies, schools, and non-central state agencies

The system access roles need to be identified in order to enter and submit this information. This is the Business Partner Arrears role, along with any of the following:

- Business Partner Payroll
- Business Partner Payroll RO
- Business Partner Retirement Enrollment
- Business Partner Retirement Enrollment RO

Note: Combination of the system access roles depend on the individual's role at your agency.

State agencies

If reporting through the State Controller's Office (SCO), the required access roles will be:

- Business Partner Arrears
- Business Partner Retirement Enrollment RO

Notify your system access administrator to request the required access role(s) if you are responsible for entering this data. It is important the roles in myCalPERS are correctly established in order to provide the necessary access to complete the required tasks.

Additional Resources

The following resources are available on the CalPERS website for employers:

- [myCalPERS System Access Administration Student Guide \(PDF\)](#): Provides information on maintaining system access
- [myCalPERS System Privileges for Business Partner Roles Student Guide \(PDF\)](#): Provides a list of privileges for each user role
- [myCalPERS Retirement Enrollment Student Guide \(PDF\)](#): Provides information to assist with adding, modifying, and reconciling retirement appointments
- [myCalPERS Employment Certification Functionality Student Guide \(PDF\)](#): Provides detailed steps on how to submit the employment certification in myCalPERS
- [CalPERS Review File Data Element Definitions \(PDF\)](#): A myCalPERS technical document that provides electronic file data element definitions found within a CalPERS review report
- [Employer Technical Resources](#): Provides pertinent technical information for file development and reporting in myCalPERS

Questions

If you have any questions, visit our website at www.calpers.ca.gov, or contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

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