my|CalPERS Course 104
Payroll Contribution Reporting Basics for Public Agencies, Schools, & Non-Central State Agencies

Student Guide

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my|CalPERS Payroll Contribution Reporting Basics

Overview

Course Objectives

This class is designed to prepare you to accomplish the objectives listed below.

- Navigate within my|CalPERS
- Understand Payroll Contribution Reporting
- Generate Reports

Welcome to my|CalPERS training

This user-friendly student guide serves as a resource to report earned period and adjustment payroll records.

CalPERS requires timely and accurate payroll information in order to correctly calculate your employees' service credit and final compensation for retirement benefits. If you report incorrect pay rates and earnings for your employees or delay reporting, it may cause the following:

- Service credit accrual discrepancies
- Service credit inaccuracies
- Delays in member retirement processing
- Inaccurate retirement estimates
- Incorrect payment of benefits
- A $200 delinquency fee for late payroll reporting
- A $200 late correction administration fee

> After 60 days of the posted payroll, a $200.00 late correction admin fee will be applied due to the unfixed errors within the report

To take advantage of valuable online my|CalPERS resources, visit
http://www.calpers.ca.gov/index.jsp?bc=/employer/mycalpers/home.xml

Contents

This student guide contains the following topics:

Navigating my|CalPERS

my|CalPERS – ***My Home*** **page**	The screenshot below shows the *my|CalPERS – My Home* page with a brief description of the main features.

my|CalPERS logo always takes you to the *Home* page

Global navigation tabs

Header links

Help function

Contact CalPERS by phone, online, or by visiting a Regional Office

Log out of my|CalPERS

Local navigation links ❶

Left-side navigation links ❷

Box/area is called a section

View More Actions expands section to show more items

Skip to: Content | Footer | Welcome Annimai | Help | Contact Us | CalPERS On-Line | Log out   **April 30, 2014**

my|CalPERS

Home | Profile | Reporting | Person Information | Education | Other Organizations

My Home | Requests

Common Tasks

Menu

Person Search
Contact Personal
Security Settings

Welcome
Employer News
Visit my|CalPERS New... n the following:
- Online Annual N...
- PEPRA resources

my|CalPERS Resources
For Employers:
- Employer Reports Status
- Training
- FAQs

For Direct Authorization Vendors, Health Plan Business Partn...
- User Information & Tips
- 2014 Important Dates for Direct Authorization Vendor
- Direct Authorization Vendor User Guide (PDF, 4.43 MB)
- my|CalPERS Enhancements Presentation (PPT, 3.65 MB)

My Cases   View More Actions»
Case ID   Case Title   Case Type   Program   Status
1955274   Service Retirement   Service Retirement   Open

CalPERS MARKET VALUE
$287.7 billion
Reflects market value as of close
on 4/28/2014

View By Asset Class>>

Forms and
Publications Center »

QUICK LINKS
CalPERS Quick Picks
CalPERS Online

Edit Quick Links >>

❶   Local navigation links change depending on the global navigation tab you are currently on.

❷   Left-side navigation links items change depending on what global navigation tab or local navigation link you are currently on. **Common Tasks** items do not change.

Windows tips	• Ctrl + scroll (on your mouse) to zoom in or zoom out
	• Use the navigation tabs and links to return to the previous page. **Don't use** the Internet "back" arrow or Backspace key.
	• Open multiple my|CalPERS windows by placing your cursor over any global navigation tab, right click, and then select **"Open in New Tab"** or **"Open in New Window."** Evenly split the multiple windows using the **"Windows"** key (between Ctrl & Alt keys) +**"left or right"** arrow key.

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Navigating my|CalPERS, Continued

Common Tasks left-side navigation links

Selecting the **Common Tasks** link from the left-side navigation expands it showing the four items available, as shown below.

Selecting **Common Tasks** expands it

Run reports via the Cognos application

View documents that you sent or those CalPERS provided for you

View communication and inquiry/response history

Submit an inquiry through a secure connection with my|CalPERS. You can include confidential data, such as an SSN.

Common Tasks
- Reports
- Document History
- Inquiry List
- Submit Inquiry

Menu

Refresh by selecting my|CalPERS logo, Home or Profile global navigation tabs

Selecting the **my|CalPERS** logo or **Home** global navigation tab will refresh by returning you to the *My Home* page. You will see additional sections.

Tip! Refreshing by selecting the Profile tab will prevent the expiring password reminder

CalPERS Market Value

Access the **Forms and Publications Center**

Health Plan Search by ZIP Code

CalPERS News

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my|CalPERS Online Help

Access Help link in my|CalPERS

The my|CalPERS **Help** link features information that will assist you with conducting business and transactions in my|CalPERS. Information includes:
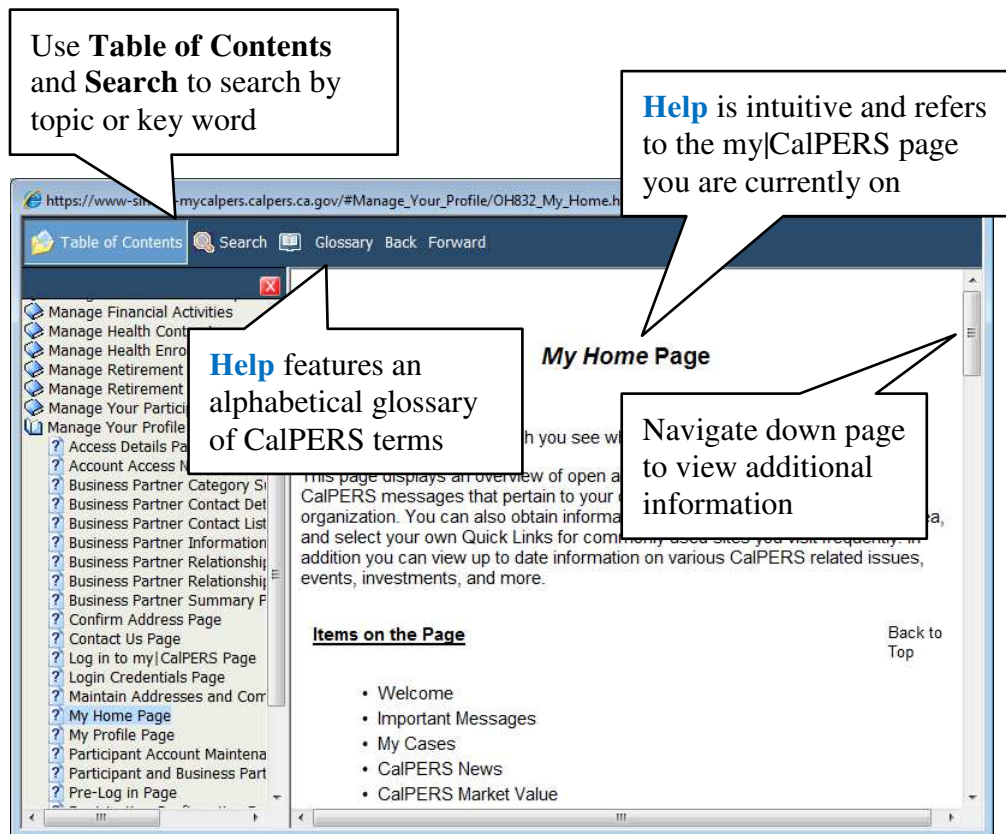
- Purpose and Background
- Items on the Page
- Detailed procedures to perform transactions and access other my|CalPERS features

Access the my|CalPERS **Help** link in the header of any page in my|CalPERS:

Access help option in my|CalPERS Help window

The *Help* page opens in a new window as shown below.

Use **Table of Contents** and **Search** to search by topic or key word

Help is intuitive and refers to the my|CalPERS page you are currently on

Help features an alphabetical glossary of CalPERS terms

Navigate down page to view additional information

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my|CalPERS Submit Inquiry

my|CalPERS Submit Inquiry   Access and use my|CalPERS Submit Inquiry by following the steps below.

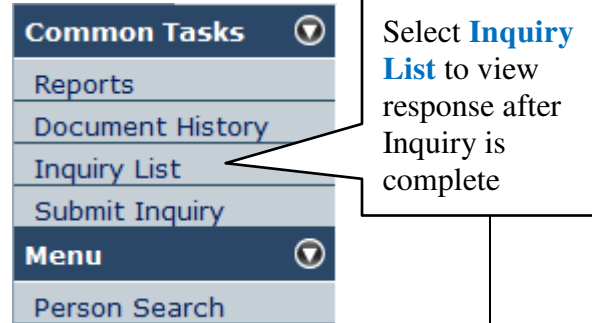| Step	Action	Result
	Submit Inquiry	
1	From any page in my|CalPERS, select the **Common Tasks** left-side navigation link to expand it.	**See Figure I-1. Common Tasks** menu on left-side navigation links **Common Tasks** menu expands.
2	Select the **Submit Inquiry** link from the left-side navigation menu.	**See Figure I-2. Common Tasks** menu on left-side navigation links *Self-Serve Inquiry* page displays.
3	Select or enter: • **Category** • **Associated Case** • **Program** • **Preferred Method of Response** • **Address, Country, State, ZIP Code**, and **Work/Daytime Phone Number** (if necessary) • **Email** *Important!* Although only the Category and Inquiry are required, the more information you can provide will provide a quicker response for your inquiry.	**See Figure I-3.** Contact Information and Query sections
4	Type inquiry in **Inquiry** field. *Important!* This is a secure environment, so you may type confidential information. Please exercise discretion when sending such information.	**See Figure I-3.** Contact Information and Inquiry sections
5	Select the **Submit** button.	*Self-Serve Inquiry* page displays. When your inquiry is answered, you will receive a system-generated email.

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my|CalPERS Submit Inquiry, Continued
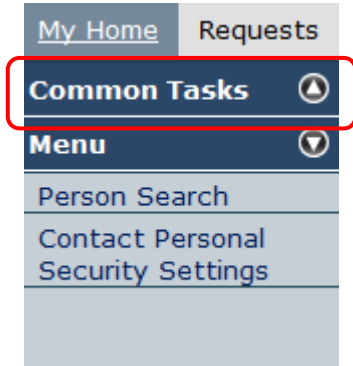
Figure I-1. **Common Tasks** menu on left-side navigation links	Figure I-2. **Submit Inquiry** link under **Common Tasks** on left-side navigation links
	Select **Inquiry List** to view response after Inquiry is complete

Figure I-3. Contact Information and Inquiry sections

By providing the required personal data with your inquiry, you are helping our agents expedite your response. The following fields have been populated with the contact information you have on file. Changes made for this inquiry will not update the information we have on file for you. You can also visit our Contact Us page to find out other ways to reach us for assistance.

Category:*

Associated Case:

Program:

Preferred Method of Response:

Address:

Country: United States

City:

State:

ZIP Code:

Work/Daytime Phone Number (Btwn. 8:00am - 5:00pm):

Email:

Select appropriate **Category** for quicker response time

You may enter confidential information in the **Inquiry** textbox

Inquiry

Please submit your inquiry.

Inquiry:*

Step	Action	Result
	View Response	
6	To view the details of your inquiry after receiving a system generated notification via email, select **Inquiry List** from **Common Tasks** from the left-side navigation links.	*Inquiry List* page displays.
7	Select Inquiry **ID number**. *Important!* CalPERS does not send confidential information via email. The email that you receive is only to notify you that your inquiry has been worked and most likely completed.	**See Figure I-4.** Inquiries section *Self -Serve Inquiry* page displays.

Figure I-4. Inquiries section

Select **Inquiry ID** link to view inquiry and response

You may sort by column headers to find submitted inquiries

Inquiry ID	Date Received	Category	Program	Status	Contacted About
0001884439	04/23/2013	Health Enrollment	Health - Medical	Closed	City of Oakland
0001413538	12/13/2012	Retirement Contract	CalPERS	Closed	City of Oakland
0000186068	11/22/2011	Payroll Reporting	CalPERS	Closed	City of Oakland
0000039389	09/29/2011	Service Credit Purchase	CalPERS	Closed	City of Oakland

Unit 1: Query Participant Balance Summary

Overview

Introduction   The my|CalPERS query feature provides users access to the *My Profile* and *Participant Balance Summary* page.

- *My Profile* page allows user to confirm the correct appointment begin and end dates, which are crucial when reporting payroll

- *Participant Balance Summary* page provide additional important information such as the following:

  - **Total Balance** - This column displays the total amount of after tax contributions and tax deferred contributions reported, plus interest earned, as of the last payroll reporting date
  - **Posted Service Credit** - This column displays the amount of service credit (in years) the participant has earned and/or purchased for the program. Service credit is derived from the pay rate and earnings reported to CalPERS
  - **Last Reporting Date** - This column displays the payroll reporting date of the last earned period if the Account Type is member. The date of separation if the Account Type is nonmember.
  - **Current Fiscal Year Hours Reported** - The combined reported Total Hours Worked for all employers in the current payroll reporting Fiscal Year (by record Payroll Period End Date) for Retired Annuitants

Contents   This unit contains the following scenario:

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Scenario: Query Participant Balance Summary

Scenario: Your employee has requested a member contributions and service credit balance update. You will query the participant within my|CalPERS, and you will access the employee's balance summary page.
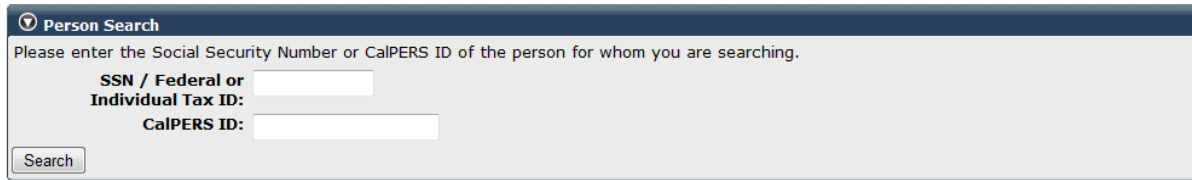
Step-by-step   Follow the steps below to query a current employee.

Step	Action	Result
1	From the *My Home* page, select either the **Person Search** left-side navigation link or the **Person Information** global navigation tab.	*Search for a Person* page displays
2	Enter the employee's social security number into the **SSN / Federal or Individual Tax ID** field in the Person Search section, then select the **Search** button.	**See Figure 1-1.** Person Search section *My Profile* page displays **Note:** The appointment begin and end dates are located within the Appointment History section.
3	Select the **Payroll Information** from left-side navigation menu.	**See Figure 1-2.** Left-side navigation menu *Participant Balance Summary* page displays **See Figure 1-3.** Retirement Program Detail section
	You have completed this scenario.	

Continued on next page

Scenario: Query Participant Balance Summary, Continued

Figure 1-1. Person Search section

Figure 1-2. Left-side navigation menu. *Participant Balance Summary* page displays.
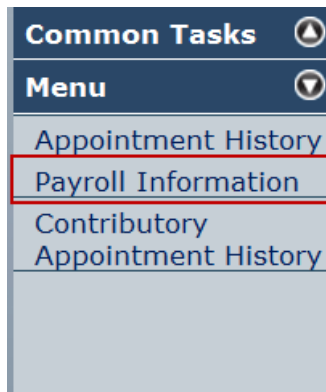
Figure 1-3. Retirement Program Detail section.

For the Defined Benefit records, the contribution amount includes the contributions reported by your employer through the last payroll reporting date indicated below. Interest has been brought forward to the current date. For the Defined Contribution accounts, the balance shown is as of the last date we received this information from the Third Party Administrator. Current balances and transaction details are available by contacting the Third Party Administrator.

Note: CalPERS has not validated the accuracy of your defined benefit program account. As a result, your yearly or transactional details may not match the reported contributions of your employer. The balance displayed is as of the most recent period.

...atus	Member Name	Total Balance	Posted Service Credit	Elected Service Credit	Total Service Credit	Last Reporting Date	Current Fiscal Year Hours Reported
...tive	Ruiz, Jonathan	$12,722.35	4.363	0.000	4.363	04/11/2014	0.00

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Unit 2: Payroll Contribution Reporting

Overview

Introduction   CalPERS retirement benefits are funded by contributions paid by contracting employers, member contributions, and earnings from CalPERS investments.

It is the employer's responsibility to ensure their employees are enrolled and their payroll records are reported accurately and timely to ensure correct payment of benefits.

Payroll reporting deadlines   Effective July 1, 2012, earned period reports must be submitted by each employer on or before 30 calendar days after the end of the service period.

Important!
- A $200.00 administrative fee will be assessed every additional 30 calendar days until the late or missing earned period report is submitted
- After 60 days of the posted payroll date, a $200.00 late correction administrative fee will be applied due to the unfixed errors within the report

Contribution payments   Member and employer contributions must be submitted to CalPERS:
- Within 15 calendar days after the end date of the service period
- The remaining balance or 100% of contributions are due 30 calendar days after the service period end date

Contents   This unit contains the following scenarios:

Scenario 1: Create an Earned Report Using Copy Forward

The Earned Period Reporting (EPR) method is used to report earnings with only **positive** values for earnings, special compensation, and survivor/PERS contributions.

Scenario: Your agency uses the Online Data Entry to report payroll. You will copy forward a prior posted payroll report for the current pay period.

Note: Employers can only copy forward Earned Period reports.

Step-by-step   Follow the steps below to Copy Forward a prior posted Payroll Report.

Step	Action	Result
1	From the *My Home* page, select the **Reporting** global navigation tab.	*Manage Reports* page displays
2	Within the Create or Edit Report section, select **Copy Prior Posted Payroll Report** from the **Method** drop-down, then select the **Continue** button. *Note:* Records that do not copy over are the following: • Adjustment records • Earned period No Contribution and No Service records (for reporting Retired Annuitant hours)	**See Figure 2-1.** Create or Edit Report section *Create Payroll Report* page displays
3	Populate the following as appropriate: • **Program** • **Report Type** • **Payroll Schedule** • **Earned period** • **Report Name** (optional) • **Prior Posted Payroll Report** *Note:* The Report Summary sub-section is populated with information from the prior posted report chosen to copy forward.	**See Figure 2-2.** Create Report section
4	Select the **Save & Continue** button. *Note:* Dialogue box will display. Select **"OK"** to continue.	*View Payroll Records* page displays with the copied records in the Records Present in the Report section

Continued on next page

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Scenario 1: Create an Earned Report Using Copy Forward,
Continued

Figure 2-1. Create or Edit Report section

Figure 2-2. Create Report section

Online versus File Upload reporting

The difference between these two methods is how the payroll submission is initiated. For file reporters, they upload their payroll file into my|CalPERS however; corrections and modifications to payroll reports are processed in my|CalPERS. File reporters must remember to update the corrections in their source system.

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Step-by-step (continued)

Step	Action	Result
5	Records in the report may be sorted within the Records Present in the Report section by selecting the following column headers: • **SSN** (last 4 digits) • **CalPERS ID** (employees' IDs) • **Division** • **Name** (sort by last name) • **Earned Period** (sort chronologically by date) • **Member Category** (Miscellaneous or Safety) • **Status** (Error, Pending Validation, Valid With Exceptions, or Valid)	**See Figure 2-3.** *View Payroll Records* page
6	Review the following: • **Select All** ❶ – Allows users to select all the Records Present in the Payroll Report – Users may select the record(s) by selecting the checkbox next to the SSN – If a checkbox is selected, the user may delete, edit, or save the record • **Delete** ❷ – Users may select unposted payroll records in a payroll report and delete them • **Edit Selected Records** ❸ – Users may select unposted payroll records in a payroll report and edit them – If multiple records were selected, then the records can be edited individually one after the other using the **Save and Continue** button on the bottom of the record	**See Figure 2-3.** *View Payroll Records* page

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Scenario 1: Create an Earned Report Using Copy Forward,
Continued

Figure 2-3. *View Payroll Records* page

Status of transactions:
-Error that needs to be corrected or deleted

-Pending Validation within this report hasn't been submitted

-Valid With Exceptions does not indicate the record has an error but it could be an issue. You should verify that it is accurate! (Example: Name doesn't match the name on the employee's profile.)

-**Valid** has passed the first level of validations and is most likely error free

-**Posted** means error free and on a posted payroll report

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Scenario 1: Create an Earned Report Using Copy Forward, Continued

Step-by-step (continued)

Step	Action	Result
7	Below is a listing of buttons on the *View Payroll Records* page. • **Add New** ❹ – Users may add payroll records in an unposted payroll report • **Apply Mass Update** ❺ – Users may only apply mass update to an unposted payroll record in an earned period report – Users may change the percentages for pay rate, earnings, and contributions to a Member Category – pay rate, earnings, and contributions must all be increased by the same percentage – pay rate, earnings, and contributions values must be positive • **Process Report** ❻ – Process and submit the report to CalPERS via my|CalPERS	**See Figure 2-4.** *View Payroll Records* page
	You have completed this scenario.	

Scenario 1: Create an Earned Report Using Copy Forward,
Continued

Figure 2-4. *View Payroll Records* page

Scenario 2: Add a Payroll Record for a New Active Employee

Introduction   Employers must submit specific information about each PERS and Retired Annuitant employee to CalPERS in the form of a payroll report. Government code sections 20120-20124 require payroll to be submitted by contracting agencies.

CalPERS require employers to report **all** qualified positions to CalPERS for all PERS employees. This will require you to process an active employee's additional appointment. Payroll and contributions should also be submitted until notified otherwise.

Earned Period Reporting transaction type is only used to report with positive values.

Scenario: An employee's PERS appointment has already been established in my|CalPERS. You will add a new earned period record within the earned period payroll report.

Step-by-step   Follow the steps below to add a payroll record for a new employee.

Step	Action	Result
*Add Participant Payroll Record*	
1	Within the Search a Record in the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field, then select the **Add New** button.	**See Figure 2-5.** Search a Record in the Report section
2	Within the **Maintain Record Details** section, ensure the correct **Begin** and **End Dates** are prepopulated. *Note:* **Payroll Record Memo** field is optional.	**See Figure 2-6.** Payroll Report Details and Maintain Record Details sections
3	Within the Maintain Record Details section, select the **Display** button to expand that section.	• *Maintain Payroll Record* page refreshes • Maintain Record Details section expands

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Scenario 2: Add a Payroll Record for a New Active Employee,
Continued

Figure 2-5. Records Present in the Report sections

Figure 2-6. Payroll Report Details and Maintain Record Details sections

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Step-by-step   (continued)

Step	Action	Result
Add Earnings		
4	Within the Maintain Record Details section, Earnings subsection, populate: • **Appointment** • **Transaction Type** • **Pay Rate Type** • **Pay Rate** • **Reportable Earnings** • **Scheduled Full Time Hours Per Week** • **Scheduled Full Time Days Per Week** • **Total Hours Worked** (leave as **"0"** if not a retired annuitant)	**See Figure 2-7.** Maintain Records Details section
5	Within the Maintain Records Details section, Contributions subsection, enter the correct contribution amounts: • **Taxed** • **Taxed Deferred** • **Survivor** • **Member paid, etc.**	**See Figure 2-7.** Maintain Record Details section
6	Select the **Save & Exit** button to return to the *View Payroll Records* page. *Important!* If you do not know the correct contribution amounts, my|CalPERS will automatically calculate it upon selecting the **Save & Exit** (or **Save & Continue**) button and alert you via a message in the Errors section.	*View Payroll Records* page displays **See Figure 2-8.** Errors section
	You have completed this scenario.	

Scenario 2: Add a Payroll Record for a New Active Employee,
Continued

Figure 2-7. Maintain Records Details section

Figure 2-8. Errors Section

Reporting overtime positions	CalPERS will determine which position is considered overtime, meaning which positions should be contributory (where employer and employee contributions are submitted to CalPERS), and which positions are non-contributory (where no contributions are submitted).

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Scenario 3: Add a Payroll Record for a Retired Annuitant

Earned Period No Contribution and No Service (EPN) is used to report earning with only **positive** values for noncontributing positions such as:

- Retired Annuitants
- Local Alternate Retirement Plan members
- Overtime positions (concurrent appointments)

A Retired Annuitant (RA) may work for a CalPERS-covered employer under certain guidelines.

Scenario: Your agency has hired a new retired annuitant and the appointment has been entered in my|CalPERS. Now, you can report payroll for the RA in the current earned period report through my|CalPERS.

Step-by-step   Follow the steps below to add a new retired annuitant's payroll record.

Step	Action	Result
Add Retired Annuitant Payroll Record		
1	Within the Search a Record in the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field, then select the **Add New** button.	**See Figure 2-9.** Records Present in the Report section
2	Within the Maintain Record Details section, ensure correct **Begin** and **End Dates** are prepopulated appropriately. *Note:* The **Payroll Record Memo** field is optional.	Payroll Report Details and Maintain Record Details sections

Continued on next page

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Scenario 3: Add a Payroll Record for a Retired Annuitant,
Continued

Figure 2-9. Records Present in the Report section

| **End of fiscal year/back out records** | When a Retired Annuitant hours cross over fiscal years, you need to report two payroll records instead of one: |
| | |

When a Retired Annuitant hours cross over fiscal years, you need to report <u>two</u> payroll records instead of one:

Example: Retired Annuitant works the entire pay period of 6/22/13 – 7/5/13.
1. Report one payroll record for 6/22/13 – 6/30/13
2. Report another payroll record for 7/1/13 – 7/5/13

It is important to correctly reverse total hours worked for retirees to ensure they do not exceed 960 hours. When reversing payroll, be sure to reverse (back out) the *negative total hours* worked and then resubmit with the correct payroll information.

Scenario 3: Add a Payroll Record for a Retired Annuitant,

Continued

Step-by-step (continued)

Step	Action	Result
	Add Earnings	
3	Within the Maintain Record Details section, select the **Display** button to expand that section.	**See Figure 2-10.** Payroll Report Details and Maintain Record Details sections • *Maintain Payroll Record* page refreshes • Maintain Record Details section expands
4	Within the Maintain Record Details section, Earnings subsection, populate: • **Appointment** • **Transaction Type** • **Pay Rate Type** • **Pay Rate** • **Reportable Earnings** • **Scheduled Full Time Hours Per Week** • **Scheduled Full Time Days Per Week** • **Total Hours Worked** (Retired annuitants only)	**See Figure 2-11.** Maintain Records Details section
5	Select the **Save & Exit** button to return to the *View Payroll Records* page. *Note:* The new payroll record is created for the retired annuitant and it displays with a status of "Valid" in the Records Present in the Report section. *Note:* Retired Annuitant hours doesn't copy forward. The employer must report hours worked per pay period.	*View Payroll Records* page displays
	You have completed this scenario.	

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Scenario 3: Add a Payroll Record for a Retired Annuitant, Continued

Figure 2-10. Payroll Report Details and Maintain Record Details sections

Figure 2-11. Maintain Record Details section

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Scenario 4: Last Day on Payroll Due to Permanent Separation

In my|CalPERS, the permanent separation date is now part of a series of system validations. **Therefore, the permanent separation date must be reported as the day *after* the last day an employee works for your agency, which is often the day after the last day on payroll.**

Scenario: Your employee's appointment already reflects a permanent separation within the middle of a pay period. You must update the earned period payroll record to modify pay period end date, reportable earnings, and contributions.

Step-by-step Follow the steps below to modify an employee's payroll record.

Step	Action	Result
1	Within the Records Present in the Report section, select the SSN link next to the employee's record you wish to modify or you can search by CalPERS ID within the Search a Record in the Report section, then select the **Search** button.	*Payroll Record Details* page displays *Maintain Payroll Record* page displays
2	Populate appropriately: • **End Date** • **Reportable Earnings** • **Special Compensation (if necessary)** • **Contributions**	**See Figure 2-12.** Maintain Record Details section Errors section displays
3	Select the **Save & Exit** button.	
	You have completed this scenario.	

Continued on next page

Scenario 4: Last Day on Payroll Due to Permanent Separation, Continued

Figure 2-12. Maintain Record Details section

> The employee's payroll record end date must reflect the last day the employee earned pay

Edit Select Records button	If updating several employees' payroll records, you may select the check box in front of each line, and then select the **Edit Select Records** button. You can then update each selected record in a row by making the edits, selecting the **Save and Continue** button.

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Scenario 5: Review Employee Posted Payroll History

An employee's posted payroll can be viewed in my|CalPERS. To apply the appropriate payroll adjustments, the employer must first review the employee's payroll account.

Posted payroll records are available through the employee's profile account. The posted payroll date determines the location where the payroll records may be found.

- **View Service History -** Provides a summary of a member's posted pay period and service credit status history by fiscal year submitted through my|CalPERS. This service history type generates a user-friendly posted pay period summary page that captures the earnings, contributions, and special compensation.

Transaction History by Fiscal Year - This page displays all payroll records by fiscal years, including *legacy* data (prior payroll history) and adjustments. This information may be downloaded into excel (csv format). The participant's transaction history is a breakdown of their earnings, balance, and service credit information by transaction, but doesn't identify special compensation by category.

Scenario: You have an employee whose payroll record requires an adjustment. However, you first need to review the employee's payroll account and obtain the information originally posted.

Step-by-step   Follow the steps below to review an employee's posted payroll.

Step	Action	Result
View Service History		
1	From the *My Home* page, select either the **Person Search** left-side navigation link or the **Person Information** global navigation tab.	Person Search section on *Search for a Person* page displays
2	Enter the employee's CalPERS ID in the **CalPERS ID** field, then select the **Search** button.	**See Figure 2-13**. *Profile Summary* page displays
3	Within the left-side navigation menu, select the **Payroll Information** link.	*Program Details* page displays
4	Within the Retirement Program Detail section, select the **CalPERS** link.	**See Figure 2-14.** Program Details section
5	Within the Program Details section, select the **View Service History** link.	**See Figure 2-15.** *Service History by Fiscal Year* page displays

Continued on next page

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Scenario 5: Review Employee Posted Payroll History, Continued

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Figure: 2-13. *Profile Summary* page displays

Figure 2-14. Program Details section

Figure 2-15. Service History by Fiscal Year

	Fiscal Year	Earnings	Special Compensation	Service Credit	Taxed Contributions	Tax Deferred Contributions	Service Credit Purchase Available	1959 Survivor
☐	2013/2014	$53,106.95	$4,979.96	0.907	$0.00	$7,551.29	No	$13.95
☐	2012/2013	$92,324.41	$8,179.95	1.000	$0.00	$13,065.55	No	$24.18
☐	2011/2012	$96,194.30	$8,842.55	1.000	$0.00	$13,654.78	No	$25.11

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Step-by-step (continued)

Step	Action	Result
	View Service History continued	
6	Within the Service History section, select the checkbox of the fiscal year to view the reported payroll records.	**See Figure 2-16.** Service History by Fiscal Year
7	Within the Service History section, select the appropriate **Start Date** link to display the Service Period Summary. *Note:* Users can also filter by appointment, current status, or service history.	*Service History Detail* page displays **See Figure 2-17.** Display Criteria Section
8	Summary of posted earned period payroll displays. .	**See Figure 2-18.** Service Period Summary and View Special Compensation section
	You have completed this scenario.	

Scenario 5: Review Employee Posted Payroll History, Continued

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Figure 2-16. Service History by Fiscal Year

	Fiscal Year	Earnings	Special Compensation	Service Credit	Taxed Contributions	Tax Deferred Contributions	Service Credit Purchase Available	1959 Survivor
☑	2013/2014	$44,858.28	$1,050.00	0.932	$0.00	$3,105.88	No	$0.00
☐	2012/2013	$46,508.44	$1,092.00	1.000	$0.00	$3,220.06	No	$0.00
☐	2011/2012	$30,979.94	$882.00	0.732	$0.00	$2,140.59	No	$0.00

Service History by Fiscal Year

The Member's Service History by Fiscal Year is displayed below. To view the existing service periods, select individual fiscal years and the View History button.

View History

Figure 2-17. Display Criteria Section

Display Criteria

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

Appointment: ○ 27440590 : County of Monterey - Miscellaneous - 01/13/2003
Current Status: [▾]
Service Type: [▾]

Display

Service History   View More Actions»

Service Type	Start Date	End Date	Posted Service Credit	Current Status	Pay Rate	Pay Rate Type	Earnings	Special Compensation	Tax Co
Credited Service	05/31/2014	06/13/2014	0.037203	Posted	$28.43	Hourly	$1,819.20	$42.00	$0.
Credited Service	05/17/2014	05/30/2014	0.037203	Posted	$28.43	Hourly	$1,819.21	$42.00	$0.

Figure 2-18. Service Period Summary and View Special Compensation sections

Service Period Summary

Associated Appointment Enrollment

Employer: City of Oakland	**CalPERS ID:** 4015143822
Division:	**Appointment Start Date:** 02/20/1999
Member Category: Safety - Fire	**Appointment End Date:**
Appointment Id: 21052920	**SCO Payroll Sequence Number:**

Benefits Provisions

Retirement Formula: 3% @ 50 Patrol or Local Safety Member	**Years of Final Compensation:** 1

Service Period Detail

Service Credit Type: Credited Service	**Pay Rate:** $34.04
Start Date of Service Period: 08/31/2013	**Earnings:** $3,268.12
End Date of Service Period: 09/13/2013	**Tax Deferred Member Paid Contribution Amount:** $478.58
Pay Rate Type: Hourly	**Taxed Member Paid Contribution Amount:** $0.00
Certified Service Credit: 0.056	**Tax Deferred Employer Paid Contribution Amount:** $0.00
Scheduled Days per Week: 0.0	**1959 Survivor:** $0.93
Scheduled Hours per Week: 52.0	
Total Hours Worked: 0.0	

View Special Compensation

Category	Type	Amount
Statutory Items	Uniform Allowance	$21.92
Statutory Items	Fair Labor Standards Act (FLSA)	$177.88
Statutory Items	Holiday Pay	$213.45

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Scenario 5: Review Employee Posted Payroll History, Continued

Step-by-step (continued)

Step	Action	Result
	View Transaction History	
1	From the *My Home* page, select either the **Person Search** left-side navigation link or the **Person Information** global navigation tab.	*Search for a Person* page displays
2	Enter the employee's CalPERS ID in the **CalPERS ID** field, then select the **Search** button.	*My Profile* page displays
3	Within the left-side navigation menu, select the **Payroll Information** link.	*Participant Balance Summary* page displays
4	Within the Retirement Program Detail section, select the **CalPERS** link.	*Participant Program Balance Detail* page displays
5	Within the Program Details section, select the **View Transaction History** link.	**See Figure 2-19.** Program Details section
6	Within the Transaction History by Fiscal Year Posted section, select a Fiscal **Year** link.	**See Figure 2-20.** Transaction History by Fiscal Year Posted section

Transaction History Details page displays |
| 7 | Select the Export to Excel button.

Note: It will display Special Compensation total, but not broken down by category. | **See Figure 2-21.** Transaction History Details |
8	Select the **Open** button located at the bottom of the *File Download* dialog box	*Microsoft Excel* dialog box opens
9	Select **Yes** button on *Microsoft Excel* dialog box.	Report opens in Excel
10	Modify, save, or print the Excel file as needed.	
	You have completed this scenario.	

Continued on next page

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Scenario 5: Review Employee Posted Payroll History ,
Continued

Figure 2-19. *Transaction History by Fiscal Year* page displays.

▽ **Program Details**

Service credit total includes only earned service credit and service credit purchases that are paid in full. Service credit that has been elected but not yet paid in full is not included.

Program Details

Program: CalPERS		**Account Type:** Member
Status: Active		

Balance Details

Taxed Contributions: $0.00	**Posted Interest:** $2,085.24	**Posted Service Credit:** 4.341
Tax Deferred Contributions: $27,851.81	**Current Interest:** $1,419.86	**Last Reporting Date:** 04/11/2014
Total Contributions: $27,851.81	**Total Interest:** $3,505.10	**Total Balance:** $31,356.91

View Service History
View Transaction History

Figure 2-20. Transaction History by Fiscal Year Posted section

▽ **Transaction History by Fiscal Year Posted**

Fiscal Year	Earnings	Special Compensation	Taxed Contributions	Tax Deferred Contributions	Posted Interest	Total Balance to Date
2013/2014	$64,822.02	$4,465.85	$0.00	$6,235.96	$0.00	$28,127.19
2012/2013	$76,534.98	$4,329.13	$0.00	$7,277.75	$0.00	$21,891.23
2011/2012	$72,885.14	$1,895.66	$0.00	$6,730.31	$0.00	$14,613.48
2010/2011	$67,276.20	$2,161.96	$0.00	$6,158.83	$248.34	$7,883.17
2009/2010	$18,112.00	$0.00	$0.00	$1,448.96	$27.04	$1,476.00

Figure 2-21. Transaction History Details section

▽ **Transaction History Details**

Posting Date	Effective Date	Transaction Type	Member Category	Pay Rate Type	Pay Rate	Earnings
04/22/2014	04/11/2014	Earned Period Reporting	Safety - Police	Monthly	$7,064.00	$3,260.30
04/08/2014	03/28/2014	Earned Period Reporting	Safety - Police	Monthly	$7,064.00	$3,260.30
08/07/2013	07/19/2013	Earned Period Reporting	Safety - Police	Monthly	$6,596.00	$3,044.30
07/17/2013	07/05/2013	Earned Period Reporting	Safety - Police	Monthly	$6,596.00	$3,044.30

Export to Excel

The transaction FY history is downloadable into excel (csv).

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Scenario 6: Add a Prior Period Adjuitment to an Earned Period Payroll Report

A Prior Period Adjustment (PPA) is used to report either positive or **negative** adjustments one pay period at a time.

Scenario: An earned period payroll record was erroneously submitted for an employee during a period in which they were on an *unpaid leave of absence*. You will adjust their account by reporting a Prior Period Adjustment (PPA). You will report a **negative** PPA to reverse (back out) the erroneously reported payroll.

Note: Follow the steps in scenario 5 to learn how to review an employee's posted payroll history.

Step-by-step   Follow the steps below to add a PPA record to a current earned period report.

Step	Action	Result
1	Within the Search a Record in the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field, then select the **Add New** button.	*Payroll Report Detail* page refreshes with search results displaying in the Records Present in the Report section *Maintain Payroll Record* page displays with employee's Payroll Report and Record Details
2	Within the Maintain Record Details section, enter the **Begin** and **End Dates** in the appropriate fields, then select the **Display** button. *Important!* The dates of the adjustment record must reflect the original earned period dates.	**See Figure 2-22.** Payroll Report Details and Maintain Record Details sections • *Maintain Payroll Record* page refreshes • Maintain Record Details section expands

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Scenario 6: Add a Prior Period Adjustment to an Earned Period Payroll Report, Continued

Figure 2-22. Payroll Report Details and Maintain Record Details sections

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Scenario 6: Add a Prior Period Adjustment to an Earned Period Payroll Report, Continued

Step-by-step (continued)

Step	Action	Result
3	Within the Maintain Record Details section, populate the following fields as necessary to report the adjustment. • **Appointment** • **Transaction Type** • **Pay Rate Type** • **Pay Rate** (always positive) • **Reportable Earnings** (if reversing – negative) • **Scheduled Full Time Hours Per Week** • **Scheduled Full Time Days Per Week** *Note:* When data is not reported for a particular field, then that field must default as zero (0.0).	**See Figure 2-23.** Expanded Maintain Record Details section
4	Does special compensation need to be reversed? <table><tr><td>**If ...**</td><td>**Then ...**</td></tr><tr><td>Yes</td><td>Continue to step 5</td></tr><tr><td>No</td><td>Skip to step 14</td></tr></table>	
Add Special Compensation		
5	Select the **View Special Compensation** link.	*View Special Compensation* page displays
6	Select the **Add New** button.	**Figure 2-24.***Maintain Special Compensation* page displays
7	Select the appropriate **Special Compensation Category** and **Special Compensation Type** from the drop-downs.	
8	Enter the dollar amount in the **Amount** field. **Important!** if reversing – report negative	
9	Select the **Save and Add Another** button, since we are reversing another special compensation.	

Continued on next page

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Scenario 6: Add a Prior Period Adjustment to an Earned Period Payroll Report, Continued

Figure 2-23. Expanded Maintain Record Details section

> All fields must have a value entered, even if the value is zero

Figure 2-24. Maintain Special Compensation Details section

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Scenario 6: Add a Prior Period Adjustment to an Earned Period Payroll Report, Continued

Step-by-step (continued)

Step	Action	Result
10	Do you have additional special compensation to reverse? <table><tr><td>**If ...**</td><td>**Then ...**</td></tr><tr><td>Yes</td><td>Repeat steps 7 thru 8</td></tr><tr><td>No</td><td>Continue to step 11</td></tr></table>	*View Special Compensation* page displays
11	Select the **Save** button. *Note:* The **Calculate** button works like the **Save** button.	
12	Select the **Return** link.	*Maintain Payroll Record* page displays
	Report Contributions	
13	Within the Contribution sub-section, enter the contributions amount(s) in the appropriate fields.	
14	Select the **Save & Exit** button.	**See Figure 2-23.** Records Present in the Report section
	You have completed this scenario.	

Scenario 6: Add a Prior Period Adjustment to an Earned Period Payroll Report, Continued

Figure 2-23. Records Present in the Report section

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Scenario 7: Add a Retroactive Salary Adjustment to an Earned Period Report

A Retroactive Salary Adjustment (RSA) is used to capture base salary retroactive salary **increases** for one or more prior posted periods. This adjustment type only contains **positive** pay rate increases and the difference in reported earnings and contributions.

Scenario: Your employee received approval for a pay raise effective retroactively at the beginning of a pay period for **two consecutive** pay periods. You will create a retroactive salary adjustment record to report the new pay rate and report the *difference* earned and contributions.

Note: To apply the appropriate adjustments, follow the steps in Scenario 5 to view what was previously reported.

Step-by-step   Follow the steps below to add a retroactive salary adjustment.

Step	Action	Result
1	Within the Search a Record in the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field, then select the **Add New** button.	*Payroll Report Detail* page refreshes with search results displaying in the Records Present in the Report section *Maintain Payroll Record* page displays with employee's Payroll Report and Record Details
2	Within the Maintain Record Details section, enter the *prior earned period* **Begin** and **End Dates** in the appropriate fields, then select the **Display** button.	**See Figure 2-25.** Payroll Report Details and Maintain Record Details sections

Continued on next page

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Scenario 7: Add a Retroactive Salary Adjustment to an Earned Period Report, Continued

Figure 2-25. Payroll Report Details and Maintain Record Details sections

Report separately if the pay raise was effective in the **middle** of a pay period. Then report the remaining pay periods in a lump sum.

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Step-by-step (continued)

Step	Action	Result
3	Within the Maintain Record Details section, populate the following fields as necessary to report the adjustment. *Note:* Reportable Earnings – report the difference in earnings • **Appointment** • **Transaction Type** • **Pay Rate Type** • **New Pay Rate** • **Reportable Earnings** • **Scheduled Full Time Hours Per Week** • **Scheduled Full Time Days Per Week Total Hours Worked** *Note:* When data is not reported for a particular field, then leave that field as zero (0.0).	**See Figure 2-26.** Expanded Maintain Record Details section
4	Within the Maintain Record Details section, Contributions subsection, enter the **difference earned** in the contribution amount(s) in the appropriate field(s).	
5	Select the **Save & Exit** button. You have completed this scenario.	*View Payroll Records* page displays. **See Figure 2-27.** Records Present in the Report section

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Scenario 7: Add a Retroactive Salary Adjustment to an Earned Period Report, Continued

Figure 2-26. Expanded Maintain Record Details section

Figure 2-27. Records Present in the Report section

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Scenario 8: Add a Retroactive Special Compensation Adjustment to an Earned Period Report

A Retroactive Special Compensation adjustment (RSC), is used to report or update positive Special Compensation values for one or more prior periods**.**

Scenario: Your employee received approval for retroactive special compensation effective for seven consecutive pay periods. You will report this multiple pay period adjustment in a lump sum.

Note: When reporting a Retroactive Special Compensation record, report the following:

- Pay rate type
- Pay rate
- Schedule full time hours worked
- Special compensation
- Contributions

Note: Follow the steps in scenario 5 to determine what was originally posted for the employee.

Step-by-step   Follow the steps below to add retroactive special compensation record.

Step	Action	Result
1	Within the Search a Record in the Report section, enter the employee's **SSN** or **CalPERS ID** in the appropriate field, then select the **Add New** button.	**See Figure 2-28.** *View Payroll Records* page *Maintain Payroll Record* page displays with employee's Payroll Report and Record Details
2	Within the Maintain Record Details section, enter the *prior earned period* Begin and End Dates in the appropriate fields, then select the **Display** button.	**See Figure 2-29.** Payroll Report Details and Maintain Record Details sections

Scenario 8: Add a Retroactive Special Compensation Adjustment to an Earned Period Report, Continued

Figure 2-28. *View Payroll Records* page

Figure 2-29. Payroll Report Details and Maintain Record Details sections

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Step-by-step (continued)

Step	Action	Result
3	Within the Maintain Record Details section, select: • **Appointment** • **Transaction Type** • **Pay Rate Type** • **Pay Rate** • **Scheduled Full Time Hours Per Week** • **Scheduled Full Time Days Per Week**	**See Figure 2-30.** Expanded Maintain Record Details section *Note:* When data is not reported for a particular field, then that field must remain as zero (0.0)
	Add Special Compensation	
4	Select the **View Special Compensation** link in the Maintain Records Details section.	**See Figure 2-30.** Expanded Maintain Record Details section
5	Select the **Add New** button in the View Special Compensation section.	*Maintain Special Compensation* page displays
6	Populate the following appropriately: • **Special Compensation Category** • **Special Compensation Type** • **Amount**	**See Figure 2-31.** Maintain Special Compensation section
7	Select the **Save** button.	**See Figure 2-32.** Special Compensation added successfully message displays
8	Do you have additional special compensation to add to the record? <table><tr><td>**If ...**</td><td>**Then ...**</td></tr><tr><td>Yes</td><td>Select the **Save and Add Another** to repeat steps 6 & 7</td></tr><tr><td>No</td><td>Select the **Save** button and continue to step 9</td></tr></table>	Maintain Special Compensation Details section
9	At the bottom right of the page, select the **Return** link to return to the employee's payroll record.	*Maintain Payroll Record* page displays

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Scenario 8: Add a Retroactive Special Compensation Adjustment to an Earned Period Report, Continued

Figure 2-30. Expanded Maintain Record Details section

Figure 2-31. Maintain Special Compensation section

Figure 2-32. Special Compensation added successfully message

The Special Compensation Record entered is added successfully.

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Scenario 8: Add a Retroactive Special Compensation Adjustment to an Earned Period Report, Continued

Step-by-step (continued)

Step	Action	Result
	Report Contributions	
10	Within the Maintain Record Details section, Contributions subsection, enter the updated contribution amount(s) in the appropriate field(s), then select the **Save & Exit** button.	**See Figure 2-33.** Maintain Record Details section, Contributions subsection
11	Do you need to add another adjustment record for this <u>same employee</u> to reflect a different pay period? <table><tr><td>**If ...**</td><td>**Then ...**</td></tr><tr><td>Yes</td><td>select the **Save & Continue** button, then refer to step 2.</td></tr><tr><td>No</td><td>select the **Save & Exit** button and you have completed this scenario.</td></tr></table> You have completed this scenario.	

Scenario 8: Add a Retroactive Special Compensation Adjustment to an Earned Period Report, Continued

Figure 2-33. Maintain Record Details section, Contributions subsection

Scenario 9: Process an Earned Period Payroll Report

Scenario: Within the earned pay period report, you added new records, modified records, and added adjustment records to the report. Now you will submit the report through my|CalPERS for validation.

Step-by-step   Follow the step below to process a payroll report.

Step	Action	Result
1	From the *View Payroll Records* page, select the **Process Report** button.	**See Figure 2-34.** Process Report button *Payroll Report Detail* page displays.
2	Select the **Yes** button under the Confirmation Page section to confirm the request to process the report. *Note:* my|CalPERS initiates a series of validations on the payroll report.	*Manage Reports* page displays. **See Figure 2-35.** Confirmation Page section

Continued on next page

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Figure 2-34. Process Report button

Figure 2-35. Confirmation Page section

Processing - payroll report statuses	**Pending Release** - This is a new report that needs to be validated, and hasn't been submitted for processing.
	Suspended - The report may be suspended if there are errors detected, however, when this occurs, you may accept valid records only (recommended) and correct the errors at a later time. In a suspended report, if you delete all the remaining errors, it will still have a "Suspended" status. If you want the report to reflect a "Posted" status, process the report again.

Processing - If no errors are found, the status will change from "Processing" to "Posted." If even one error is found, the status will change from "Processing" to "Suspended." You will need to correct the error(s), and then select the **Process Report** button to resubmit the report.

Posted - The report has been processed and all records have posted to the member account.

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Step	Action	Result
	Processing the Report from the My Home page	
1	From the *My Home* page, select the **Reporting** global navigation tab.	*Manage Reports* page displays
2	Within the Work on Existing Reports section, select the **View More Actions>>** link to view additional payroll reports. *Important!* After selecting **View More Actions>>**, only the first 25 reports will display. Select the appropriate links at the bottom of the Work on Existing Reports section to view the next pages, or select the **View Max** link to display the maximum number of reports.	Additional payroll reports in the Work on Existing Reports section displays **See Figure 2-36.** Advance to **Next**, **Last**, and **View Max** links
3	Within the Work on Existing Reports section, select the appropriate drop-down options to locate your report: • **Program** • **Fiscal Year** • **Report Status** • **Report Type** Then select the **Display** button.	**See Figure 36.** Work on Existing Reports section
4	To work on the report, select the **Earned Period/Adjustment Date** link.	The *Report Details* page displays
5	In the lower left hand corner, select the **Process Report** button.	**See Figure 2-37.** Generate Report section

Continued on next page

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Figure 2-36. Advance to **Next, Last** and **View Max** links

Figure 2-37. Generate Report section

More records may be added

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Scenario 9: Process an Earned Period Payroll Report, Continued

Step-by-step (continued)

	Additional Functionality	
Step	**Action**	**Result**
6	Below is a listing of the links and buttons on the *Payroll Report Detail* page: **Accept Valid Records** ❶ If the report suspends due to errors, you can *accept the valid records* then correct and/or delete the error records at a later time. Accepting valid records allows the system to post the payroll to the member's account. • **Process Report** ❷ button submits your payroll report to CalPERS for processing • **Cancel Report** ❸ allows employers to cancel reports without posting records. For example: – File Reporters who need to cancel a test or non-test report prior to a new file submission for same pay period – Cancel adjustment reports created in error – Cancel copy forwarded reports that are pending release or in suspended status • **View Records** ❹ link takes you to the *View Payroll Records* page *Important!* To return to the *Manage Reports* page, don't select the **Back space** key! Instead, select the **Reporting** global navigation tab.	**See Figure 2-38.** *Payroll Report Detail* page

Scenario 9: Process an Earned Period Payroll Report, Continued

Figure 2-38. *Payroll Report Details* page

Indicates the report type (earned period or adjustment)

Report Details section displays the status of your report

Report Statistics displays records reported, posted, unposted and records with errors

Report Details
Report Type: Payroll - Earned Period   **Earned Period:** 02/15/2014 - 02/28/2014   **Report Status:** Pending Release
Program: CalPERS   **Schedule Name:**   **Test Report:** No

Report Statistics
Accept Valid Records ❶

	Records Reported	Records Posted	Unposted Records	Records with Errors
Total	80	0	80	1

Records Statistics

Record Type	Records Reported	Records Posted	Unposted Records	Records with Errors
Payroll Record	80	0	80	1
Service Credit Purchase Deduction Record	1	0	1	0

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

Generate Report

Process Report   Cancel Report   Generate Report Summary   View Records

❷   ❸   ❹

You may only cancel reports Pending Release or Suspended

View Records link directs you to the *View Payroll Records* page to view your employee records

Continued on next page

Although you may **Process Report** by selecting this button, you should first select the **Generate Report Summary** button to view your members' and employer's contributions.

Then select the **Earned Period/ Adjustment Date** link to open the Contribution Detail Report which lists your employees and their payroll details.

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Step-by-step (continued)

Step	Action	Result
6	Select the **Generate Report Summary** button to access the Payroll Report Summary • **Generate Report Summary** ❺ – Provides report details for both member and employer contributions – *Note:* instead of validating each record in your payroll report, you can obtain your valid records by forcing an error prior to processing the report. Once the report is processed, it will suspend due to the error, allowing the employer to view their totals. Be sure to correct the forced error. – Used to see submitted data and validate against the error list so that record correction can be made without having to view the record online (File Reporters) or when multiple records are reported for one employee. *Important!* To return to the *Manage Reports* page, don't select the **Back space** key! Instead, select the **Reporting** global navigation tab.	**See Figure 2-39.** Generate Report section
	You have completed this scenario.	

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Figure 2-39. Generate Report section

When an agency reports payroll, they can generate a Payroll Record Errors or Exceptions report upon selecting the appropriate radio button, then select the **Generate Report** button. See page 64 for more information regarding the Errors and Exception report.

Generate Report

Report Type:
- ◉ Payroll Record Errors Report
- ○ Payroll Record Exceptions Report

[Generate Repor]

[Process Repor] [Cancel Repor] [Generate Report Summary]

❺

Payroll Report Summary

Program :	CalPERS	Employer :	City of Oakland
Fiscal Year :	2013/2014	Earned Period/Adjustment Date :	07/06/2013-07/19/2013
Schedule :	Bi-Weekly	Schedule Name :	
Report Type :	Payroll - Earned Period	Report Status :	Pending Release
Test Indicator :	N		

Report Statistics

	Records Reported	Records Posted	Records Unposted	Records Error
Total	127	0	127	0

Record Statistics

Record Type	Records Reported	Records Posted	Records Unposted	Records Error
Payroll Record	127	0	127	0
Service Credit Purchase Deduction Record	2	0	2	0

Financial Summary

Earned Period/Adjustment Date	Rate Plan	Receivable Id	Member Contribution	Total Member Earnings	Employer Contribution	1959 Survivor Contribution	Additional Contribution	Service Credit Purchase	Overpayment Deduction
07/06/2013-07/19/2013			$36,792.01	$398,842.24	$0.00	$15.81	$0.00	$249.78	$0.00
07/06/2013-07/19/2013	Rate Plan-899:Miscellaneous		$80.86	$1,010.73	$275.88	$0.00	$0.00	$0.00	$0.00

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Unit 3: Reports

Overview

Introduction   Cognos reports provide the ability to generate reports which empowers you to analyze data and help you make informed and timely decisions for your agency.

In this unit you will learn how to access Cognos through my|CalPERS, locate and download reports relevant to payroll reporting.

my|CalPERS Cognos Reports Browser Requirements   If you cannot generate Cognos report it may be due to your computer security settings or if your agency upgrades the Internet browser. You may need to reconfigure your computer's Internet security settings in order to generate Cognos reports in my|CalPERS.

See the Cognos Reports Browser Requirements for the steps on how to configure your workstation by updating the security settings. http://www.calpers.ca.gov/eip-docs/employer/mycalpers/cognos-browser-req.pdf

my|CalPERS Employer Report Status   Please refer to the list of Cognos reports to see which reports are currently enabled for employers to generate in my|CalPERS. http://www.calpers.ca.gov/index.jsp?bc=/employer/mycalpers/mycalpers-reports-status.xml

Cognos User Access and Descriptions   For information on the user access roles needed to view reports, see Cognos Reports in my|CalPERS. http://www.calpers.ca.gov/eip-docs/employer/mycalpers/mycalpers-cognos-reports.pdf

Contents   This section contains the following reports:

Payroll Reports Generated in my|CalPERS

There are two payroll reports that are generated within my|CalPERS. The Payroll Exception Report and the Error List Report.

The **Payroll Exception Report** lists all exceptions (records with the status of "Valid With Exceptions") in the payroll report, such as special compensation reported without normal earnings for the specified earned period. Exceptions aren't errors; however, the employer should verify that the record is accurate to ensure they do not report an erroneous transaction.

The **Error List Report** lists all the payroll records that have errors. This report allows users to view and correct errors without having to open each record online and sort by specific errors (i.e., missing appointments) so that their agency can begin making corrections.

Step-by-step   Follow the steps below to run a **Payroll Exception** and **Error List Report**.

Step	Action	Result
Navigate my|CalPERS and Generate Report		
1	From the *my|CalPERS – My Home* page select the **Reporting** global navigation tab.	*Manage Reports* page opens.
2	Within the Work on Existing Payroll Reports section, navigate to the appropriate payroll report and select the link for the **Earned period / Adjustment Date** range. *Note:* Select the **View More Actions >> >>** link to expand the Work on Existing Payroll Reports if the payroll report is not visible within the first eight line items.	**See Figure 3-1.** Work on Existing Payroll Reports section *Payroll Report Detail* page opens.
3	Within the Generate Report section, select the **Payroll Record Exceptions Report** or **the Error List Report** radio button, then select the **Generate Report** button.	**See Figure 3-2.** Report Details, Report Statistics, Record Statistics, and Generate Report sections Cognos window opens with HTML (Report View) version of Payroll Exception Report.

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Payroll Reports Generated in my|CalPERS, Continued

Figure 3-1. Work on Existing Payroll Reports section

Figure 3-2. Report Details, Report Statistics, Records Statistics, and Generate Report sections

Step-by-step (continued)

Step	Action	Result
	Download into Excel	
4	Select the **View in HTML Format** 🔵 icon located near the top right corner of the page.	**See Figure 3-3. Contribution Summary Report** in Cognos window
5	Select the **"View in Excel Options"** 🔳 icon in the drop-down.	New drop-down opens with options for selecting different Excel versions.
6	Select **"View in CSV Format"** from the drop-down.	*File Download* dialog box opens prompting users to open or save file. **See Figure 3-4.** *File Download* dialog box
7	Select the **Open** button on the *Download complete* dialog box	*Microsoft Excel* dialog box opens.
8	Select **Yes** button on *Microsoft Excel* dialog box.	Report opens in Excel.
9	Modify and save Excel file as needed.	
	You have completed this scenario.	

Payroll Reports Generated in my|CalPERS, Continued

Figure 3-3. View in HTML Format drop-down
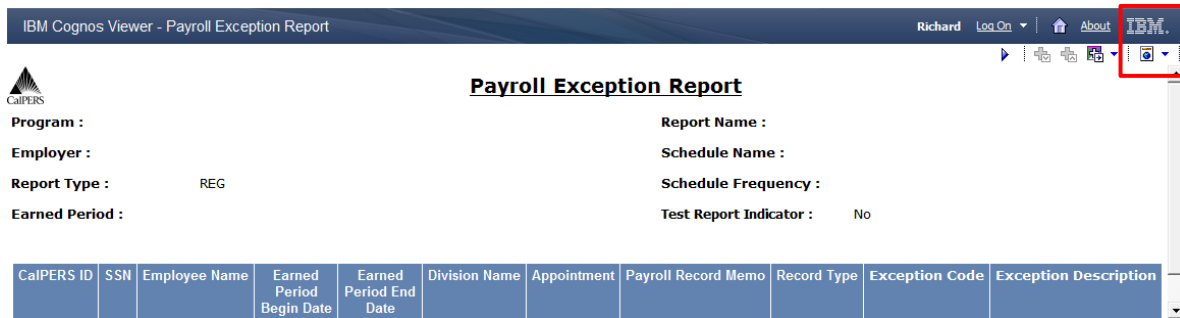
Figure 3-4. *File Download* dialog box
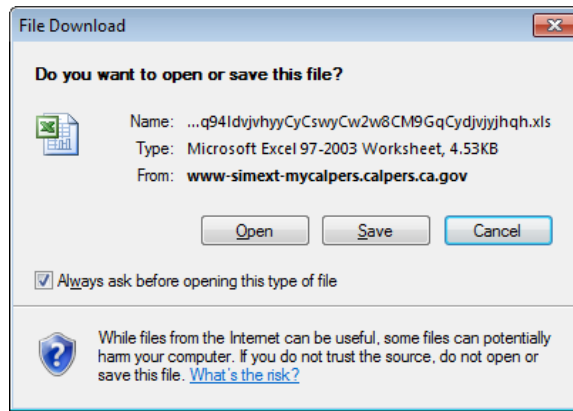
Generate a Contribution Summary Report

A **Contribution Summary Report** provides an overview of contributions by fiscal year.

Scenario: Your agency needs to generate a payroll report that provides a financial summary of employer and member contributions within a specific fiscal year. You will perform the following:

- Access Cognos through my|CalPERS
- Locate the report
- Set the report parameters
- Export the report into Excel/CSV format

Step-by-step   Follow the steps below to generate a report.

Step	Action	Result
	Open Cognos Application	
1	From the *my|CalPERS – My Home* page select the **Common Tasks** left side navigation link.	**Common Tasks** expands to display additional left side navigation selections.
2	Select the **Reports** left-side navigation link.	**See Figure 3-5. Reports** under **Common Tasks** on left-side navigation menu New window opens featuring Cognos application.
3	Select the **My home** icon from the Cognos window.	**See Figure 3-6. My home** icon on Cognos window IBM Cognos Connection displays in separate Cognos window featuring report folders.

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Generate a Contribution Summary Report, Continued

Figure 3-5. Reports under **Common Tasks** on left-side navigation menu
Figure 3-6. My home icon on Cognos window

Continued on next page

Step-by-step (continued)

Step	Action	Result
4	Select the **PSR REPORTS ENV98** (yellow) folder. 📁	**See Figure 3-7.** Folders in Cognos Folder opens displaying reports contained inside.
5	Navigate through reports using the upper right hand ⏩ ⏭ directional arrows or enter name or keyword of the report in the field, [ ] 🔍 ▾ then select the search icon. *Note:* Reports are listed alphabetically.	**See Figure 3-8.** Reports in Cognos window
6	Select the **Contribution Summary Report** link.	Report opens, prompting user to enter required information.
7	Select from each drop-down as needed, then select the **Finish** button at the bottom left side. • **Program** • **Employer CalPERS ID and Name** • **Fiscal Year** • **Report Type** • **Schedule** • **Schedule Name**	**See Figure 3-9. Contribution Summary Report** in Cognos window

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Figure 3-7. Folders in Cognos

	Name ⬍	Modified ⬍	Actions
☐ 📁	PSR_Operational_Reporting_Env98	September 19, 2013 8:50:59 PM	🖼 More...
☐ 📁	PSR_Reporting_Env98	September 19, 2013 8:45:00 PM	🖼 More...
☐ 📁	PSR_REPORTS_ENV98	August 28, 2013 11:18:09 AM	🖼 More...
☐ 📁	PSR_Security_Reporting_Env98	September 19, 2013 8:54:59 PM	🖼 More...

Figure 3-8. Reports in Cognos window

IBM Cognos Connection — Sylvia Stephens — Log On ▾ — IBM.

Public Folders | My Folders

Public Folders > PSR_REPORTS_ENV98

Entries: 1 – 15

	Name ⬍	Modified ⬍	Actions
☐ 📁	Saved Reports	June 18, 2014 6:43:16 PM	🖼 More...
☐ 📊 ▶	1959 Survivor Benefit Index Audit Report	June 21, 2014 8:43:10 PM	🖼 ▶ 📋 More...
☐ 📊 ▶	1959 Survivor Benefit Index Proof Report	June 21, 2014 8:43:09 PM	🖼 ▶ 📋 More...
☐ 📊 ▶	Account Placed on Hold(For Consecutive Outstanding Warrants)	June 21, 2014 8:18:33 PM	🖼 ▶ 📋 More...

Figure 3-9. Contribution Summary Report in Cognos window

Select Program
Program : ------------------------------------ ▾

Select Employer
Employer Calpers id and Name : * ------------------------------------ ▾

Select Fiscal Year
Fiscal Year : ------------------------------------ ▾

Select Report Type
Report Type : ------------------------------------ ▾

Select Schedule
Schedule : ------------------------------------ ▾
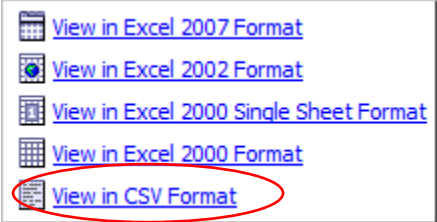
Select Schedule Name
Schedule Name : ------------------------------------ ▾

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Step-by-step (continued)

Step	Action	Result
	Export into Excel/CSV	
8	Select the **View in HTML Format** 🔘 icon located near the top right corner of the page.	**See Figure 3-10. Contribution Summary Report** in Cognos window
9	Select the **"View in Excel Options"** 🔲 icon in the drop-down.	New drop-down opens with options for selecting different Excel versions.
10	Select **"View in CSV Format"** from the drop-down.	*File Download* dialog box opens prompting users to open or save file. **See Figure 3-11.** *File Download* dialog box
11	Select the **Open** button on the *Download complete* dialog box	*Microsoft Excel* dialog box opens.
12	Select **Yes** button on *Microsoft Excel* dialog box.	Report opens in Excel.
13	Modify and save Excel file as needed.	
	You have completed this scenario.	

Generate a Contribution Summary Report, Continued

Figure 3-10. Contribution Summary Report in Cognos window

Figure 3-11. *File Download* dialog box

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Appendix: my|CalPERS and Payroll Resources

Overview

Introduction   Within this appendix, you will find additional my|CalPERS instructional scenarios and payroll resources.

Contents   This appendix contains the following topics:

CalPERS On-Line Resources

Submit a Question	To access the **Submit a Question** link on CalPERS On-Line, go to www.calpers.ca.gov then select the Contact Us link.
	See **Figure R-1**.
Contact CalPERS via email	Email CalPERS_Employer_Communications@calpers.ca.gov to connect with training staff and CalPERS subject matter experts for questions and inquiries.
	Email employer.response.team@calpers.ca.gov for when you need more specialized assistance. The Employer Response Team (ERT) will help your executives to resolve time-critical, sensitive and complex issues quickly.
	For more information on ERT, refer to the January 17, 2014 Circular Letter #200-005-14
Contact CalPERS by 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.
	• 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
	Note: All CalPERS offices are closed on state and federal holidays.
	Other CalPERS phone numbers are accessible through my|CalPERS by selecting the **Contact Us** link on the header of any page.
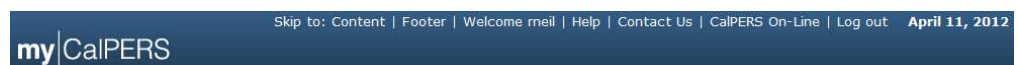
then select the **Call Us** link:
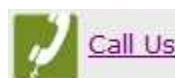
CalPERS On-Line Resources, Continued

Figure R-1. CalPERS On-Line at www.calpers.ca.gov, select **Contact Us** link at the top right corner of any of our CalPERS On-Line pages.

Contact Us

Need to reset your my|CalPERS login or password?
Reset Your Password
Get Help with Your Password

Questions & Comments
Submit a Question
Call Us
Mail Us
Report Unethical or Illegal Conduct
Submit a Public Records Request
Media Inquiries

Visit Us
Sacramento Headquarters
Regional Offices
Request a Tour or Group Visit

Other Services
Become a CalPERS Ambassador
Request a CalPERS Speaker

Select this link to send an email to CalPERS on a variety of topics. **Please do not send confidential information** through this method since this is not a secure environment. **Use the Submit Inquiry** feature in my|CalPERS to send a confidential inquiry.

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CalPERS On-Line Resources, Continued

Information for Employers

Obtain information for employers on CalPERS On-Line at www.calpers.ca.gov, then select **Employers**.

Subscribe to Employer Bulletins and Circular Letters

Subscribe to Employer Bulletins and receive Circular Letters via email by going to CalPERS On-Line at www.calpers.ca.gov, then select **Sign Up for CalPERS Employer Bulletin.**

Note: You may also search for a previously published Circular Letter by topic or date.

Sign up for CalPERS Employer Bulletin

Learn how you can have customized employer news and event updates sent directly to your email.

Forms & Publication Center

Obtain forms and publications by going to CalPERS On-Line at www.calpers.ca.gov, then select the **Forms & Publication Center** link.

Forms & Publications Center

Find employer user guides, reports and other resources to help you complete your CalPERS business.

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File Upload Submission for a Payroll Report

Scenario: Your agency manages your payroll reporting through another system outside of my|CalPERS. As a File Upload reporter, you will upload an XML payroll file for the current earned pay period via my|CalPERS.

Step-by-step   Follow the steps below to upload your XML payroll file.

Step	Action	Result
1	From the *My Home* page, select the **Reporting** global navigation tab.	*Manage Reports* page displays
2	Within the Create or Edit Report section, select **Upload File** from the **Method** drop-down, then select the **Continue** button.	*Upload Data* page displays.
3	Select the **Browse…** button in the Upload File section.	**See Figure R-1.** Upload File section *Choose File to Upload* window opens.
4	Navigate through folders to appropriate file, select the payroll file, and then select the **Open** button.	• *Choose File to Upload* window closes • Upload File page displays
5	Select the **Upload File** button. *Note:* File Status will initially display as "Ready," meaning your payroll file successfully uploaded into my|CalPERS. *Important!* File Status of "Accepted" means the payroll file passed first level validations (formatting, required fields, etc.), where as "Rejected" indicates that your file did not pass second level validations (contribution totals, payroll dates with regards to permanent separations, etc.).	*File Upload History* page displays. **See Figure R-2.** File Upload History section

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Figure R-1. Upload File section

Figure R-2. File Upload History section

	Payroll file successfully uploaded	First level validations passed	Second level validations not passed

File Type	Upload Date	File Status	Batch Status	File Name	Valid	Error	Total
Payroll Reporting	04/23/2012	Ready		2012...163000_000_10006.xml			
Payroll Reporting	03/16/2012	Accepted	Completed	20120316104000_000_10006.xml	127	0	127
Payroll Reporting	03/13/2012	Accepted	Completed	20120313120000_000_10006.xml	126	17	143
Payroll Reporting	03/13/2012	Rejected	Failed	20120313100000_000_10006.xml			
Payroll Reporting	03/09/2012	Accepted	Completed	20120309163000_000_10006.xml	123	0	123

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Step-by-step (continued)

Step	Action	Result
6	Select the View Preprocessing Areas link at the bottom right-hand side of page.	**Figure R-3.** *Preprocessing Areas* page displays
7	Within the Preprocessing Area, select the Payroll Reporting link.	**Figure R-4.** *Preprocessing Area* page displays
8	Within the Work on Existing Payroll Reports section, select the **View More Actions** link to expand and display payroll reports.	**Figure R-5.** Work on Existing Payroll Reports section
9	Sort by column header to locate the appropriate report.	Sort by column header.
10	Select the appropriate **Earned period/Adjustment Date** link to view payroll records for the earned period.	*Payroll Report Detail* page displays
11	To access the records within the prior earned period report, select the **View Records** link on the bottom right-hand corner of the page.	**Figure R-6.** *Payroll Report Detail* page displays
12	From the **View Payroll Records** page, select the **Process Report** button.	*Payroll Report Detail* page displays
13	Select the **Yes** button under the Confirmation Page section to confirm the request to process the report. *Important!* When the validation is complete, the payroll date range will turn into a link, and the status of the submitted payroll record will change: If no errors are found, the status will change from "Processing" to "Posted" and you have completed this scenario. If even one error is found, the status will change from "Processing" to "Suspended." Correct the error(s), and then select the **Process Report** button to resubmit the report.	*Manage Reports* page displays. *Note:* my|CalPERS initiates a series of validations of the payroll file.
	You have completed this scenario.	

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Figure R-3. *Preprocessing Areas* page displays

Payroll Reporting	04/16/2013	Accepted	Completed	20130416154150_123_10006.xml	16	0	16
Payroll Reporting	04/16/2013	Accepted	Completed	20130416150808_123_10006.xml	16	0	16
Payroll Reporting	04/16/2013	Rejected	Failed	20130416144520_123_10006.xml			

Showing records 1 - 25 | First << Previous 1 2 3 4 5 6 7 8 9 10 Next >> Last | View Max

View Preprocessing Areas

Figure R-4. *Manage Reports* page displays

Preprocessing Area			
Preprocessed Data	Valid	Error	Total
Affected Subscriber List	-	-	-
Census	-	-	-
Direct Authorization	-	-	-
Health Carrier Rate Data	-	-	-
Health Carrier ZIP Code Plan Relationship Data	-	-	-
Health Enrollment	-	-	-
Health Retiree List	1	-	1
Medical Group Assignment List	-	-	-
Payroll Reporting	261	46	307
Retirement Enrollment	-	-	-

Figure R-5. Work on Existing Payroll Reports section

Work On Existing Payroll Reports					View More Actions» »
Program: CalPERS					Display

Schedule Name	Earned Period / Adjustment Date	Status	Report Type	Due Date	Submit Date	Test Report	Rep Nai
	07/09/2013 - 07/09/2013	Pending Release	Payroll - Adjustments		07/09/2013	No	Ann
	07/09/2013 - 07/09/2013	Pending Release	Payroll - Adjustments		07/09/2013	No	ACE
	07/06/2013 - 07/19/2013	Pending Release	Payroll - Earned Period	08/18/2013	07/08/2013	No	
	06/13/2013 - 06/13/2013	Posted	Payroll - Adjustments		06/13/2013	No	
	06/08/2013 - 06/21/2013	Pending Release	Payroll - Earned Period	07/21/2013	07/08/2013	No	ACE
	05/29/2013 - 05/29/2013	Posted	Payroll - Adjustments		05/29/2013	No	
	05/25/2013 - 06/07/2013	Suspended	Payroll - Earned Period	07/07/2013	06/19/2013	No	
	05/14/2013 - 05/14/2013	Posted	Payroll - Adjustments		05/14/2013	No	

Figure R-6. *Payroll Report Detail* page displays

Generate Report
Report Type:
● Payroll Record Errors Report
○ Payroll Record Exceptions Report
Generate Repor

Process Repor | Cancel Repor | Generate Report Summan   View Records

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Payroll Reporting Resources

Payroll reporting resources on CalPERS On-Line

The following links are valuable references to assist you in reporting your agency's payroll in my|CalPERS.

FAQs - my|CalPERS for Employers:
http://www.calpers.ca.gov/index.jsp?bc=/employer/faqs/home.xml

my|CalPERS Employer Information:
http://www.calpers.ca.gov/index.jsp?bc=/employer/home.xml

Technical Resources for File Reporters:
http://www.calpers.ca.gov/index.jsp?bc=/employer/mycalpers/resource-library/home.xml

my|CalPERS News
http://www.calpers.ca.gov/index.jsp?bc=/employer/mycalpers/user-tips/home.xml

Payroll - my|CalPERS User Information & Tips:
http://www.calpers.ca.gov/index.jsp?bc=/employer/mycalpers/payroll.xml

Adding a Retroactive Salary Adjustment:
http://www.calpers.ca.gov/eip-docs/employer/mycalpers/training/retro-salary.pdf

Reversing Payroll Data (Prior Period Adjustment):
http://www.calpers.ca.gov/eip-docs/employer/mycalpers/training/reverse-payroll.pdf

Public Agency & Schools Reference Guide:
http://www.calpers.ca.gov/index.jsp?bc=/about/forms-pubs/er-pubs/manuals/pas-ref-guide.xml

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