

# myCalPERS Projected Contributions

Student Guide

**August 12, 2023**



# Introduction

This student guide is a resource to assist you with projected contributions and receivables.

## 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: Projected Contributions Timeline

### On the Second Saturday of Each Month

myCalPERS will create receivables for payroll earned periods ending within the following month.

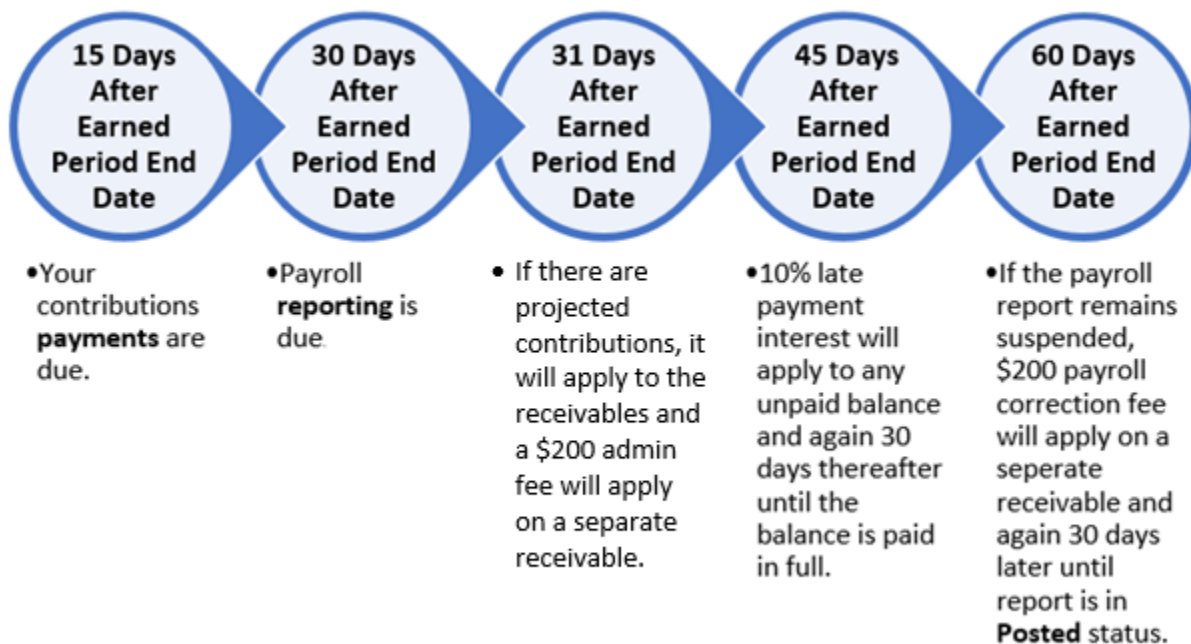
### On the Last Saturday of Each Month

Projected contributions are added to the receivable details and are reflected on the receivable balance.

Member and employer contributions are automatically projected. A nightly batch runs Monday through Friday to update the projection. Any active appointments without reported payroll or not confirmed missing will remain projected. The projected amount is based on the highest normal contributions reported in the last 90 days.

### Timeline

The chart below illustrates the Projected Contribution timeline after the earned period end date.



# Unit 2: Contributions Receivable Reconciliation

The contributions receivable pages will help you reconcile your billing, payroll reporting, and appointments.

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## Scenario 1: Reconcile Your Contributions Receivable

### Step Actions

- Step 1 Select the **Reporting** global navigation tab.
- 
- Step 2 Select the **Billing and Payments** local navigation link.
- 
- Step 3 Select from the Fiscal Year drop-down list.
- 
- Step 4 Select the **Display** button.
- 
- Step 5 Within the Contributions For Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.
- 
- Step 6 Select the **View Receivables Detail** link for the appropriate rate plan.

Contributions For Defined Benefit CalPERS (Year-To-Date)	
Rate Plan 25508 - Safety - Police - PEPR	
<b>Reported Contributions</b>	
Member Contributions:	\$22,736.93
Employer Contributions:	\$23,708.66
1959 Survivor Contributions:	\$66.03
<b>Total Posted Contributions:</b>	<b>\$46,511.62</b>
<b>Projected Contributions</b>	
Member Contributions - Projection:	\$3,103.67
Employer Contributions - Projection:	\$3,235.92
<b>Total Projected Contributions:</b>	<b>\$6,339.59</b>
<b>Payments Posted</b>	
Payments Posted:	\$45,890.35
<b>Total Payments:</b>	<b>\$45,890.35</b>
<b>Total Balance:</b>	<b>\$6,960.86</b>

- Step 7 Review the Contribution and Payment Details section.

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
<input type="radio"/> 25508	11/05/2017 - 11/18/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015088682
<input type="radio"/> 25508	10/22/2017 - 11/04/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015088665
<input type="radio"/> 25508	10/08/2017 - 10/21/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000015060536
<input type="radio"/> 25508	09/24/2017 - 10/07/2017	\$6,960.86	\$621.27	\$6,339.59	\$0.00	\$0.00	\$0.00	100000015060514
<input type="radio"/> 25508	09/10/2017 - 09/23/2017	\$0.00	\$6,568.24	\$0.00	\$0.00	\$6,568.24	\$0.00	100000015034404
<input type="radio"/> 25508	08/27/2017 - 09/09/2017	\$0.00	\$6,568.24	\$0.00	\$0.00	\$6,568.24	\$0.00	100000015034384
<input type="radio"/> 25508	08/13/2017 - 08/26/2017	\$0.00	\$6,582.34	\$0.00	\$0.00	\$6,582.34	\$0.00	100000015003832
<input type="radio"/> 25508	07/30/2017 - 08/12/2017	\$0.00	\$6,568.24	\$0.00	\$0.00	\$6,568.24	\$0.00	100000015003812
<input type="radio"/> 25508	07/16/2017 - 07/29/2017	\$0.00	\$6,582.34	\$0.00	\$0.00	\$6,582.34	\$0.00	100000014982094
<input type="radio"/> 25508	07/02/2017 - 07/15/2017	\$0.00	\$6,568.24	\$0.00	\$0.00	\$6,568.24	\$0.00	100000014982075
<input type="radio"/> 25508	06/18/2017 - 07/01/2017	\$0.00	\$6,452.71	\$0.00	\$0.00	\$6,452.71	\$0.00	100000014982052

- Step 8 To reconcile a different rate plan, complete the Search Criteria section and select the **Search** button.
- 
- Step 9 Do you want to review more details for a receivable?  
**Yes:** Continue to step 10  
**No:** You have completed this scenario.
- 
- Step 10 Select the radio button for the earned period you want to reconcile.

Step 11 Select the **View Details** button.

---

Step 12 Review the receivable details.

**Receivable**  
Fiscal Year: 2017/2018  
Rate Plan: 161  
Receivable ID: 100000015038053  
Earned Period: 08/19/2017-09/01/2017  
Receivable Due Date: 10/02/2017  
Total Balance: \$0.00

**Reported Contributions**  
Show 25 entries

Report Type	Submission Date	Member Contributions	Employer Contributions	1959 Survivor Contributions	Additional Contributions	Service Credit Purchase	Overpayment Deduction	Total Contributions
Regular Payroll	09/11/2017	\$576,912.87	\$684,470.21	\$0.00	\$0.00	\$7,770.83	\$0.00	\$1,239,153.91
Payroll Adjustment	09/20/2017	\$-41,152.52	\$-69,792.42	\$0.00	\$0.00	\$0.00	\$0.00	\$-110,904.94
Payroll Adjustment	09/24/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Projected Contributions**  
Apts Included in Projection: 10  
Projected Member Contributions: \$3,103.67  
Projected Employer Contributions: \$3,235.92  
[View Details](#)

**Late Payment Interest**  
Interest Amount  
Total Balance  
Interest Accrual End Date

**Payments Posted**  
Show 25 entries

Payment Authorization Date	Payment Posting Date	Confirmation Number	Payment Amount	Payment Account Nickname	Payment Status
09/14/2017	09/13/2017		\$396,831.17	Manual Check	Posted
09/14/2017	09/13/2017		\$36,134.83	Manual Check	Posted
09/13/2017	09/13/2017	1000927558	\$693,282.97	TEST FULLNAME22554	Posted

**Transfers**  
Receivable ID  
Earned Period  
Amount  
Transfer Date

[Return](#)

Step 13 Do you want to review what was reported for payroll?

**Yes:** Continue to step 14

**No:** You have completed this scenario.

---

Step 14 Within the Reported Contributions section, select the **Submission Date** link for the Contributions Posted Detail Report.

---

Step 15 Do you want the report in a different format?

**Yes:** Continue to step 16

**No:** You have completed this scenario.

---

Step 16 Select the **Run as** icon in the top left corner of the page.



Step 17 Select the desired format.

- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV

**You have completed this scenario.**

---

## Scenario 2: Maintain Projections

For each earned period, myCalPERS will project contribution amounts and add administrative fees for active appointments with missing payroll. You can avoid being overcharged by confirming missing payroll, permanently separating former employees, or posting payroll.

### System Logic

- Before the earned period end date, you may maintain these appointments from the Payroll Schedule page to avoid inaccurate contributions charges and administrative fees.
- Projected contributions are applied to the receivable 31 days after the earned period end date.
- Any updates made after the projection will adjust the receivable total after a nightly batch; however, administrative fees will remain.

### Step Actions

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

Step 2 Select the **Billing and Payments** local navigation link.

Step 3 Select from the Fiscal Year drop-down list.

Step 4 Select the **Display** button.

Step 5 Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.

Step 6 Select the **View Receivables Detail** link for the appropriate rate plan.

Contributions For Defined Benefit CalPERS (Year-To-Date)	
Rate Plan 25508 - Safety - Police - PEPR4	
<b>Reported Contributions</b>	
Member Contributions:	\$22,736.93
Employer Contributions:	\$23,708.66
1959 Survivor Contributions:	\$66.03
<b>Total Posted Contributions:</b>	\$46,511.62
	<a href="#">View Contributions Details</a>
<b>Projected Contributions</b>	
Member Contributions - Projection:	\$3,103.67
Employer Contributions - Projection:	\$3,235.92
<b>Total Projected Contributions:</b>	\$6,339.59
<b>Payments Posted</b>	
Payments Posted:	\$45,890.35
<b>Total Payments:</b>	\$45,890.35
	<a href="#">View Payment Details</a>
<b>Total Balance:</b>	<b>\$6,960.86</b>
	<a href="#">View Receivables Detail</a>

Step 7 Select the radio button for the earned period you want to maintain projection.

Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
<input type="radio"/>	25845 02/04/2023 - 02/17/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017047988
<input type="radio"/>	25845 01/21/2023 - 02/03/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017047970
<input checked="" type="radio"/>	25845 01/07/2023 - 01/20/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017017463
<input type="radio"/>	25845 12/24/2022 - 01/06/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000017017442
<input type="radio"/>	25845 12/10/2022 - 12/23/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100000016989181

Step 8 Select the **View Details** button.

Step 9 Are there projected contributions?

**Yes:** Continue to step 10

**No:** You have completed this scenario.

Step 10 Within the Projected Contributions section, select the **View Details** link.

**Receivable**  
Fiscal Year: 2017/2018  
Rate Plan: 161  
Receivable Due Date: 10/02/2017  
Receivable ID: 100000015038053  
Earned Period: 08/19/2017-09/01/2017  
Total Balance: \$0.00

**Reported Contributions**  
Show 25 entries

Report Type	Submission Date	Member Contributions	Employer Contributions	1959 Survivor Contributions	Additional Contributions	Service Credit Purchase	Overpayment Deduction	Total Contributions
Regular Payroll	09/11/2017	\$576,912.87	\$654,470.21	\$0.00	\$0.00	\$7,770.83	\$0.00	\$1,239,153.91
Payroll Adjustment	08/20/2017	-\$41,152.52	-\$69,752.42	\$0.00	\$0.00	\$0.00	\$0.00	-\$110,904.94
Payroll Adjustment	08/24/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Projected Contributions**  
Apts Included in Projection: 10  
Projected Member Contributions: \$3,103.67  
Projected Employer Contributions: \$4,036.00  
[View Details](#)

Step 11 Use the Search for Participants with Unposted Payroll section to filter your Participants with Unposted Payroll section.

**Unposted Payroll Reconciliation**  
Earned Period: 12/12/2020 - 12/25/2020  
Total Number of Appointments Listed: 68

**Search for Participants with Unposted Payroll**

Program: CalPERS  
Last Name:   
SSN:   
Participant CalPERS ID:   
Member Category/ Rate Plan: Miscellaneous/ 899  
Appt Status:   
Member Account Status:   
Retired Annuitant:   
Search  Clear

**Participants with Unposted Payroll**  
Payroll has not been posted for the following participants. Please report payroll or select the applicable appointments to confirm payroll is not reportable or maintain the enrollment.  
[Select All](#)  
Maintain Enrollment  Confirm Unposted Payroll   
Show 25 entries  
Showing 1 to 25 of 68 entries  
First Previous 1 2 3 Next Last

Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Rate Plan	Projected Member Contributions	Projected Employer Contributions
<input type="checkbox"/> 0123456789	Brown, Jackie	92870696	Active	Retired	Yes	899	\$0.00	\$0.00
<input type="checkbox"/> 1234567890	Smith, Mike E.	91669314	Active	Active	No	899	\$0.00	\$0.00
<input type="checkbox"/> 2345678901	Jones, Phillip	91569933	Active	Retired	Yes	899	\$0.00	\$0.00
<input type="checkbox"/> 3456789012	Pham, Kristen	92906678	Active	Retired	Yes	899	\$0.00	\$0.00
<input type="checkbox"/> 4567890123	Smith, Bill P.	91853567	Active	Retired	Yes	899	\$0.00	\$0.00

Generate Excel Report  [Return](#)

Step 12 Do you need to maintain enrollments?

**Yes:** Continue to step 13

**No:** Skip to step 19

Step 13 Select the check box(es) for the appointment(s) you wish to maintain.

Step 14 Select the **Maintain Enrollment** button.



Step 15 Complete the Appointment Event Details section.

Appointment Event Details ( 1 of 3 )

Participant CalPERS ID: 0123456789  
Name: Brown, Jackie  
Member Category: Miscellaneous  
Enrolled in Health: No

Appt ID: 92870696  
Start Date: 10/05/2019  
Appt Status: Active  
Last Reported Earned Period: 05/16/2020 - 05/29/2020

[View Appointment History](#)  
[View Transaction History](#)

Event: \* [dropdown]  
Event Date: \* [calendar]

Delete Appointment Skip Appointment

- Permanent separation - The date must be entered as at least one day after the last day at your agency, even if the date falls on a weekend or a holiday.
- Leave of Absence - The Begin Leave date must be entered as at least one day after the last paid day at your agency. The End Leave date should be the day they return.

---

Step 16 Select the **Save & Go to Next** button.

---

Step 17 Repeat steps 15-16 until you no longer have appointments to maintain.

---

Step 18 Return to step 2.

---

Step 19 Do you need to confirm missing payroll records that are not reportable?

**Yes:** Continue to step 20

**No:** Skip to step 22

---

Step 20 Select the check box(es) for the appointment(s) that have missing payroll for that earned period.

Participants with Unposted Payroll

Payroll has not been posted for the following participants. Please report payroll or select the applicable appointments to confirm payroll is not reportable or maintain the enrollment.

[Select All](#)

Maintain Enrollment Confirm Unposted Payroll

Show 25 entries

Showing 1 to 25 of 68 entries

Participant CalPERS ID	Name	Appt ID	Appt Status	Member Account Status	Retired Annuitant	Rate Plan	Projected Member Contributions	Projected Employer Contributions	
<input type="checkbox"/>	0123456789	Brown, Jackie	92870696	Active	Retired	Yes	899	\$0.00	\$0.00
<input type="checkbox"/>	1234567890	Smith, Mike E.	91669314	Active	Active	No	899	\$0.00	\$0.00
<input type="checkbox"/>	2345678901	Jones, Phillip	91569933	Active	Retired	Yes	899	\$0.00	\$0.00

---

Step 21 Select the **Confirm Missing Payroll** button.

---

Step 22 Do you need to report payroll for any employees that are identified as missing payroll?

**Yes:** Continue to step 23

**No:** You have completed this scenario.

---

Step 23 Submit missing payroll records in the next earned period report or in an adjustment report.

**You have completed this scenario.**

### Scenario 3: Apply a Credit

There is a credit on your receivable, so you will make an adjusted payment. Any credit balance within the same rate plan will apply to the receivable.

#### System Logic

- The credit will automatically apply to the receivable on the report due date.
- The credit will not apply if the receivable balance is zero.
- A credit can only be applied within the same rate plan.

#### Step Actions

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

---

Step 2 Select the **Billing and Payments** local navigation link.

---

Step 3 Select from the Fiscal Year drop-down list.

---

Step 4 Select the **Display** button.

---

Step 5 Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.

---

Step 6 Select the **View Receivables Detail** link for the appropriate rate plan.

Billing and Payment Summary (Year-To-Date)	
Fiscal Year: 2018/2019	
Contributions For Defined Benefit CalPERS:	\$0.00
Unfunded Accrued Liability:	\$0.00
Health Premium Deduction:	\$0.00
Arrears Contributions:	\$0.00
Other Obligations:	\$0.00
Admin/Other Fees:	\$0.00
<b>Total Balance:</b>	<b>\$0.00</b>

Note: Payments received against receivables with a \$0.00 balance will not be posted until the next time contributions are reported.

Contributions For Defined Benefit CalPERS (Year-To-Date)	
Rate Plan 25845 - Safety - Fire - PEPR	
<b>Reported Contributions</b>	
Member Contributions:	\$1,783,087.33
Employer Contributions:	\$2,447,550.11
1959 Survivor Contributions:	\$2,840.22
Total Posted Contributions:	\$4,233,477.66
<b>Payments Posted</b>	
Payments Posted:	\$4,233,477.66
Total Payments:	\$4,233,477.66
<b>Transfers</b>	
Transfers In:	(\$1,501.71)
Transfers Out:	\$1,501.71
Total Transfers:	\$0.00
<b>Total Balance:</b>	<b>\$0.00</b>

Step 7 Do you have a credit balance?

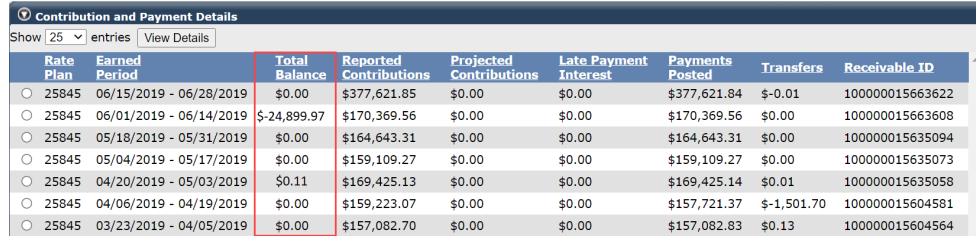
**Yes:** Continue to step 8

**No:** Repeat steps 1-6 to confirm you have a credit balance for your other rate plans. If not, then **you have completed this scenario.**

---

Step 8 Total your credits in your **Total Balance** column.

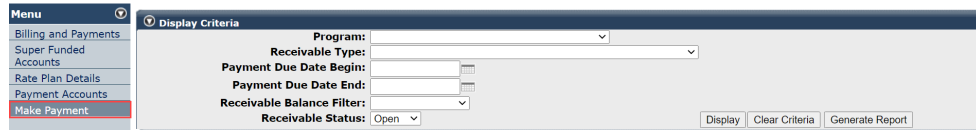
**Note:** You will deduct your credit amount from the current receivable.



The screenshot shows a table titled "Contribution and Payment Details" with columns: Rate Plan, Earned Period, Total Balance, Reported Contributions, Projected Contributions, Late Payment Interest, Payments Posted, Transfers, and Receivable ID. The "Total Balance" column is highlighted in red. The data rows are as follows:

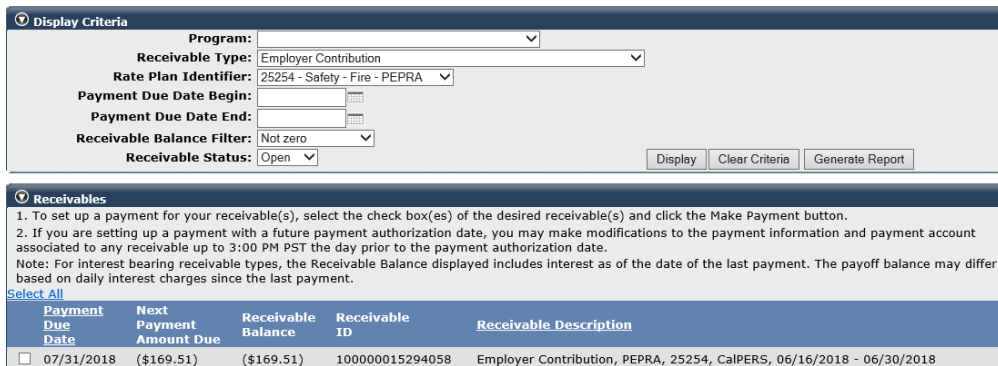
Rate Plan	Earned Period	Total Balance	Reported Contributions	Projected Contributions	Late Payment Interest	Payments Posted	Transfers	Receivable ID
25845	06/15/2019 - 06/28/2019	\$0.00	\$377,621.85	\$0.00	\$0.00	\$377,621.84	\$-0.01	100000015663622
25845	06/01/2019 - 06/14/2019	-\$24,899.97	\$170,369.56	\$0.00	\$0.00	\$170,369.56	\$0.00	100000015663608
25845	05/18/2019 - 05/31/2019	\$0.00	\$164,643.31	\$0.00	\$0.00	\$164,643.31	\$0.00	100000015635094
25845	05/04/2019 - 05/17/2019	\$0.00	\$159,109.27	\$0.00	\$0.00	\$159,109.27	\$0.00	100000015635073
25845	04/20/2019 - 05/03/2019	\$0.11	\$169,425.13	\$0.00	\$0.00	\$169,425.14	\$0.01	100000015635058
25845	04/06/2019 - 04/19/2019	\$0.00	\$159,223.07	\$0.00	\$0.00	\$157,721.37	\$-1,501.70	100000015604581
25845	03/23/2019 - 04/05/2019	\$0.00	\$157,082.70	\$0.00	\$0.00	\$157,082.83	\$0.13	100000015604564

Step 9 Select the **Make Payment** left-side navigation link.



The screenshot shows a navigation menu on the left with "Make Payment" highlighted in red. The main area is titled "Display Criteria" and contains several dropdown menus and input fields for filtering receivables, including Program, Receivable Type, Payment Due Date Begin/End, Receivable Balance Filter, and Receivable Status. Buttons for "Display", "Clear Criteria", and "Generate Report" are at the bottom right.

Step 10 Use the Display Criteria section to filter your receivables.



The screenshot shows the "Display Criteria" section with the following values: Program (dropdown), Receivable Type: Employer Contribution, Rate Plan Identifier: 25254 - Safety - Fire - PEPR, Payment Due Date Begin/End (input fields), Receivable Balance Filter: Not zero, and Receivable Status: Open. Below this is the "Receivables" section with instructions and a table of receivables. The table has columns: Payment Due Date, Next Payment Amount Due, Receivable Balance, Receivable ID, and Receivable Description. One row is visible with a checkbox:

Payment Due Date	Next Payment Amount Due	Receivable Balance	Receivable ID	Receivable Description
<input type="checkbox"/>	07/31/2018 (\$169.51)	(\$169.51)	100000015294058	Employer Contribution, PEPR, 25254, CalPERS, 06/16/2018 - 06/30/2018

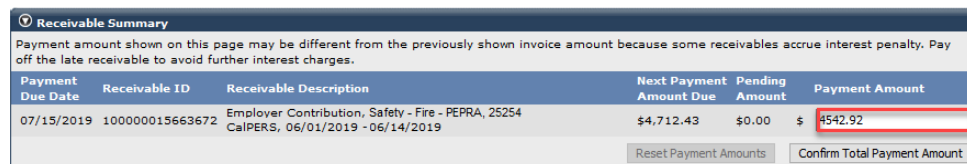
Step 11 Select the check box for the same rate plan contributions receivable for which you need to make a payment.

Step 12 Select the **Make Payment** button.

Step 13 Select the **Make a Payment** button.

Step 14 Within the Receivable Summary section, enter the payment amount.

**Payment Amount = Receivable Balance – Credit Total**



The screenshot shows the "Receivable Summary" section with a table of receivables. The "Payment Amount" column is highlighted in red. The data row is as follows:

Payment Due Date	Receivable ID	Receivable Description	Next Payment Amount Due	Pending Amount	Payment Amount
07/15/2019	100000015663672	Employer Contribution, Safety - Fire - PEPR, 25254 CalPERS, 06/01/2019 - 06/14/2019	\$4,712.43	\$0.00	\$ -542.92

Step 15 Select the **Confirm Total Payment Amount** button.

Step 16 Complete the remaining payment information.

Step 17 Select the **Save & Continue** button.

Step 18

After reading the CalPERS Terms and Conditions for Electronic Payments and Automatic Payment section, select the check box.

**CalPERS Terms and Conditions for Electronic Payments and Automatic Payment**

**Payments Date and Time Information** CalPERS will accept payment for your bills and receivables 24 hours per day. The cut-off time for all payment entries is 5:00 P.M. Pacific Standard Time (PST) on your payment authorization date. Please plan accordingly. If you select a payment authorization date that is a banking holiday or weekend, CalPERS will initiate the payment process the next business day. Please select a payment authorization date that will enable your payment to be timely. Payments may take up to three business days to be reflected in your account.

**Incomplete Payments and Returned Payments** You are responsible for all incomplete payments and returned payments. Please check all your account related information before you make the payment to prevent payment related problems. CalPERS is not responsible for the events that may occur as a result of incomplete payments or returned payments.

**Please Note:**

- The CalPERS EFT vendor bank has changed From Citibank to Union Bank. The CalPERS ACH ID number will remain the same and is **1946207465**.
- If you pay by Electronic Fund Transfer (EFT) you **must** notify your bank that this CalPERS ACH ID number is assigned to an approved payee in order for the payment to be processed by your bank. If you have already submitted an EFT using the CalPERS ACH ID, please contact your bank and let them know Union Bank is authorized to process your EFT request.
- If you wish to begin using EFT you must establish a new EFT account in my|CalPERS then notify your bank of the CalPERS ID number.

**Limitation of Liability and Governing Law** IN NO EVENT SHALL CalPERS (OR ITS LICENSORS, AGENTS, SUPPLIERS, RESELLERS, SERVICE PROVIDERS, OR ANY OTHER SUBSCRIBERS OR SUPPLIERS) BE LIABLE TO YOU, OR ANY OTHER THIRD PARTY FOR ANY DIRECT, SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES, INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, REVENUE, OR GOODWILL, WHICH MAY ARISE FROM ANY PERSON'S USE, MISUSE, OR INABILITY TO USE THE SITES OR ANY OF THE MATERIALS CONTAINED THEREIN, EVEN IF CalPERS HAS BEEN ADVISED OF THE PROBABILITY OF SUCH DAMAGES. THIS IS FOR ANY MATTER ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF CalPERS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL CalPERS' MAXIMUM TOTAL AGGREGATE LIABILITY HEREUNDER FOR DIRECT DAMAGES EXCEED THE TOTAL FEES ACTUALLY PAID BY YOU FOR USE OF A SITE OR SITES FOR A PERIOD OF NO MORE THAN ONE (1) MONTH FROM THE ACCRUAL OF THE APPLICABLE CAUSE OR CAUSES OF ACTION.

\* I have read and I understand CalPERS On-line Terms & Conditions

Step 19

Select the check box to agree to e-Signature for electronic payments.

**e-Signature**

**You Are Not Required to Complete This Transaction Electronically**

If you do not wish to complete this transaction electronically, please call the CalPERS Customer Contact Center at 1-888-CalPERS@ (1-888-225-7377@) for assistance. The TTY - For Speech & Hearing Impaired number is (916) 795-3240@.

**Electronic Signature Agreement**

You may complete this transaction electronically by selecting the "Save & Continue" button which appears on your computer screen.

By completing this transaction electronically, you acknowledge and agree that:

- (1) This transaction will be conducted by electronic means in accordance with the federal Electronic Signatures in Global and National Commerce Act (E-Sign), 15 U.S.C.A. sections 7001-7031 and the Uniform Electronic Transactions Act, California Civil Code sections 1633.1 to 1633.17;
- (2) You have read and understand the terms and conditions regarding this transaction;
- (3) You accept the terms and conditions of this Electronic Signature Agreement and the above terms and conditions regarding this transaction; and
- (4) Completion of this transaction electronically shall have the same effect as if you signed your name in ink on a piece of paper to accomplish the transaction and CalPERS will store by electronic means an electronic record of this transaction.

\* I have read and agree to the Electronic Signature Agreement above.

Save & Continue

Step 20

Select **Save & Continue** button.  
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](http://www.calpers.ca.gov).

- [myCalPERS Student Guides & Resources](#)  
**Pathway:** CalPERS website > Employers > I Want To...: Access myCalPERS Student Guides
- [myCalPERS Technical Requirements](#)  
**Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements
- [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 \(Cognos\)](#)  
**Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements
  - Projected Contributions Detail 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**.

### 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.