

myCalPERS Payroll Adjustments

Student Guide

March 14, 2025



Introduction

This student guide is a resource to assist you with reporting payroll adjustments.

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 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: Review Employee Posted Payroll History

In this unit, you will learn how to verify an employee’s posted payroll. There are three ways to review an employee’s posted payroll record in myCalPERS.

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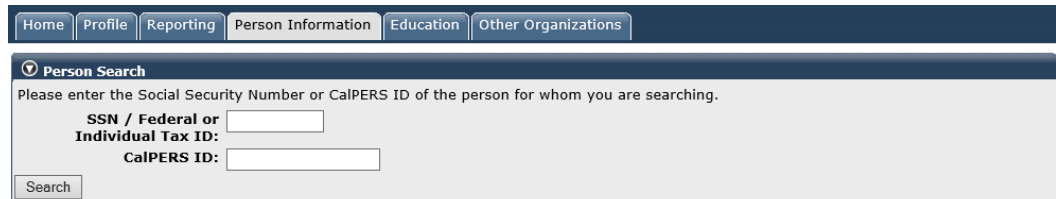
Scenario 1: View Service History Link

You will select the **View Service History** link to access a summary page that captures all posted payroll records in earned period *start date* order, including earnings, contributions, and detailed special compensation (category, type, and amount) for each earned period.

Step Actions (9 steps)

Step 1 Select the **Person Information** global navigation tab.

Step 2 Complete the Person Search section.

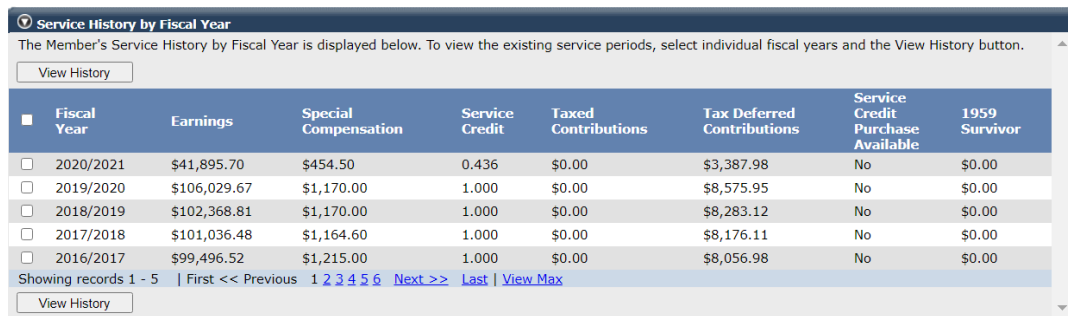


Step 3 Select the **Search** button.

Step 4 Within the **Menu** left-side navigation folder, select the **View Service History** left-side link.



Step 5 Select the appropriate fiscal year check box(es).



<input type="checkbox"/>	Fiscal Year	Earnings	Special Compensation	Service Credit	Taxed Contributions	Tax Deferred Contributions	Service Credit Purchase Available	1959 Survivor
<input type="checkbox"/>	2020/2021	\$41,895.70	\$454.50	0.436	\$0.00	\$3,387.98	No	\$0.00
<input type="checkbox"/>	2019/2020	\$106,029.67	\$1,170.00	1.000	\$0.00	\$8,575.95	No	\$0.00
<input type="checkbox"/>	2018/2019	\$102,368.81	\$1,170.00	1.000	\$0.00	\$8,283.12	No	\$0.00
<input type="checkbox"/>	2017/2018	\$101,036.48	\$1,164.60	1.000	\$0.00	\$8,176.11	No	\$0.00
<input type="checkbox"/>	2016/2017	\$99,496.52	\$1,215.00	1.000	\$0.00	\$8,056.98	No	\$0.00

Step 6 Select a **View History** button.

Step 7 Within the Display Criteria section, you may use the filters to help find the payroll record.

Display Criteria

To display service history, select the appointment, current status, and service type, then select the Display button.

Appointment: 617280 : Agency Name - Miscellaneous - 02/27/1995

Current Status:

Service Type: Display Payroll Records with Zero Amounts Reported

Step 8 Within the Service History section, select the appropriate **Start Date** link to display more payroll record details.

Service Type	Start Date	End Date	Posted Service Credit	Current Status	Pay Rate Type	Pay Rate	Earnings	Special Compensation	Taxed Contributions	Tax Deferred Member Paid Contributions	Tax Deferred Employer Paid Contributions
Credited Service	10/31/2020	11/13/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	10/17/2020	10/30/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	10/03/2020	10/16/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	09/19/2020	10/02/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	09/05/2020	09/18/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	08/22/2020	09/04/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	08/08/2020	08/21/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	07/25/2020	08/07/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	07/11/2020	07/24/2020	0.044	Posted	Hourly	\$55.97	\$4,197.80	\$45.00	\$0.00	\$339.42	\$0.00
Credited Service	06/27/2020	07/10/2020	0.044	Posted	Hourly	\$54.87	\$4,115.50	\$49.50	\$0.00	\$333.20	\$0.00

Step 9 Review the earned period payroll record details including the special compensation category and type.

Service Period Summary

Associated Appointment Enrollment

Employer: Agency Name
 Division:
 Member Category: Miscellaneous
 Appointment Id: 617280

CalPERS ID: 0987654321
 Appointment Start Date: 02/27/1995
 Appointment End Date:
 SCO Payroll Sequence Number:

Benefits Provisions

Retirement Formula: 2.7% @ 55 Formula for Local Miscellaneous Members
 Years of Final Compensation: 1

Service Period Detail

Service Credit Type: Credited Service
 Start Date of Service Period: 10/17/2020
 End Date of Service Period: 10/30/2020
 Pay Rate Type: Hourly
 Certified Service Credit: 0.044
 Scheduled Days per Week: 0.0
 Scheduled Hours per Week: 37.5
 Total Hours Worked: 0.0

Pay Rate: \$55.97
 Earnings: \$4,197.80
 Tax Deferred Member Paid Contribution Amount: \$339.42
 Taxed Member Paid Contribution Amount: \$0.00
 Tax Deferred Employer Paid Contribution Amount: \$0.00
 1959 Survivor: \$0.00

View Special Compensation

Category	Type	Amount
Special Assignment Pay	Bilingual Premium	\$45.00

You have completed this scenario.

Scenario 2: View Transaction History Link

You will select the **View Transaction History** link to access a summary page that captures all payroll transactions in *posting date* order. Each transaction includes transaction type, earnings, special compensation amount (not category and type), contributions, and interest.

You can also export the payroll history to Excel.

Step Actions (8 steps)

Step 1 From the homepage, select the **Person Information** global navigation tab.

Step 2 Complete the Person Search section.

The screenshot shows the 'Person Search' section of the application. At the top, there is a navigation bar with tabs for 'Home', 'Profile', 'Reporting', 'Person Information', 'Education', and 'Other Organizations'. Below this, the 'Person Search' section is active, displaying a form with the following fields:

- SSN / Federal or Individual Tax ID: [Text Input]
- CalPERS ID: [Text Input]
- Search: [Submit Button]

Below the form, there is a 'Person Search' section with a dropdown arrow.

Step 3 Select the **Search** button.

Step 4 Within the **Menu** left-side navigation folder, select the **View Transaction History** left-side link.

The screenshot shows the application interface with the 'View Transaction History' link selected in the left-side navigation menu. The navigation bar at the top includes 'Home', 'Profile', 'Reporting', 'Person Information', 'Education', and 'Other Organizations'. Below the navigation bar, there is a 'Summary' section with a dropdown arrow. The left-side navigation menu is expanded, showing the following links:

- Person Search
- Appointment History
- Payroll Information
- Contributory
- Appointment History
- View Service History
- View Transaction History** (highlighted with a red box)

The main content area displays the 'Profile' section for a user with the following information:

- SSN: xxx-xx-3333
- Name: KRISTIN JUNE LUALHATI VER KUILEN-WALKER
- Date of Birth: 11/17/1954
- Prior School Membership: No
- Membership Date: 02/27/1995
- Restrictions: No
- Last Reporting Date: 11/13/2020

Step 5 Select the appropriate fiscal year check box(es).

The screenshot shows the 'Transaction History by Fiscal Year Posted' table. The table has the following columns: 'Select All', 'Fiscal Year', 'Earnings', 'Special Compensation', 'Taxed Contributions', 'Tax Deferred Contributions', 'Posted Interest', and 'Total Balance to Date'. The table contains the following data:

Select All	Fiscal Year	Earnings	Special Compensation	Taxed Contributions	Tax Deferred Contributions	Posted Interest	Total Balance to Date
<input type="checkbox"/>	2020/2021	\$41,895.70	\$454.50	\$0.00	\$3,387.98	\$0.00	\$329,481.75
<input type="checkbox"/>	2019/2020	\$106,029.67	\$1,170.00	\$0.00	\$8,575.95	\$18,242.83	\$326,093.77
<input type="checkbox"/>	2018/2019	\$102,368.81	\$1,170.00	\$0.00	\$8,283.12	\$16,684.47	\$299,274.99
<input type="checkbox"/>	2017/2018	\$101,036.48	\$1,164.60	\$0.00	\$8,176.11	\$15,274.59	\$274,307.40
<input type="checkbox"/>	2016/2017	\$99,496.52	\$1,215.00	\$0.00	\$8,056.98	\$13,957.10	\$250,856.70
<input type="checkbox"/>	2015/2016	\$94,041.67	\$1,170.00	\$0.00	\$7,616.99	\$12,766.83	\$228,842.62
<input type="checkbox"/>	2014/2015	\$90,519.00	\$1,156.55	\$0.00	\$7,334.04	\$11,586.25	\$208,458.80

Step 6 Select a **View History** button.

Step 7 Within the Transaction History Details to Display section, you may use the filters to find a payroll record.

Transaction History Details to Display
[Modify Selected Years](#)

Program: CalPERS Account Type: Member
Status: Active

Employer: Transaction:
Member Category: Type:
Begin Date: End Date: Division:

Display Payroll Records with Zero Amounts Reported

Step 8 Within the Transaction History Details section, selecting a row will highlight to help identify which line you're on when scrolling to the right.

Select the **Export to Excel** button on the bottom of the page if you want the data in Microsoft Excel.

2022/2023	09/08/2022	08/05/2022	07/23/2022	08/05/2022	Earned Period Reporting	Miscellaneous	Hourly	\$61.14	\$4,585.30	37.5	0.0
2022/2023	08/31/2022	07/22/2022	07/09/2022	07/22/2022	Earned Period Reporting	Miscellaneous	Hourly	\$61.14	\$4,585.31	37.5	0.0
2022/2023	08/10/2022	07/08/2022	06/25/2022	07/08/2022	Earned Period Reporting	Miscellaneous	Hourly	\$58.23	\$4,367.00	37.5	0.0

You have completed this scenario.

Scenario 3: Reported Member-Detail Report

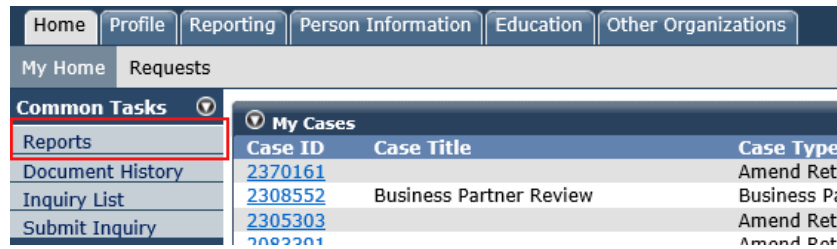
You will run the Reported Member-Detail Report to review posted earnings and member contributions by fiscal year including special compensation details.

The report is only available in the Cognos application. For more information on Cognos functionality, review the [myCalPERS Employer Reports \(Cognos\) \(PDF\)](#) student guide.

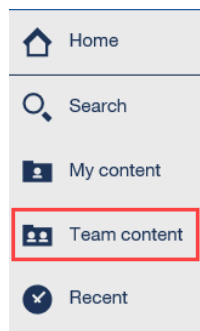
Step Actions (9 steps)

Step 1 From the homepage, select the **Common Tasks** left-side navigation folder.

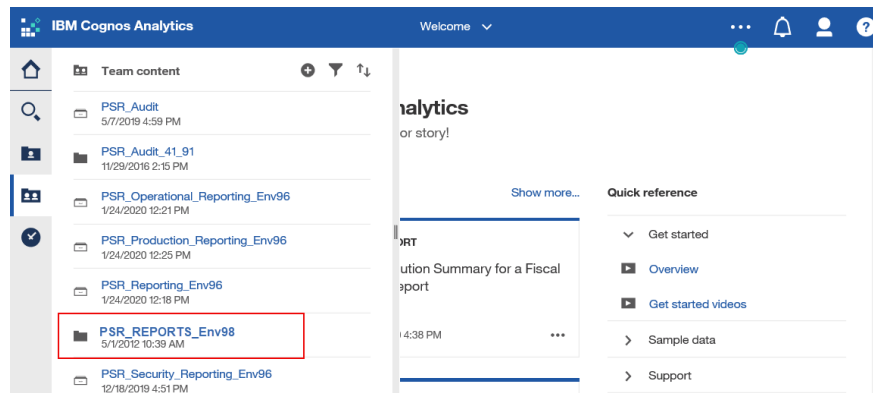
Step 2 Select the **Reports** left-side navigation link.



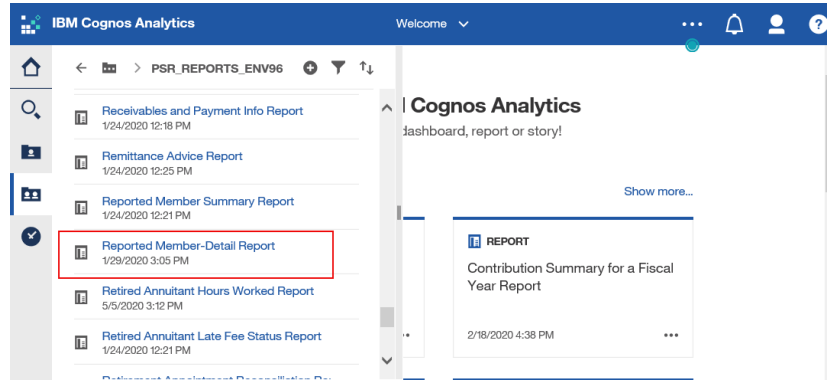
Step 3 Within Cognos, select the Team content folder from the left-side navigation menu.



Step 4 Select the PSR_REPORTS_Env98 folder.



Step 5 Select the **Reported Member-Detail Report** link.



Step 6 Complete the report criteria, and ensure that the **Reprompt** button is selected after entering the employee's CalPERS ID.



Step 7 Select the **Finish** button at the bottom left.

Step 8 Do you want to run the report in a different format?

Yes: Select the **Run** icon in the top-left corner of the page to run the report in a different format, then continue to step 9.



No: You have completed this scenario.

Step 9 Select the desired format.

You have completed this scenario.

Unit 2: Adjustment Report

Adjustment records may be submitted through myCalPERS by either file upload or by manual entry. In this unit, you will learn how to manually create an adjustment report so you can add adjustment records to it.

Adjustment records can be in an earned period report; however, it's easier to reconcile a receivable when adjustment records are in a separate adjustment report.

Reporting Member and Employer Paid Arrears

- Do not report payroll records associated to a *member* paid arrears determination in an earned period report or an adjustment report. For reporting member paid arrears, and to learn more about the arrears process, refer to the [myCalPERS Employment Certification Functionality \(PDF\)](#) student guide.
- It is best practice to report payroll records associated to an *employer* paid arrears determination in an adjustment report. If they are reported in an earned period report, the records will not post until the 30-day appeal period expires, causing the earned period report to remain in suspended status past its due date, and resulting in a \$200 late reporting fee. To waive your appeal rights so the records will post, refer to the [myCalPERS Employment Certification Functionality \(PDF\)](#) student guide.
- Once Arrears Apply – Employer Paid records are processed, they will post the following day.

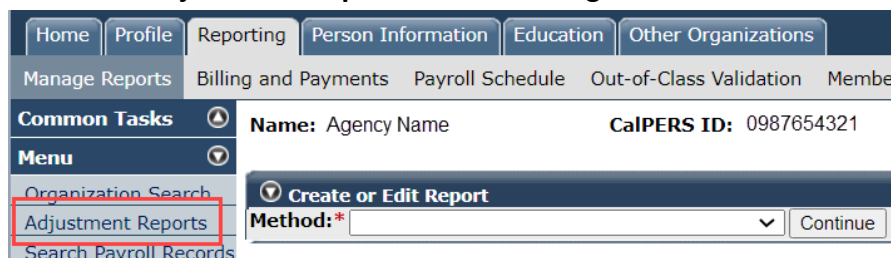
System Logic

- For manual entry, different adjustment transaction types as well as adjustments for different fiscal years can be in the same report if they are on the same pay schedule.
- CalPERS defines the first earned period of a new fiscal year as having an end date of July 1 or later.

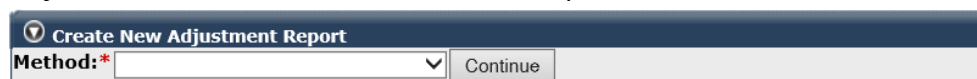
Step Actions (6 steps)

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

Step 2 Select the **Adjustment Reports** left-side navigation link.



Step 3 Within the Create New Adjustment Report section, select **Manually Enter Adjustment Records** from the **Method** drop-down list.



Step 4 Select the **Continue** button.

Step 5 Complete the Create Report section.

*Required Fields
* Required Fields

Create Report

Program: *

Report Type: *

Payroll Schedule: *

Report Name:

[Save & Continue](#)

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

You have completed this scenario.

Unit 3: View Payroll Records Page

In this unit, you will navigate to a report’s View Payroll Records page, where you can review and maintain existing records in the report as well as add new records.

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Scenario 1: Navigate to the View Payroll Records Page

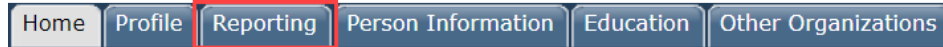
You left the View Payroll Records page and need to return to it to work on your payroll report.

System Logic

Do not use the **Apply Mass Update Link** on the View Payroll Records page.

Step Actions (3 steps)

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



Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.

A screenshot of the 'Work On Existing Payroll Reports' interface. It shows a table with columns: Schedule Name, Earned Period / Adjustment Date, Status, Report Type, Due Date, Submit Date, Initial Record Posted Date, Report Posted Date, Test Report, and Report Name. The 'Earned Period / Adjustment Date' column is highlighted with a red box. The table contains four rows of data.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	CHIU, JAMES
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	LAFFAN, CAET
	08/20/2024 - 08/20/2024	Posted	Payroll - Adjustments		08/20/2024	08/20/2024	08/20/2024	No	Generic Repor
	08/19/2024 - 08/19/2024	Posted	Payroll - Adjustments		08/19/2024	08/19/2024		No	LINDSEY, DRE

Step 3 At the bottom right of the Payroll Report Detail page, select the **View Records** link to access the View Payroll Records page.

A screenshot of the Payroll Report Detail page. It shows several sections: Report Details, Report Statistics, Records Statistics, Payroll Report Summary, Generate Report, and Override Report Details. At the bottom right, there is a 'View Records' link highlighted with a red box. Below it is a 'Correct Posted Records' link.

Report Details
Report Type: Payroll - Adjustments Adjustment Date: 01/09/2025 Report Status: Pending Release
Program: CalPERS Schedule Name: Test Report: No
Report Name: Caprice On Leave Period FY 23

Report Statistics

	Records Reported	Records Posted	Unposted Records	Records with Errors
Total	26	0	26	0

Records Statistics

Record Type	Records Reported	Records Posted	Unposted Records	Records with Errors
Payroll Record	26	0	26	0

Payroll Report Summary
Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.

Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
Uncategorized		(\$73,890.85)	(\$5,911.23)	(\$9,073.82)	\$0.00	\$0.00	(\$14,985.05)
Totals		(\$73,890.85)	(\$5,911.23)	(\$9,073.82)	\$0.00	\$0.00	(\$14,985.05)

Generate Report
Report Type:
 Payroll Record Errors Report
 Payroll Record Exceptions Report
Generate Report

Override Report Details
The report name you enter is not saved until you select the Update Report Name button.
Report Name:
Update Report Name

Process Report Cancel Report Generate Report Summary **View Records** Correct Posted Records

You have completed this scenario.

Scenario 2: Review the View Payroll Records Page

The View Payroll Records Page contains three sections: Report Details, Search and Add New Records to the Report, and Records Present in the Report.

Report Details

Report Type: Payroll - Earned Period	Earned Period: 08/03/2024 - 08/16/2024	Report Status: Pending Release
Program: CalPERS	Schedule Name:	Test Report: No
Report Name: Test Earned Period Report		

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 CalPERS ID or SSN and click Add New.

SSN: <input type="text"/>	Last Name: <input type="text"/>
CalPERS ID: <input type="text"/>	
Record Type: <input type="text"/>	Transaction Type: <input type="text"/>
Member Category: <input type="text"/>	
Division: <input type="text"/>	Rate Plan: <input type="text"/>
Record Status: <input type="text"/>	
Error Message: <input type="text"/>	

Search Clear Add New

Records Present in the Report

[Select All](#) | [Delete](#) | [Edit Selected Records](#) | [Save Selection](#) | [Apply Mass Update](#)

SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation
<input type="checkbox"/> xxx-xx-4095	4106079499	Agency Name	Al Bidany, Elizabeth	08/03/2024- 08/16/2024	Miscellaneous	Pending Validation	\$3,327.60	\$0.00
<input type="checkbox"/> xxx-xx-9157	1658871068		Al Bidany, Marion	08/03/2024- 08/16/2024	Safety - Fire	Pending Validation	\$5,407.04	\$438.77
<input type="checkbox"/> xxx-xx-5016	3394429613	Agency Name	Alemu, Manuel	08/03/2024- 08/16/2024	Miscellaneous	Valid	\$3,484.70	\$45.00
<input type="checkbox"/> xxx-xx-4918	7213906293	Agency Name	Algaoch, Francis	08/03/2024- 08/16/2024	Miscellaneous	Valid	\$4,186.60	\$0.00
<input type="checkbox"/> xxx-xx-3234	3720832865	Agency Name	Barron, Setsuko	08/03/2024- 08/16/2024	Miscellaneous	Error	\$2,333.30	\$103.34
<input type="checkbox"/> xxx-xx-8898	2648464347	Agency Name	Caprice, Manuel F	08/03/2024- 08/16/2024	Miscellaneous	Error	\$0.00	\$0.00
<input type="checkbox"/> xxx-xx-8898	2648464347	Agency Name	Caprice, Manuel	08/03/2024- 08/16/2024	Miscellaneous	Valid But Held	\$2,839.80	\$211.10
<input type="checkbox"/> xxx-xx-0450	1898391026	Agency Name	Catinojos, Raquel B	08/03/2024- 08/16/2024	Miscellaneous	Error	\$0.00	\$0.00
<input type="checkbox"/> xxx-xx-0450	1898391026	Agency Name	Catinojos, Raquel	08/03/2024- 08/16/2024	Miscellaneous	Valid But Held	\$3,668.80	\$48.00

[Select All](#) | [Delete](#) | [Edit Selected Records](#) | [Save Selection](#)

[Process Report](#) | [Generate Report Summary](#) | [View Payroll Report Summary](#)

Report Details

This section displays the payroll report's earned period, status, and name.

Report Details

Report Type: Payroll - Adjustments	Adjustment Date: 01/09/2025	Report Status: Pending Release
Program: CalPERS	Schedule Name:	Test Report: No
Report Name: Caprice On Leave Period FY 23		

Search and Add New Record to the Report

This section is used to search for a record, filter records, or add records to the report.

- Search for a record by entering the employee's full SSN, last name, or CalPERS ID. You may apply additional filters before selecting the **Search** button.
- Add a record to the report by entering an employee's full SSN or CalPERS ID before selecting the **Add New** button.

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 CalPERS ID or SSN and click Add New.

SSN: <input type="text"/>	Last Name: <input type="text"/>
CalPERS ID: <input type="text"/>	
Record Type: <input type="text"/>	Transaction Type: <input type="text"/>
Member Category: <input type="text"/>	
Division: <input type="text"/>	Rate Plan: <input type="text"/>
Record Status: <input type="text"/>	
Error Message: <input type="text"/>	

Search Clear Add New

Records Present in the Report

This section lists records in the report. You can select a column heading to sort it in ascending or descending order.

Records Present in the Report									
Select All Delete Edit Selected Records Save Selection			Apply Mass Update						
SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation	
<input type="checkbox"/> xxx-xx-4095	4106079499	Agency Name	Al Bidany, Elizabeth	08/03/2024- 08/16/2024	Miscellaneous	Pending Validation	\$3,327.60	\$0.00	
<input type="checkbox"/> xxx-xx-9157	1658871068		Al Bidany, Marion	08/03/2024- 08/16/2024	Safety - Fire	Pending Validation	\$5,407.04	\$438.77	
<input type="checkbox"/> xxx-xx-5016	3394429613	Agency Name	Alemu, Manuel	08/03/2024- 08/16/2024	Miscellaneous	Valid	\$3,484.70	\$45.00	
<input type="checkbox"/> xxx-xx-4918	7213906293	Agency Name	Algaoch, Francis	08/03/2024- 08/16/2024	Miscellaneous	Valid	\$4,186.60	\$0.00	
<input type="checkbox"/> xxx-xx-3234	3720832865	Agency Name	Barron, Setsuko	08/03/2024- 08/16/2024	Miscellaneous	Error	\$2,333.30	\$103.34	
<input type="checkbox"/> xxx-xx-8898	2648464347	Agency Name	Caprice, Manuel F	08/03/2024- 08/16/2024	Miscellaneous	Error	\$0.00	\$0.00	
<input type="checkbox"/> xxx-xx-8898	2648464347	Agency Name	Caprice, Manuel	08/03/2024- 08/16/2024	Miscellaneous	Valid But Held	\$2,839.80	\$211.10	
<input type="checkbox"/> xxx-xx-0450	1898391026	Agency Name	Catinojos, Raquel B	08/03/2024- 08/16/2024	Miscellaneous	Error	\$0.00	\$0.00	
<input type="checkbox"/> xxx-xx-0450	1898391026	Agency Name	Catinojos, Raquel	08/03/2024- 08/16/2024	Miscellaneous	Valid But Held	\$3,668.80	\$48.00	

[View Normal](#)

[Select All](#) | [Delete](#) | [Edit Selected Records](#) | [Save Selection](#)

[Process Report](#) | [Generate Report Summary](#) | [View Payroll Report Summary](#)

- **Select All:** Selects all the records displayed on the current page.
- **Delete:** Deletes any selected records.
- **Edit Selected Records:** Queues the selected records and brings you to the first record's Maintain Payroll Record page. After saving it, you will move to the next record in the queue.
- **Save Selection:** Saves selected records on the current page to a queue. You can add more records from other pages to the queue by navigating to the page, selecting the record's checkbox, and selecting the **Save Selection** button again. Select the **Edit Selected Records** button to start reviewing the queued records. Alternately, select the **View Max** link at the bottom of the Records Present in the Report section to view all records on one page.
- **Apply Mass Update:** *Do not use this link.*
- **Process Report:** Processes the payroll report.
- **Generate Report Summary:** Runs the Payroll Report Summary report.
- **View Payroll Report Summary:** Returns you to the Payroll Report Detail page.

Status Column

The Status column in the Records Present in the Report section will display one of the following:

- **Error** – Record needs to be corrected.
- **Pending Validation** – Record has not been validated.
- **Posted** – Record is error free, and it has posted to the member's account.
- **Valid** – Record has passed the first level of validation and is most likely error free.
- **Valid But Held** – There are two records for one employee for the same earned period, and the other record has an error.
- **Valid With Exceptions** – Does not indicate the record has an error, but it could be an issue. Review the exception and verify that the record details are accurate.

Unit 4: Retroactive Salary Adjustment

In this unit, you will learn how to process a Retroactive Salary Adjustment (RSA) transaction.

- The RSA transaction type is used to report positive retroactive salary increases or to reverse a posted retroactive salary adjustment record for both contributory and non-contributory members.
- The RSA transaction may be used to report for one or more earned periods only if the periods have the same pay rate and are within the same fiscal year reporting due to the employer rate change.
- Using the RSA transaction captures a new higher pay rate and difference in reportable earnings and contributions for contributory members. This rule is the same when using an RSA transaction for non-contributory members except without contributions.
- Partial earned periods should be reported separately from full earned periods.
- Special compensation cannot be included in an RSA transaction. Report special compensation and associated contributions by using the Retroactive Special Compensation Adjustment or Prior Period Adjustment transaction types.

Contents

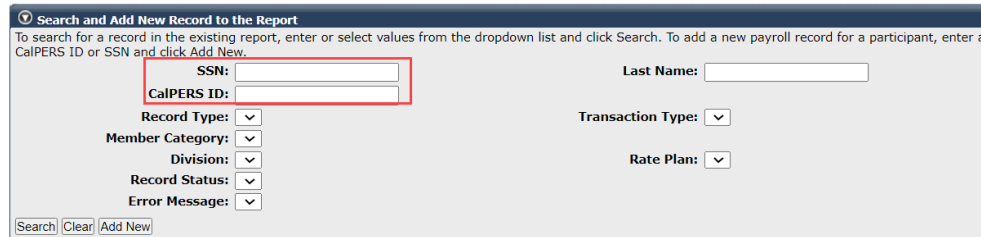
Scenario 1: Retroactive Salary Adjustment	17
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Scenario 1: Retroactive Salary Adjustment

Your employee's raise was not reported for three consecutive earned periods. You will report the new pay rate and positive difference in reportable earnings and contributions in one record.

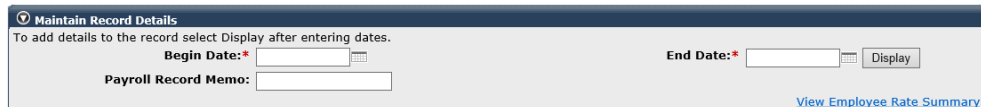
Step Actions (7 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate field.



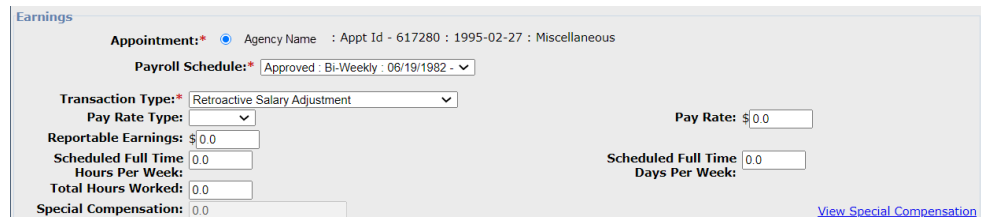
Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section. Ensure the **Begin Date** field is the effective date of the new pay rate.



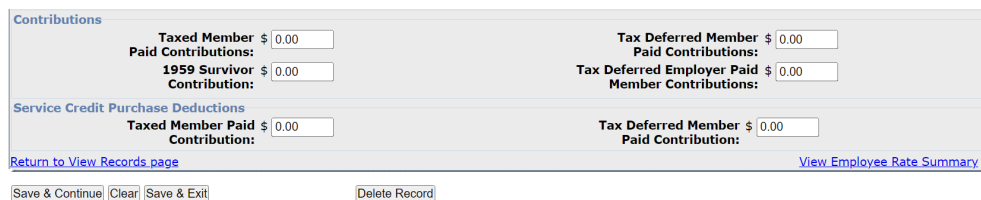
Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.



- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Pay Rate:** Enter the new increased rate.
- **Reportable Earnings:** Enter the positive difference in reportable earnings.

Step 6 Within the Contributions subsection, enter the positive difference in contributions.



Step 7 Select the **Save & Exit** button.

You have completed this scenario.

Scenario 2: Reverse a Retroactive Salary Adjustment

An RSA record was posted for the incorrect employee, so you will reverse it with another RSA.

Step Actions (7 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's full SSN or CalPERS ID in the appropriate 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 CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date:
End Date: Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection. The **Reportable Earnings** field will have a negative amount.

Earnings

Appointment: Agency Name : Appt Id - 617280 : 1995-02-27 : Miscellaneous
Payroll Schedule: Approved : Bi-Weekly : 06/19/1982 -

Transaction Type: Retroactive Salary Adjustment
Pay Rate Type:
Pay Rate: \$ 0.00

Reportable Earnings: \$ 0.00
Scheduled Full Time: 0.00
Hours Per Week:
Total Hours Worked: 0.00
Special Compensation: 0.00

Scheduled Full Time: 0.00
Days Per Week:

[View Special Compensation](#)

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.

Step 6 Complete the Contributions subsection by entering the negative amount for the contributions.

Contributions

Taxed Member Paid Contributions: \$ 0.00
1959 Survivor Contribution: \$ 0.00

Tax Deferred Member Paid Contributions: \$ 0.00
Tax Deferred Employer Paid Member Contributions: \$ 0.00

Service Credit Purchase Deductions

Taxed Member Paid Contribution: \$ 0.00
Tax Deferred Member Paid Contribution: \$ 0.00

[Return to View Records page](#) [View Employee Rate Summary](#)

Save & Continue Clear Save & Exit Delete Record

Step 7 Select the **Save & Exit** button.

You have completed this scenario.

Unit 5: Retroactive Special Compensation Adjustment

In this unit, you will learn how to process a Retroactive Special Compensation Adjustment (RSC) transaction.

- The RSC transaction type is used to report positive retroactive special compensation or to reverse a posted retroactive special compensation adjustment record for both contributory and non-contributory members.
- The RSC transaction may be used to report for one or more earned periods (including the current earned period) only if the periods are within the same fiscal year due to the employer rate change.
- Using the RSC transaction captures the new special compensation and the difference in contributions. This rule is the same when using an RSC transaction for non-contributory members except contributions should not be reported.
- Partial earned periods should be reported separately from full earned periods.

System Logic

Do not report the pay rate type or change the pay rate when reporting retroactive special compensation adjustments.

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Scenario 1: Retroactive Special Compensation Adjustment	20
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Scenario 1: Retroactive Special Compensation Adjustment

Your employee's special compensation was not reported for the last two earned periods. You will report the special compensation and contributions of what should have been reported in one record.

Step Actions (12 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate 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 CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date:
End Date: Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete only the following fields in the Earnings subsection:

- Appointment
- Payroll Schedule
- Transaction Type

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: 07/11/2020
End Date: 08/07/2020 Display

Payroll Record Memo:

Earnings

Appointment: Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular

Payroll Schedule: Approved : Bi-Weekly : 06/19/1982 -

Transaction Type: Retroactive Special Compensation Adjustment

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](#)

Step 6 Select the **View Special Compensation** link at the right side of the Earnings subsection.

Step 7 Within the View the Special Compensation section, select the **Add New** button.

View Special Compensation
[Select All](#) [Delete](#)

Category	Type	Amount
No results found.		

[Select All](#) [Delete](#) **Add New**

Step 8 Complete the Maintain Special Compensation Details section. Enter the positive difference in special compensation in the **Amount** field.

Maintain Special Compensation Details
Special Compensation Category:*
Special Compensation Type:*
Amount:* \$0.00

[Save](#) [Save and Add Another](#)

Step 9 Do you need to report additional special compensation?
Yes: Select the **Save and Add Another** button, then return to step 8.
No: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.

View Special Compensation
[Select All](#) [Delete](#) [Add New](#)

Category	Type	Amount
<input type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$200.00

[Select All](#) [Delete](#) [Add New](#)

[Return](#)

Step 11 Within the Contributions subsection, enter the positive difference in contributions in the appropriate fields.

Contributions

Taxed Member Paid Contributions: \$ 0.00	Tax Deferred Member Paid Contributions: \$ 0.00
1959 Survivor Contribution: \$ 0.00	Tax Deferred Employer Paid Member Contributions: \$ 0.00

Service Credit Purchase Deductions

Taxed Member Paid Contribution: \$ 0.00	Tax Deferred Member Paid Contribution: \$ 0.00
---	--

[Return to View Records page](#) [View Employee Rate Summary](#)

[Save & Continue](#) [Clear](#) [Save & Exit](#) [Delete Record](#)

Step 12 Select the **Save & Exit** button.
You have completed this scenario.

Scenario 2: Reverse a Retroactive Special Compensation Adjustment

An RSC record was posted for the incorrect employee, so you will reverse it with another RSC.

System Logic

Pay rate type and pay rate are only required if the original record you are reversing was reported with values in those fields.

Step Actions (12 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate 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 CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Last Name:
Transaction Type:
Rate Plan:

Step 2 Select the **Add New** button.

Step 3 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:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete only the following fields in the Earnings subsection:

- Appointment
- Payroll Schedule
- Transaction Type

Earnings

Appointment: * Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular

Payroll Schedule: * Approved : Bi-Weekly : 06/19/1982 -

Transaction Type: * Retroactive Special Compensation Adjustment

Pay Rate Type:
Pay Rate: \$ 0.0

Reportable Earnings: \$ 0.0
Scheduled Full Time: 0.0
Hours Per Week:
Total Hours Worked: 0.0
Scheduled Full Time: 0.0
Days Per Week:
Special Compensation: 0.0

[View Special Compensation](#)

Step 6 Select the **View Special Compensation** link at the right side of the Earnings subsection.

Step 7 Within the View the Special Compensation section, select the **Add New** button.

View Special Compensation

Category	Type	Amount
No results found.		

Step 8 Complete the Maintain Special Compensation Details section. The **Amount** field will have a negative amount.

▼ Maintain Special Compensation Details
Special Compensation Category:*
Special Compensation Type:*
Amount:* \$ 0.00

Save Save and Add Another

Step 9 Do you need to reverse additional special compensation?
Yes: Select the **Save and Add Another** button, then return to step 8.
No: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.

▼ View Special Compensation
Select All Delete Add New

Category	Type	Amount
<input type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$ -200.00

Select All Delete Add New

[Return](#)

Step 11 Complete the Contributions subsection by entering the negative amount for the contributions.

Contributions

Taxed Member Paid Contributions: \$ 0.00
1959 Survivor Contribution: \$ 0.00
Service Credit Purchase Deductions Taxed Member Paid Contribution: \$ 0.00
Tax Deferred Member Paid Contributions: \$ 0.00
Tax Deferred Employer Paid Member Contributions: \$ 0.00
Tax Deferred Member Paid Contribution: \$ 0.00

[Return to View Records page](#) [View Employee Rate Summary](#)

Save & Continue Clear Save & Exit Delete Record

Step 12 Select the **Save & Exit** button.
You have completed this scenario.

Unit 6: Prior Period Adjustment

In this unit, you will learn how to process a Prior Period Adjustment (PPA) transaction.

- The PPA transaction type is used to report either positive or negative adjustments for one earned period at a time for contributory members.
- The PPA transaction captures all components of the payroll record that may be modified, including salary, special compensation, and service credit purchase deductions.

The following methods may be used to correct payroll:

- Report the positive difference of the earnings, special compensation, and contributions in one record.
- Report two records: enter one record to reverse the original payroll record, then resubmit the correct payroll information in a second record. This is the preferred method for a better audit trail.

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Scenario 1: Prior Period Adjustment – Due to Missing Payroll Record

You will report an employee's payroll that was not previously reported.

Step Actions (13 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate 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 CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.

Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: *
End Date: * Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.

Earnings

Appointment: * Agency Name: Appt Id - 93153046 : 2021-08-07 : Miscellaneous : Regular

Payroll Schedule: * Approved - Bi-Weekly : 06/19/1982 -

Transaction Type: * Prior Period Adjustment

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](#)

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.

Step 6 Do you need to report special compensation?

Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 7.

No: Skip to step 11.

Step 7 Within the View Special Compensation section, select the **Add New** button.

View Special Compensation

[Select All](#) [Delete](#)

Category	Type	Amount
No results found.		

[Select All](#) [Delete](#) [Add New](#)

Step 8 Complete the Maintain Special Compensation Details section.

Maintain Special Compensation Details
Special Compensation Category:*
Special Compensation Type:*
Amount:* \$0.00

Save Save and Add Another

Step 9 Do you need to report additional special compensation?

Yes: Select the **Save and Add Another** button, then return to step 8.

No: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.

View Special Compensation
Select All Delete Add New

Category	Type	Amount
<input type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$200.00

Select All Delete Add New

Return

Step 11 Within the Contributions subsection, enter contribution amounts into the appropriate fields.

Contributions

Taxed Member Paid Contributions: \$0.00

1959 Survivor Contribution: \$0.00

Tax Deferred Member Paid Contributions: \$0.00

Tax Deferred Employer Paid Member Contributions: \$0.00

Step 12 Do you need to report a service credit purchase deduction?

Yes: Within the Service Credit Purchase Deductions subsection, enter contribution amounts into the appropriate fields, then continue to step 13.

Service Credit Purchase Deductions

Taxed Member Paid Contribution: \$0.0

Tax Deferred Member Paid Contribution: \$0.0

No: Continue to step 13.

Step 13 Do you need to add another adjustment record for this employee?

Yes: Select the **Save and Continue** button, then return to step 3.

No: Select the **Save & Exit** button.

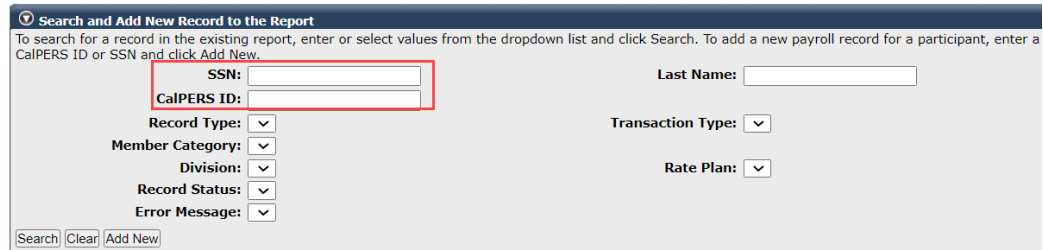
You have completed this scenario.

Scenario 2: Prior Period Adjustment – Due to Underreported Earnings

Earnings were underreported for your employee. Within one adjustment record, you will report the increased difference in reportable earnings and contributions.

Step Actions (13 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate 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 CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

Last Name:

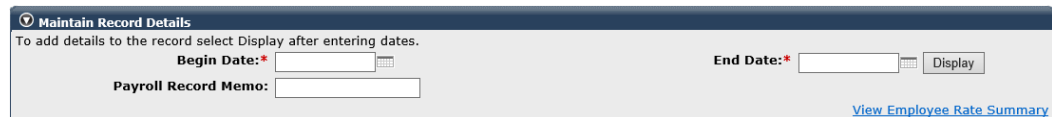
Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Search Clear Add New

Step 2 Select the **Add New** button.

Step 3 Within the Maintain Record Details section, enter the prior earned period begin and end dates.



Maintain Record Details
To add details to the record select Display after entering dates.

Begin Date: *

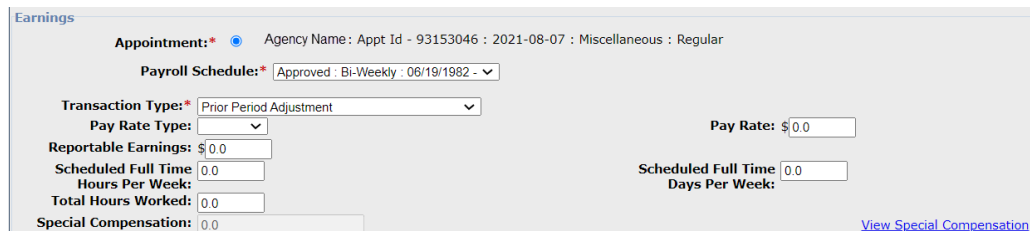
End Date: * Display

Payroll Record Memo:

[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.



Earnings

Appointment: * Agency Name: Appt Id - 93153046 : 2021-08-07 : Miscellaneous : Regular

Payroll Schedule: * Approved : Bi-Weekly : 06/19/1982 -

Transaction Type: * Prior Period Adjustment

Pay Rate Type:

Pay Rate: \$0.0

Reportable Earnings: \$0.0

Scheduled Full Time: 0.0

Hours Per Week:

Total Hours Worked: 0.0

Scheduled Full Time Days Per Week: 0.0

Special Compensation: 0.0

[View Special Compensation](#)

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Reportable Earnings:** Only report the positive difference.

Step 6 Do you need to report special compensation?

Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 7.

No: Skip to step 11.

Step 7 Within the View Special Compensation section, select the **Add New** button.

View Special Compensation

Select All Delete

Category	Type	Amount
No results found.		

Select All Delete **Add New**

Step 8 Complete the Maintain Special Compensation Details section.

Maintain Special Compensation Details

Special Compensation Category:*

Special Compensation Type:*

Amount:* \$ 0.00

Save Save and Add Another

Step 9 Do you need to report additional special compensation?

Yes: Select the **Save and Add Another** button, then return to step 8.

No: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.

View Special Compensation

Select All Delete Add New

Category	Type	Amount
<input type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$200.00

Select All Delete Add New

Return

Step 11 Within the Contributions subsection, enter contribution amounts into the appropriate fields.

Contributions

Taxed Member Paid Contributions: \$ 0.00

1959 Survivor Contribution: \$ 0.00

Tax Deferred Member Paid Contributions: \$ 0.00

Tax Deferred Employer Paid Member Contributions: \$ 0.00

Step 12 Do you need to report a service credit purchase deduction?

Yes: Within the Service Credit Purchase Deductions subsection, enter contribution amounts into the appropriate fields, then continue to step 13.

Service Credit Purchase Deductions

Taxed Member Paid Contribution: \$ 0.0

Tax Deferred Member Paid Contribution: \$ 0.0

No: Continue to step 13.

Step 13 Select the **Save & Exit** button.

You have completed this scenario.

Scenario 3: Prior Period Adjustment – Reverse & Resubmit

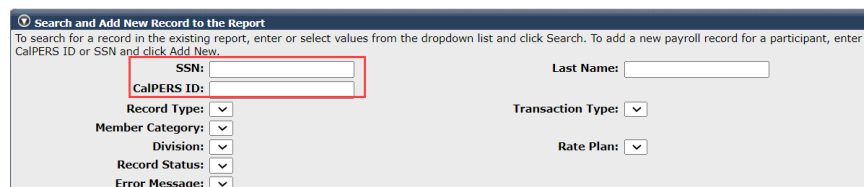
You can use the Prior Period Adjustment (PPA) type to fix any payroll reporting issue by reporting two records. You will: (1) Reverse the original payroll record, then (2) resubmit with the correct payroll information. This method is preferred for a better audit trail.

System Logic

This process can be used to make an adjustment for under reported earnings, overreported earnings, a pay decrease, an incorrect pay rate, correct service credit purchase deduction amount, or erroneous reported special compensation.

Step Actions (12 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate 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 CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

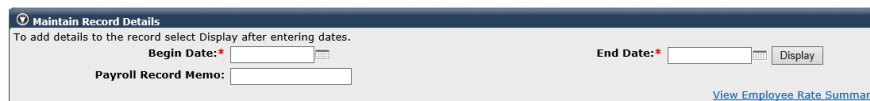
Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Step 2 Select the **Add New** button.

Step 3 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:

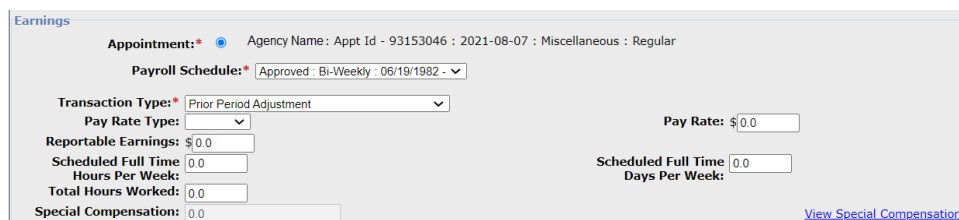
[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.

Reversing: Report negative earnings and contributions.

Resubmitting: Report positive earnings and contributions.



Earnings
Appointment: Agency Name: Appt Id - 93153046 : 2021-08-07 : Miscellaneous : Regular

Payroll Schedule: Approved : Bi-Weekly : 06/19/1982 -

Transaction Type: Prior Period Adjustment

Pay Rate Type: Pay Rate: \$ 0.0

Reportable Earnings: \$ 0.0

Scheduled Full Time: 0.0

Hours Per Week: 0.0

Total Hours Worked: 0.0

Special Compensation: 0.0

[View Special Compensation](#)

Step 6 Do you need to reverse and/or report special compensation?

Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step step 7.

No: Skip to step 11.

Step 7 Within the View Special Compensation section, select the **Add New** button.

View Special Compensation

Select All Delete

No results found.

Select All Delete **Add New**

Category	Type	Amount
----------	------	--------

Step 8 Complete the Maintain Special Compensation Details section.

Reversing: Report a negative amount.

Resubmitting: Report a positive amount.

Maintain Special Compensation Details

Special Compensation Category:*

Special Compensation Type:*

Amount:* \$0.00

Save Save and Add Another

Step 9 Do you need to reverse or report additional special compensation?

Yes: Select the **Save and Add Another** button, then return to step 8.

No: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.

View Special Compensation

Select All Delete Add New

Category	Type	Amount
<input type="checkbox"/> Special Assignment Pay	Bilingual Premium	\$200.00

Select All Delete Add New

Return

Step 11 Within the Contributions subsection, enter contribution amounts in the appropriate fields.

Reversing: Report a negative amount.

Resubmitting: Report a positive amount.

Contributions

Taxed Member \$ 0.00

Tax Deferred Member \$ 0.00

1959 Survivor Contribution \$ 0.00

Tax Deferred Employer Paid Member Contributions \$ 0.00

Service Credit Purchase Deductions

Taxed Member Paid Contribution \$ 0.00

Tax Deferred Member Paid Contribution \$ 0.00

Return to View Records page View Employee Rate Summary

Save & Continue Clear Save & Exit Delete Record

Step 12 Select the **Save & Exit** button.

You have completed this scenario.

Unit 7: Prior Period No Contribution and No Service Adjustment

In this unit, you will learn how to process a Prior Period No Contribution & No Service Adjustment (PPN) transaction.

- The PPN transaction type is used to report both positive and negative adjustments for one earned period at a time for non-contributory positions (i.e., retired annuitants (RA), local alternate retirement plan [Gov. Code 20306] members, and overtime positions).
- The PPN transaction captures all components of the payroll record that may be modified.

The following methods may be used to correct payroll:

- Report the positive difference of the earnings and/or special compensation in one record.
- Report two records: enter one record to reverse the original payroll record (including negative total hours worked for retired annuitants to avoid exceeding 960 hours), then resubmit the correct payroll information in a second record. This is the preferred method for a better audit trail.

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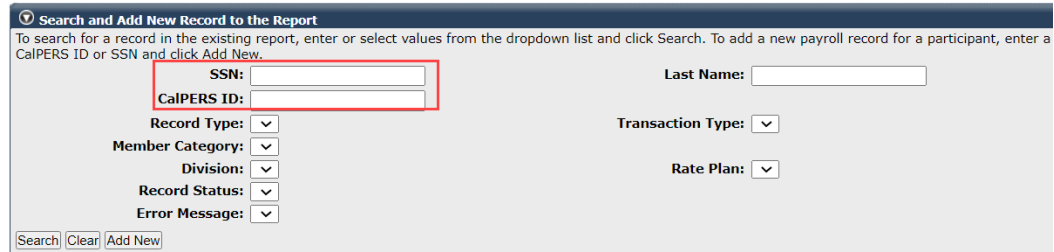
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Scenario 1: Prior Period No Contribution and No Service Adjustment – Due to Underreported Earnings

Earnings and hours worked were underreported for your retired annuitant (RA). Within one adjustment record, you will report the increased difference in reportable earnings and total hours worked to ensure they do not exceed the 960 hours limit within a fiscal year.

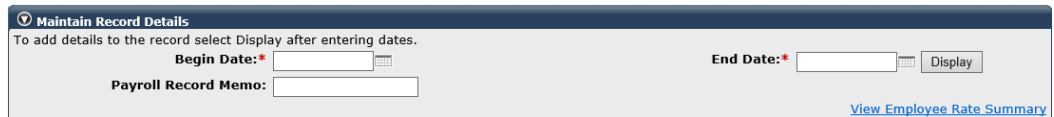
Step Actions (11 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee’s full **SSN** or **CalPERS ID** in the appropriate field.



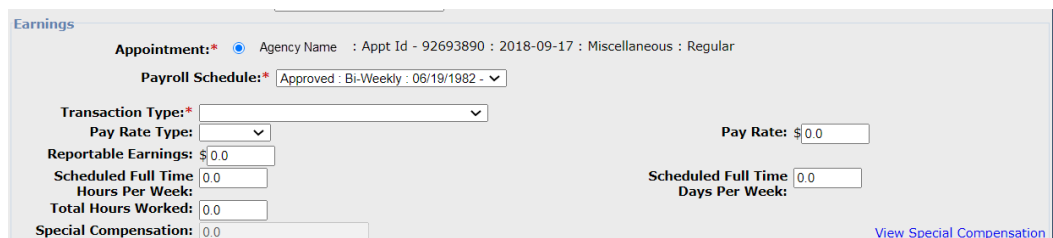
Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.



Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.



- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Reportable Earnings:** Only report the positive difference.
- **Total Hours Worked:** Only report the positive difference for RAs.

Step 6 Do you need to report special compensation?

Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 7.

No: Skip to step 11.

Step 7 Within the View Special Compensation section, select the **Add New** button.



Step 8 Complete the Maintain Special Compensation Details section.

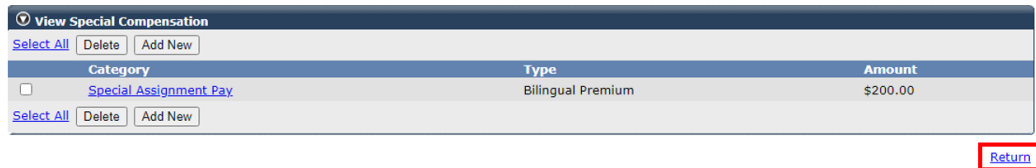
The screenshot shows the 'Maintain Special Compensation Details' form. It includes three fields: 'Special Compensation Category:*' (a dropdown menu), 'Special Compensation Type:*' (a dropdown menu), and 'Amount:*' (a text input field containing '\$ 0.00'). Below the form are two buttons: 'Save' and 'Save and Add Another'. The 'Save and Add Another' button is highlighted with a red box.

Step 9 Do you need to report additional special compensation?

Yes: Select the **Save and Add Another** button, then return to step 8.

No: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.



Step 11 Select the **Save & Exit** button.

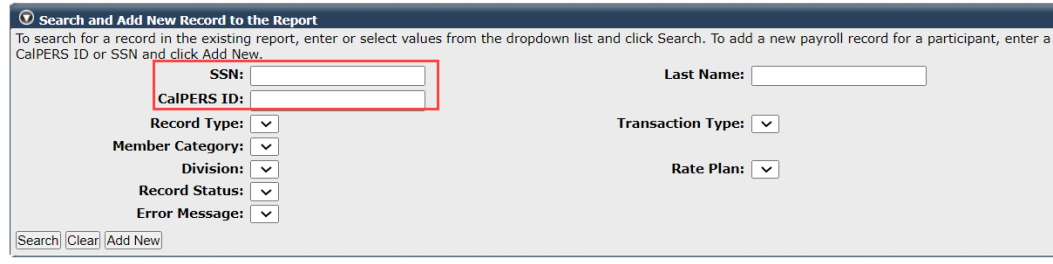
You have completed this scenario.

Scenario 2: Prior Period No Contribution and No Service Adjustment - Reverse & Resubmit

Earnings and total hours worked were overreported for your retired annuitant. You will create two adjustment records: (1) Reverse the original payroll record, then (2) resubmit with the correct payroll information.

Step Actions (11 steps)

Step 1 Within the Search and Add New Record to the Report section, enter the employee's full **SSN** or **CalPERS ID** in the appropriate 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 CalPERS ID or SSN and click Add New.

SSN:
CalPERS ID:

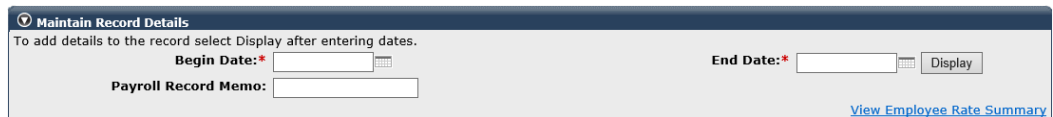
Last Name:

Record Type:
Member Category:
Division:
Record Status:
Error Message:

Transaction Type:
Rate Plan:

Step 2 Select the **Add New** button.

Step 3 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:

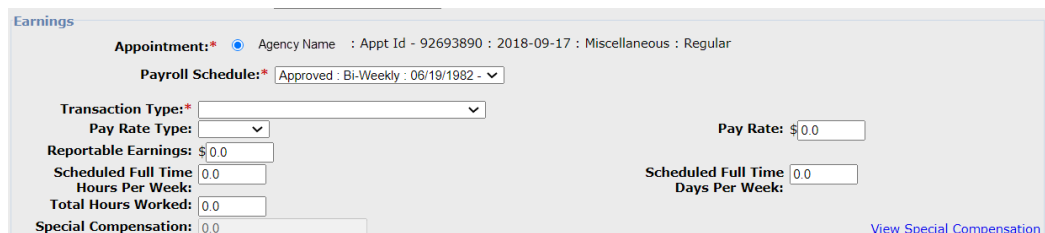
[View Employee Rate Summary](#)

Step 4 Select the **Display** button to expand the section.

Step 5 Complete the Earnings subsection.

Reversing: Report negative earnings (and negative total hours worked for an RA).

Resubmitting: Report positive earnings (and total hours worked for an RA).



Earnings

Appointment: * Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular

Payroll Schedule: *

Transaction Type: *

Pay Rate Type:

Reportable Earnings:

Scheduled Full Time:

Hours Per Week:

Total Hours Worked:

Special Compensation:

Pay Rate:

Scheduled Full Time:

Days Per Week:

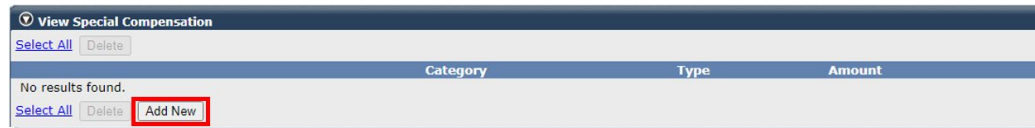
[View Special Compensation](#)

Step 6 Do you need to reverse and/or report special compensation?

Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step step 7.

No: Skip to step 11.

Step 7 Within the View Special Compensation section, select the **Add New** button.



Step 8 Complete the Maintain Special Compensation Details section.

Reversing: Report a negative amount.

Resubmitting: Report a positive amount.

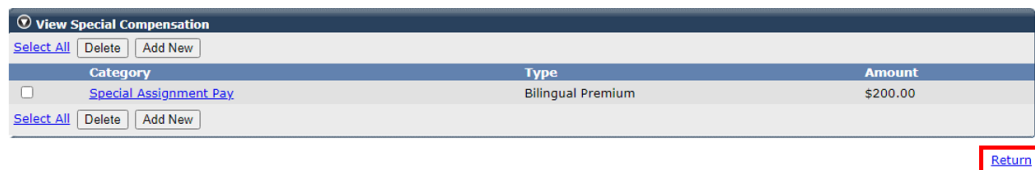


Step 9 Do you need to reverse or report additional special compensation?

Yes: Select the **Save and Add Another** button, then return to step 8.

No: Select the **Save** button, then continue to step 10.

Step 10 Select the **Return** link at the bottom right under the View Special Compensation section.



Step 11 Select the **Save & Exit** button.

You have completed this scenario.

Unit 8: Service Credit Purchase Deduction – Reverse & Resubmit

In this unit, you will learn how to correct an incorrectly posted service credit purchase (SCP) deduction by reversing the incorrect SCP deduction amount and resubmitting a record with the correct amount.

System Logic

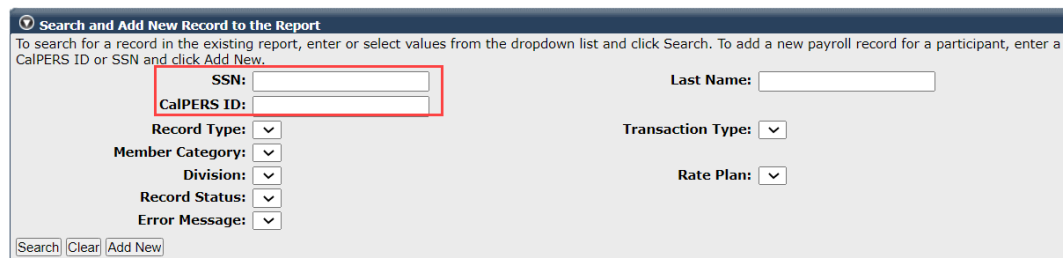
SCP deductions cannot be adjusted through the simplified payroll adjustment process. Whether the amount was too much or too little, you must reverse the entire SCP deduction that was previously reported with one adjustment record and resubmit the correct amount with a second adjustment record.

Unlike other manual adjustments, an adjustment record for an SCP deduction only requires the following fields to be changed: Begin Date, End Date, Payroll Schedule, and the SCP amount.

Step Actions (10 steps)

Part I: Reverse SCP Deductions

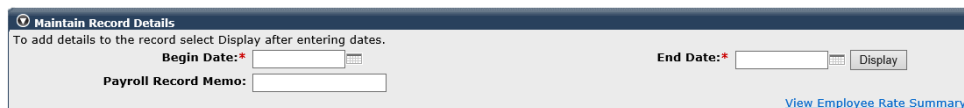
Step 1 Within the Search and Add New Record to the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field.



The screenshot shows a web form titled "Search and Add New Record to the Report". The form contains several input fields and dropdown menus. The "SSN:" and "CalPERS ID:" fields are highlighted with a red rectangular box. Other fields include "Last Name:", "Record Type:", "Member Category:", "Division:", "Record Status:", "Error Message:", "Transaction Type:", and "Rate Plan:". At the bottom of the form are buttons for "Search", "Clear", and "Add New".

Step 2 Select the **Add New** button.

Step 3 Complete the Maintain Record Details section.



The screenshot shows a web form titled "Maintain Record Details". The form contains several input fields and a button. The "Begin Date: *" and "End Date: *" fields are highlighted with a red rectangular box. Other fields include "Payroll Record Memo:". At the bottom right of the form is a "Display" button and a link labeled "View Employee Rate Summary".

Step 4 Select the **Display** button to expand the section.

Step 5

Complete the following:

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Service Credit Purchase Deductions subsection:** For the SCP reversal, report a negative deduction amount.

The screenshot shows the 'Earnings' form with the following details:

- Appointment:** Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular
- Payroll Schedule:** Approved - Bi-Weekly : 06/19/1982 - (highlighted with a red box)
- Transaction Type:** (dropdown menu)
- Pay Rate Type:** (dropdown menu)
- Pay Rate:** \$0.00
- Reportable Earnings:** \$0.00
- Scheduled Full Time Hours Per Week:** 0.00
- Total Hours Worked:** 0.00
- Special Compensation:** 0.00
- Contributions:**
 - Taxed Member Paid Contributions: \$0.00
 - Tax Deferred Member Paid Contributions: \$0.00
 - Tax Deferred Employer Paid Member Contributions: \$0.00
- Service Credit Purchase Deductions (highlighted with a red box):**
 - Taxed Member Paid Contribution: \$0.00
 - Tax Deferred Member Paid Contribution: \$0.00

Buttons at the bottom: Save & Continue, Clear, Save & Exit. Links: View Special Compensation, View Employee Rate Summary.

Step 6

Select **Save and Continue** button.

Part II: Resubmit SCP Deductions

Step 7

Complete the Maintain Record Details section.

The screenshot shows the 'Maintain Record Details' section with the following details:

- Begin Date:** (calendar icon)
- End Date:** (calendar icon) **Display** button
- Payroll Record Memo:** (text input field)

Link: View Employee Rate Summary

Step 8

Select the **Display** button to expand the section.

Step 9

Complete the following:

- **Payroll Schedule:** Select the correct payroll schedule from the drop-down list if your agency has multiple payroll schedules.
- **Service Credit Purchase Deductions subsection:** For the SCP resubmission, report a positive deduction amount.

The screenshot shows the 'Earnings' form with the following details:

- Appointment:** Agency Name : Appt Id - 92693890 : 2018-09-17 : Miscellaneous : Regular
- Payroll Schedule:** Approved - Bi-Weekly : 06/19/1982 - (highlighted with a red box)
- Transaction Type:** (dropdown menu)
- Pay Rate Type:** (dropdown menu)
- Pay Rate:** \$0.00
- Reportable Earnings:** \$0.00
- Scheduled Full Time Hours Per Week:** 0.00
- Total Hours Worked:** 0.00
- Special Compensation:** 0.00
- Contributions:**
 - Taxed Member Paid Contributions: \$0.00
 - Tax Deferred Member Paid Contributions: \$0.00
 - Tax Deferred Employer Paid Member Contributions: \$0.00
- Service Credit Purchase Deductions (highlighted with a red box):**
 - Taxed Member Paid Contribution: \$0.00
 - Tax Deferred Member Paid Contribution: \$0.00

Buttons at the bottom: Save & Continue, Clear, Save & Exit. Links: View Special Compensation, View Employee Rate Summary.

Step 10

Select the **Save & Exit** button.

You have completed this scenario.

Unit 9: Simplified Payroll Adjustment Process

In this unit, you will learn how to use the simplified payroll adjustment process to reverse and modify one or multiple posted payroll records without having to manually enter each reversal record.

System Logic

- The system will automatically create an adjustment report and add the adjustment records.
- Do not use the simplified payroll adjustments process for the following records (use the standard adjustment process and transactions from units 2-8 instead):
 - Split earned period records, such as when a member has reached the annual compensation limit (one record for earnings up to the limit and another for over the limit) or for mid-earned period pay rate increases (one record for the previous pay rate and another for the new pay rate).
 - Service credit purchase (SCP) deductions.
 - Records posted prior to July 2011, as those records will not be displayed for modifications in this functionality.

Contents

Scenario 1: Reverse Posted Payroll Records.....	39
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Scenario 1: Reverse Posted Payroll Records

You will reverse misreported payroll for two employees who were on unpaid leave of absences.

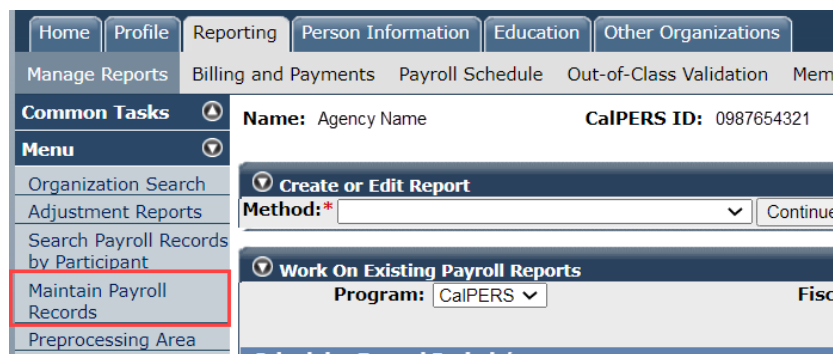
System Logic

- To reverse a record that contains a service credit purchase deduction, use the standard adjustment process. Refer to units 2-8.
- Multiple records for the same period will be truncated. To review all records for an earned period, select the earned period link. Refer to step 7.

Step Actions (13 steps)

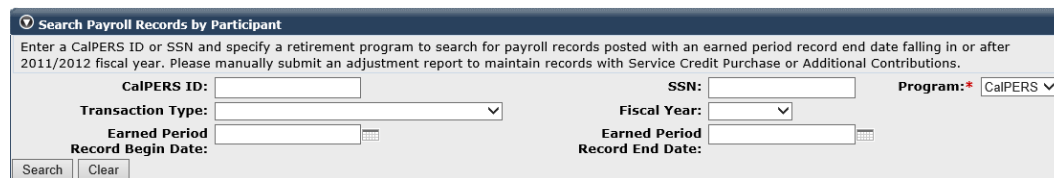
Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Maintain Payroll Records** left-side navigation link.



The screenshot shows a navigation menu with tabs for Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are sub-tabs for Manage Reports, Billing and Payments, Payroll Schedule, Out-of-Class Validation, and Mem. The 'Common Tasks' section includes a 'Menu' dropdown with options: Organization Search, Adjustment Reports, Search Payroll Records by Participant (highlighted with a red box), Maintain Payroll Records, and Preprocessing Area. The main content area shows 'Name: Agency Name' and 'CalPERS ID: 0987654321'. There are sections for 'Create or Edit Report' with a 'Method:*' dropdown and 'Continue' button, and 'Work On Existing Payroll Reports' with a 'Program: CalPERS' dropdown and 'Fisc' label.

Step 3 Within the Search Payroll Records by Participant section, enter the employee's **CalPERS ID** or full **SSN**. The other fields can be used to filter their posted records.



The screenshot shows the 'Search Payroll Records by Participant' form. It includes instructions: 'Enter a CalPERS ID or SSN and specify a retirement program to search for payroll records posted with an earned period record end date falling in or after 2011/2012 fiscal year. Please manually submit an adjustment report to maintain records with Service Credit Purchase or Additional Contributions.' The form has fields for: CalPERS ID, SSN, Program (dropdown set to CalPERS), Transaction Type (dropdown), Fiscal Year (dropdown), Earned Period Record Begin Date, and Earned Period Record End Date. There are 'Search' and 'Clear' buttons at the bottom.

Step 4 Select the **Search** button.

Step 5 In the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.



The screenshot shows the 'Participant Details' form. It displays: CalPERS ID: 1234567890, SSN: xxx-xx-5555, Last Name: PARVAZI, First Name: DAVETTE, Middle Name: ZABIULLAH, and Retirement Date. Below this is the instruction: 'To display posted payroll records, select the appointment, and then select the Display button.' There is an 'Appointment:' section with a radio button selected for '10004710 : Agency Name - Miscellaneous - 04/29/1997'. A 'Display' button is at the bottom.

Step 6 Select the **Display** button.

Step 7

In the Posted Records for the Participant section, select the check boxes for the posted payroll records that need to be reversed.

Earned Period	Unposted Record Exists	Posting Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked
<input checked="" type="checkbox"/> 06/25/2011-07/08/2011	No		Earned Period Reporting	Hourly	\$26.03	\$1,952.30	\$66.80	37.5	0.0	0.0
<input checked="" type="checkbox"/> 07/09/2011-07/22/2011	No	11/03/2011	Earned Period Reporting	Hourly	\$26.03	\$1,952.30	\$66.80	37.5	0.0	0.0

Note: Select the earned period date link to review all posted payroll for that earned period. Select the special compensation amount link to review the category and type.

Step 8

Select the **Reverse Record** button at bottom left.

Step 9

Do you need to reverse additional records?

Yes: Select the **Add Records** link below the Pending Transactions section, then return to step 3.

CalPERS ID	Name	Earned Period	Begin Date	End Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Schedule Time Day Week
1234567890	PARVAZI, DAVETTE ZABIULLAH	06/25/2011-07/08/2011	06/25/2011	07/08/2011	Prior Period Adjustment	Hourly	\$26.03	\$-1,952.30	\$-66.80	37.5	0.0

[Add Records](#) [View Report Summary](#)

No: Select the **View Report Summary** link below the Pending Transactions section, then continue to step 10.

CalPERS ID	Name	Earned Period	Begin Date	End Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Schedule Time Day Week
1234567890	PARVAZI, DAVETTE ZABIULLAH	06/25/2011-07/08/2011	06/25/2011	07/08/2011	Prior Period Adjustment	Hourly	\$26.03	\$-1,952.30	\$-66.80	37.5	0.0

[Add Records](#) [View Report Summary](#)

Step 10

Do you want to update the report name?

Yes: Within the Override Report Details section, enter your new report name in the Report Name field, then continue to step 11.

Override Report Details
The report name you enter is not saved until you select the Update Report Name button.

Report Name:

No: Skip to step 13.

Step 11

Select the **Update Report Name** button at the bottom left of the Override Report Details section.

Override Report Details
The report name you enter is not saved until you select the Update Report Name button.

Report Name:

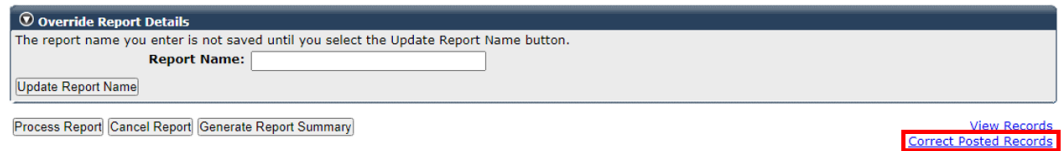
Step 12 Select the **Yes** button to confirm your request to update the report name.



A dialog box titled "Confirmation Page" with a downward arrow icon. The text inside asks "Do you want to update the report name?". Below the text are two buttons: "Yes" and "No".

Step 13 Do you have additional posted payroll records to reverse that you want included in this report?

Yes: Select the **Correct Posted Records** link at the bottom right, then return to step 3.



A dialog box titled "Override Report Details" with a downward arrow icon. The text inside says "The report name you enter is not saved until you select the Update Report Name button." Below this is a label "Report Name:" followed by a text input field. Underneath the input field is a button labeled "Update Report Name". At the bottom of the dialog, there are three buttons: "Process Report", "Cancel Report", and "Generate Report Summary". To the right of these buttons, there are two links: "View Records" and "Correct Posted Records", with the latter link highlighted by a red rectangular box.

No: To process this report, refer to Unit 9: Process and Adjustment Report.

You have completed this scenario.

Scenario 2: Modify Posted Payroll Records

You will modify posted payroll records by overriding the original payroll information.

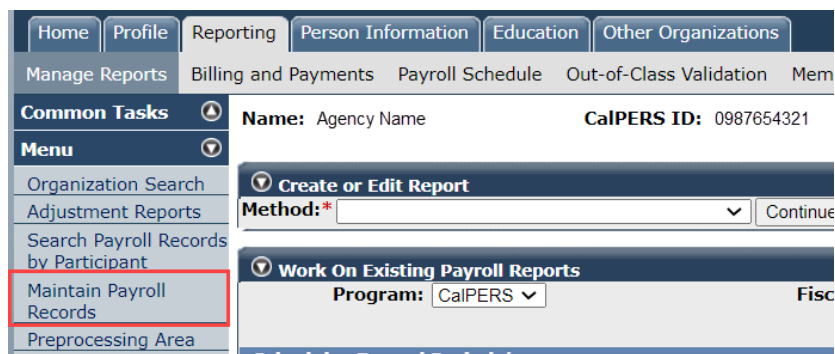
System Logic

- Do not use this scenario for a mid-earned period retroactive salary increase because myCalPERS will reverse the full earned period. Use the standard adjustment process (refer to units 2-8).
- Begin and end dates can be modified outside of the originally reported range.

Step Actions (21 steps)

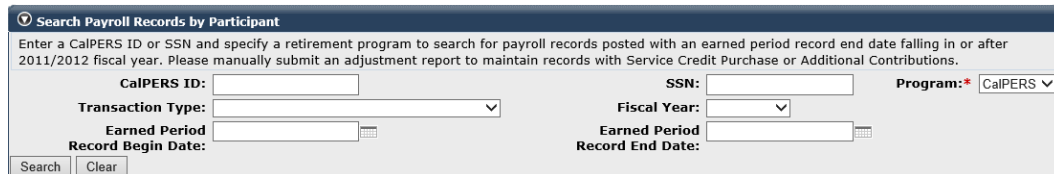
Step 1 Select the **Reporting** global navigation tab.

Step 2 Select the **Maintain Payroll Records** left-side navigation link.



The screenshot shows a navigation menu with tabs: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below these are sub-tabs: Manage Reports, Billing and Payments, Payroll Schedule, and Out-of-Class Validation. A 'Common Tasks' section contains a 'Menu' dropdown with options: Organization Search, Adjustment Reports, Search Payroll Records by Participant (highlighted with a red box), Maintain Payroll Records, and Preprocessing Area. To the right, there are fields for 'Name: Agency Name' and 'CalPERS ID: 0987654321'. Below these are two main sections: 'Create or Edit Report' with a 'Method:' dropdown and a 'Continue' button, and 'Work On Existing Payroll Reports' with a 'Program:' dropdown set to 'CalPERS' and a 'Fisc' label.

Step 3 Within the Search Payroll Records by Participant section, enter the employee's **CalPERS ID** or full **SSN**. The other fields can be used to filter results after searching.



The screenshot shows the 'Search Payroll Records by Participant' form. It includes a header with instructions: 'Enter a CalPERS ID or SSN and specify a retirement program to search for payroll records posted with an earned period record end date falling in or after 2011/2012 fiscal year. Please manually submit an adjustment report to maintain records with Service Credit Purchase or Additional Contributions.' The form contains several input fields: 'CalPERS ID:', 'SSN:', 'Program:*' (set to 'CalPERS'), 'Transaction Type:' (dropdown), 'Fiscal Year:' (dropdown), 'Earned Period Record Begin Date:' (calendar), and 'Earned Period Record End Date:' (calendar). There are 'Search' and 'Clear' buttons at the bottom left.

Step 4 Select the **Search** button.

Step 5 In the Participant Details section, select the appropriate appointment radio button if your employee has more than one appointment.



The screenshot shows the 'Participant Details' form. It displays the following information: 'CalPERS ID: 1234567890', 'SSN: xxx-xx-5555', 'Last Name: PARVAZI', 'First Name: DAVETTE', and 'Middle Name: ZABIULLAH'. Below this is the 'Retirement Date:' field. A note states: 'To display posted payroll records, select the appointment, and then select the Display button.' The 'Appointment:' section shows a radio button selected for '10004710 : Agency Name - Miscellaneous - 04/29/1997'. A 'Display' button is located at the bottom left.

Step 6 Select the **Display** button.

Step 7

In the Posted Records for the Participant section, select the checkboxes for the posted payroll records that need to be reversed.

Earned Period	Unposted Record Exists	Posting Date	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked
<input type="checkbox"/> 06/25/2011-07/08/2011	No		Earned Period Reporting	Hourly	\$26.03	\$1,952.30	\$66.80	37.5	0.0	0.0
<input type="checkbox"/> 07/09/2011-07/22/2011	No	11/03/2011	Earned Period Reporting	Hourly	\$26.03	\$1,952.30	\$66.80	37.5	0.0	0.0

Note: Select the earned period dates link to review all posted payroll for that earned period. Select the special compensation amount link to review the category and type.

Step 8

Select the **Modify Record** button at bottom left.

Step 9

Within the Maintain Record Details section, change the fields as necessary to report a correct payroll record.

Sequence	Pending Update	Earned Period	Transaction Type	Pay Rate Type	Pay Rate	Reportable Earnings	Special Compensation	Scheduled Full Time Hours Per Week	Scheduled Full Time Days Per Week	Total Hours Worked	Taxed Member Contributions
1	No	11/02/2019-11/15/2019	Earned Period Reporting	Hourly	\$31.40	\$2,354.90	\$98.30	37.5	0.0	0.0	\$0.00

Maintain Record Details (Record 1 of 1)

Enter the preferred values below. Dollar amounts must be greater than zero. Use the Clear Edits button to refresh the panel with the currently posted values. Use the Remove Record button to de-select the record. When modifications are complete, the system will create one transaction to reverse the posted record and one transaction to re-post the record based on the values you entered.

Begin Date: 11/02/2019 **End Date:** 11/15/2019

Payroll Record Memo: RepRec

Reported Name and CalPERS ID

CalPERS ID: 1234567890

Last Name: PARVAZI **First Name:** DAVETTE **Middle Name:** ZABIULLAH

Earnings

Appointment: 10004710 : Agency Name - Miscellaneous - 04/29/1997

Payroll Schedule: Approved - Bi-Weekly - 06/19/1982 -

Transaction Type: Prior Period Adjustment

Pay Rate Type: Hourly **Pay Rate:** \$ 31.40

Reportable Earnings: \$ 2354.90

Scheduled Full Time Hours Per Week: 37.5 **Scheduled Full Time Days Per Week:** 0.0

Special Compensation: \$0.00 [View Special Compensation](#)

Contributions

Taxed Member Paid Contributions: \$ 0.00 **Tax Deferred Member Paid Contributions:** \$ 196.26

Tax Deferred Employer Paid Member Contributions: \$ 0.00

Save & Continue Clear Edits Save & Return Remove Record Cancel Report

Note: Do not change the Payroll Record Memo field.

Step 10

Do you need to modify special compensation?

Yes: Select the **View Special Compensation** link on the right side of the Earnings subsection, then continue to step 11.

No: Skip to step 15.

Step 11 Do you need to add new special compensation or modify an existing special compensation?

Add new special compensation: Within the View Special Compensation section, select the **Add New** button, then continue to step 12.

View Special Compensation

Select All Delete

Category	Type	Amount
No results found.		

Select All Delete **Add New**

Modify existing special compensation: Within the View Special Compensation section, select the special compensation item's **Category** link, then continue to step 12.

View Special Compensation

Select All Delete Add New

Category	Type	Amount
Special Assignment Pay	Shift Differential	\$35.24

Select All Delete Add New

Step 12 Complete the Maintain Special Compensation Details section.

Maintain Special Compensation Details

Special Compensation Category:*

Special Compensation Type:*

Amount:*\$0.00

Save Save and Add Another

Step 13 Do you need to report additional special compensation?

Yes: Select the **Save and Add Another** button, then return to step 12.

No: Select the **Save** button, then continue to step 14.

Step 14 Select the **Return** link at the bottom right under the View Special Compensation section.

View Special Compensation

Select All Delete Add New

Category	Type	Amount
Special Assignment Pay	Bilingual Premium	\$200.00

Select All Delete Add New

Return

Step 15 Within the Contributions subsection, update contribution amounts in the appropriate fields.

Contributions

Taxed Member Paid Contributions: \$ 0.00

1959 Survivor Contribution: \$ 0.00

Tax Deferred Member Paid Contributions: \$ 0.00

Tax Deferred Employer Paid Member Contributions: \$ 0.00

Step 16 Select the **Save & Continue** button to review the pending transactions.

Step 17

Do you need to modify additional records?

Yes: Select the **Add Records** link below the Pending Transactions section, then return to step 3.

The screenshot shows a table titled "Pending Transactions" with columns: CalPERS ID, Name, Earned Period, Begin Date, End Date, Transaction Type, Pay Rate Type, Pay Rate, Reportable Earnings, Special Compensation, Scheduled Full Time Hours Per Week, and Scheduled Time Days Per Week. Two rows of data are visible. Below the table, the "Add Records" link is highlighted with a red box.

No: Select the **View Report Summary** link below the Pending Transactions section, then continue to step 18.

The screenshot shows the same "Pending Transactions" table as above. Below the table, the "View Report Summary" link is highlighted with a red box.

Step 18

Do you want to update the report name?

Yes: Within the Override Report Details section, enter your new report name in the Report Name field, then continue to step 19.

The screenshot shows the "Override Report Details" section. It contains a message: "The report name you enter is not saved until you select the Update Report Name button." Below this is a text input field labeled "Report Name:".

No: Skip to step 21.

Step 19

Select the **Update Report Name** button at the bottom left of the Override Report Details section.

The screenshot shows the "Override Report Details" section. The "Update Report Name" button at the bottom left is highlighted with a red box.

Step 20

Select the **Yes** button to confirm your request to update the report name.

The screenshot shows the "Confirmation Page" with the question "Do you want to update the report name?". Below the question are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red box.

Step 21

Do you have additional posted payroll records to modify that you want included in this report?

Yes: Select the **Correct Posted Records** link at the bottom right, then return to step 3.

Override Report Details
The report name you enter is not saved until you select the Update Report Name button.
Report Name:
Update Report Name
Process Report Cancel Report Generate Report Summary
View Records
Correct Posted Records

No: To process this report, refer to Unit 9: Process and Adjustment Report.

You have completed this scenario.

Unit 10: Process an Adjustment Report

In this unit, you will review the Payroll Report Detail page and learn how to process an adjustment report. The **Process Report** button is available on the Payroll Report Detail page and the View Payroll Records page.

Payroll Report Statuses

Select the **Reporting** global navigation tab to display the Manage Reports page. The Work on Existing Payroll reports section displays earned period and adjustment reports. The Status column indicates if a report is pending release, processing, posted, or suspended.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	01/09/2025 - 01/09/2025	Pending Release	Payroll - Adjustments		01/09/2025			No	Caprice On
	08/21/2024 - 08/21/2024	Suspended	Payroll - Earned Period	09/01/2024	08/16/2024	/21/2024		No	CHIUI, JAMI
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	LAFFAN, C

- **Pending Release** – A new report that needs to be processed and validated.
- **Processing** – The **Process Report** button has been selected, and the report is undergoing a level two validation.
- **Posted** – Processing is complete, and the report contains no errors or arrears records. All records have posted to the members’ accounts. An adjustment is required to make any corrections.
- **Suspended** – Processing is complete, and the report contains at least one error or arrears record. You may select the **Accept Valid Records** button to post valid records, address errors, and select the **Process Report** button again to reprocess the report.

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Scenario 1: Review the Payroll Report Detail Page

Within the Work On Existing Payroll Reports section, select one of the **Earned Period / Adjustment Date** links to access the Payroll Report Detail Page.

Work On Existing Payroll Reports									
Program: CalPERS		Fiscal Year:		Report Status:		Report Type: Payroll - Adjustments		Display	
Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	CHIU, JAMES
	08/21/2024 - 08/21/2024	Posted	Payroll - Adjustments		08/21/2024	08/21/2024		No	LAFFAN, CAEC
	08/20/2024 - 08/20/2024	Posted	Payroll - Adjustments		08/20/2024	08/20/2024	08/20/2024	No	Generic Repor
	08/19/2024 - 08/19/2024	Posted	Payroll - Adjustments		08/19/2024	08/19/2024		No	LINDSEY, DRE

Within the Payroll Report Detail page, the payroll report statistics (number of records reported, posted, unposted, and with errors) of the selected payroll report display.

Report Details

Report Type: Payroll - Adjustments Adjustment Date: 01/09/2025 Report Status: Pending Release
 Program: CalPERS Schedule Name: Test Report: No
 Report Name: Caprice On Leave Period FY 23

Report Statistics

	Records Reported	Records Posted	Unposted Records	Records with Errors
Total	26	0	26	0

Records Statistics

Record Type	Records Reported	Records Posted	Unposted Records	Records with Errors
Payroll Record	26	0	26	0

Payroll Report Summary

Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.

Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
Uncategorized		(\$73,890.85)	(\$5,911.23)	(\$9,073.82)	\$0.00	\$0.00	(\$14,985.05)
Totals		(\$73,890.85)	(\$5,911.23)	(\$9,073.82)	\$0.00	\$0.00	(\$14,985.05)

Generate Report

Report Type:

Payroll Record Errors Report
 Payroll Record Exceptions Report

Generate Report

Override Report Details

The report name you enter is not saved until you select the Update Report Name button.

Report Name:

Update Report Name

Accept Valid Records

The **Accept Valid Records** button is displayed for specific report types (Earned, Adjustment, and Gap) if the report has at least one record with a Valid or Arrears Apply – Employer Paid status, the Rate Plan Identifier reflects uncategorized, and there are no records in Posted status.

- You may select the **Accept Valid Records** button once per report to post any Valid records. In addition to all valid records posting, records in the report will be categorized to their appropriate rate plan identifier and displayed in the Payroll Report Summary section.
- Arrears Apply – Employer Paid records can still be edited and removed from the report after selecting the **Accept Valid Records** button; however, they cannot be edited or removed once the **Process Report** button has been selected.

Report Statistics				
Accept Valid Records				
	Records Reported	Records Posted	Unposted Records	Records with Errors
Total	109	0	109	0

Payroll Report Summary

Review the total contributions of a payroll report without having to use the **Generate Report Summary** button to generate a Cognos report.

Payroll Report Summary							
Uncategorized earnings and contributions can occur in reports in Pending Release status that have not been processed or in reports in Suspended status that have records in error. Total Contributions is the sum of reported contributions and deductions, excluding reported earnings.							
Rate Plan Identifier	Member Category	Total Member Earnings	Member Contributions	Employer Contributions	1959 Survivor Contribution	Service Credit Purchase	Total Contributions
25846	Safety - Police	\$8,514.46	\$532.47	\$1,582.24	\$0.00	\$0.00	\$2,114.71
Uncategorized		\$340,410.35	\$30,578.74	\$0.00	\$9.30	\$331.63	\$30,919.67
Totals		\$348,924.81	\$31,111.21	\$1,582.24	\$9.30	\$331.63	\$33,034.38

Override Report Details

You can give your report a name to identify it more easily. Complete the Report Name field, select the **Update Report Name** button, then select the **Yes** button to confirm the name. A report name cannot be changed after the report has posted.

Override Report Details	
The report name you enter is not saved until you select the Update Report Name button.	
Report Name:	<input type="text"/>
<input type="button" value="Update Report Name"/>	

Cancel Report

You can cancel reports without posted records for the following:

- For file-upload reports: Test or non-test report prior to a new file submission for the same earned period
- Adjustment report created in error
- Copy forwarded report that is pending release or in suspended status

Generate Report Summary

The **Generate Report Summary** button is at the bottom left of the page and is used to review a financial data summary of the payroll report in a Cognos report.

[Return to Manage Reports](#)

Scenario 2: Process an Adjustment Report

You will select the **Process Report** button from either the Payroll Report Detail page or the View Payroll Records page. Selecting the **Process Report** button initiates a series of validations on the records within the report.

System Logic

After selecting the **Process Report** button, Arrears Apply – Employer Paid records cannot be removed from the report, and they will not post to myCalPERS until the 30-day appeal period expires. If you waive your appeal rights so the records will post, refer to the [myCalPERS Employment Certification Functionality \(PDF\)](#) student guide.

Step Actions

Process From the Payroll Report Detail Page (5 steps)

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

Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	07/06/2024 - 07/19/2024	Pending Release	Payroll - Earned Period	08/18/2024	10/29/2024			No	
	06/13/2024 - 06/13/2024	Posted	Payroll - Adjustments		06/13/2024	06/13/2024		No	Jones, J

Step 3 At the bottom left of the Payroll Report Detail page, select the **Process Report** button.

Override Report Details
The report name you enter is not saved until you select the Update Report Name button.
Report Name:

 [View Records](#)
[Return to Manage Reports](#)

Step 4 Under the Confirmation Page section, select the **Yes** button to confirm the request to process the report.

Confirmation Page
Do you want to process this report?

Step 5 Select the **Save & Exit** button.

You have completed this scenario.

Process From the View Payroll Records Page (5 steps)

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

Step 2 Within the Work On Existing Payroll Reports section, select the appropriate **Earned Period / Adjustment Date** link.

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Initial Record Posted Date	Report Posted Date	Test Report	Report Name
	07/06/2024 - 07/19/2024	Pending Release	Payroll - Earned Period	08/18/2024	10/29/2024			No	
	06/13/2024 - 06/13/2024	Posted	Payroll - Adjustments		06/13/2024	06/13/2024		No	Jones, J

Step 3 At the bottom right of the Payroll Report Detail page, select the **View Records** link to access the records within the report.

Override Report Details

The report name you enter is not saved until you select the Update Report Name button.

Report Name:

Update Report Name

Process Report Cancel Report Generate Report Summary [View Records](#)

[Return to Manage Reports](#)

Step 4 At the bottom left of the page, select the **Process Report** button.

Showing records 1 - 25 | First << Previous 1 2 3 4 5 Next >> Last | [View Max](#)

[Select All](#) [Delete](#) [Edit Selected Records](#) [Save Selection](#)

[Process Report](#) [Generate Report Summary](#)

Step 5 Under the Confirmation Page section, select the **Yes** button to confirm the request to process the report.

Confirmation Page

Do you want to process this report?

[Yes](#) [No](#)

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 Guides
- [Business Rules & myCalPERS Classes](#)
Pathway: CalPERS website > Employers > I Want To...: Attend Training & Events > Business Rules & myCalPERS Classes
- [Self-Paced Online Classes](#) (log in to myCalPERS, select the **Education** global navigation tab, then the **Classes** local navigation link)
 - Business Rules
 - The Importance of Accurately Reporting Payroll
 - Special Compensation for Public Agencies & Schools
 - myCalPERS
 - Copy Forward an Earned Period Report
 - Maintain Payroll Records
 - Manage Records in a Payroll Report
 - Report a Zero Payroll Record
 - Reporting & Adjusting Special Compensation
 - Reporting Earnings Over the Compensation Limit
 - Request Extension for an Earned Period Report
 - Adjustment Reports
 - View Service & Transaction History
 - Service Credit Purchase & Arrears
 - Out-of-Class Reporting
- [myCalPERS Technical Requirements](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements
- [Special Compensation Reportability Table](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > Special Compensation Reportability Table
- [Public Agency & 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 \(PERL\)](#)
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

Some common reports that are run for payroll:

- Collective Outstanding Payroll Error Report
- Collective Outstanding Payroll Exception Report
- Confirmation of No Payroll Contributions Reportable Report
- Contribution Summary for a Fiscal Year Report
- Reported Compensation by Calendar Year Detail Report
- Reported Compensation by Calendar Year Summary Report
- Reported Member Summary Report
- Reported Member Detail Report
- Automatic Permanent Separation-Potential Appointments Report
- Automatic Permanent Separation – Completed Appointments Report
- To review a list of employees at risk of permanent separation due to unposted payroll:
 - Business Partner Info Report
 - Participant Appointment Details Report
 - Business Partner On Leave Report

CalPERS Contacts

Email

- To contact the [Employer Educators](#) for questions and inquiries, 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**.
- To contact [CalPERS Membership Unit](#) for questions regarding membership eligibility or if a non-contributory employee does not have the Earned Period No Contribution and No Service in the Transaction Type drop-down list, email **membership_reporting@calpers.ca.gov**.
- To contact the [Audit Compliance and Resolution Unit](#) for questions regarding Publicly Available Pay Schedules, reportable payrates and special compensation, labor policies or agreements, Out-of-Class reporting, and compensation reportability related to settlement agreements, email **mou_review@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 folder and select the **Submit Inquiry** link to submit a question or request.