

# **PAYROLL USERS GROUP**

**Tuesday, August 29, 2023**

**9:00 AM**

**City Centre – Conference Room 1A**

## **AGENDA**

- 1. CalSTRS**
  - a. Creditable Compensation Reference Guide**
  - b. CalSTRS ES0350 and ES0372**
- 2. CalPERS**
  - a. CalPERS WOC letters**
  - b. Information Requests**
  - c. Appointments**
  - d. Social Security update**
- 3. Listings and Superintendent Contracts**
- 4. Elena's notes**
- 5. CSEA Dues Updates**
- 6. SISC Rate Changes**
- 7. Late Starts**
- 8. New Forms**

**Next Meeting: November 28, 2023**



# Creditable Compensation Reference Guide

This document is a Resource pursuant to Education Code section 22325



July 2023

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## Overview

This document provides information about what constitutes creditable compensation for the Defined Benefit (DB) Program pursuant to Education Code sections 22119.2 and 22119.3. Specific citations to the Education Code (EDC) and California Code of Regulations (5 CCR) are provided where applicable. All official Resources related to creditable compensation and creditable service are available at CalSTRS.com

Questions? Contact [EmployerTraining@CalSTRS.com](mailto:EmployerTraining@CalSTRS.com).

### What is creditable compensation?

Creditable compensation consists of the earnings you report to us each month for active employees. Creditable compensation depends on whether the member is part of the DB 2% at 60 or DB 2% at 62 benefit structure.

Creditable compensation can include the following:

- Compensation paid for the use of sick leave, vacation leave, or an employer-approved leave of absence. This does not include compensation paid for the relinquishment of unused leave.
- Member contributions picked up by an employer pursuant to EDC 22903 or 22904.
- Amounts deducted from a member's compensation, including but not limited to, deductions for participation in a deferred compensation plan, deductions to purchase an annuity contract, tax-deferred retirement plan, or insurance program; and contributions to a plan that meets the requirements of Section 125, 401(a), 401(k), 403(b), 457(b), or 457(f) of Title 26 of the United States Code. This does not include compensation for payments that are deemed covered by the employer.

### Does the compensation meet the conditions of creditable compensation? (EDC 22119.2, 22119.3)

Compensation must meet all the following criteria to be creditable:

#### **Paid for the performance of creditable service**

Compensation must be paid for the performance of creditable service (EDC 22119.5). For more information, see the Creditable Service Reference Guide on CalSTRS.com.

#### **Paid each pay period creditable service is performed (DB 2% at 62 only)**

The Public Employees' Pension Reform Act of 2013 intended only to allow regular, reoccurring compensation to count towards retirement. For DB 2% at 62 members, this means compensation must be paid every pay period in which the creditable service is performed for it to be considered creditable.

We will still accept compensation that is paid in the following pay period if that is simply due to the nature of how payroll is run. For example, an employee performs creditable service in November and is paid for the November pay period during the month of December. The compensation is considered paid every pay period. However, if the employee performs the service in November and December and is paid in a lump sum in January, which is when the December pay period is paid, the compensation is not considered paid in every pay period. None of the compensation earned during the months of November or December is creditable. Paid each pay period may also include compensation for service performed in the pay period prior to the first or last pay period of the school term. For example, a school district requires staff perform three days of preparatory work in August to earn the annualized payrate for that position. The compensation is paid with the September payroll and the position continues to be paid in all subsequent pay periods of the school term. The compensation is reported for both benefit structures.

Compensation only needs to be paid each pay period the employee was eligible for the payment. For example, an employee is paid for having excess students in their classroom and they have excess students in September and November, but not in October. They are paid for the excess students for the September pay period and again for the November pay period. This is considered paid each pay period since they were paid for the pay periods when they were eligible for the payment.

### **Paid in cash to all in the same class of employees**

Compensation must be paid in cash to all in the same class of employees. Paid to all in the same class of employees does not mean that all in the class must receive the payment, but all in the class who perform the service or meet the criteria outlined in the publicly available written contractual agreement receive the payment. For example, if a district pays a \$2,000 stipend to all teachers with a master's degree, this would be considered paid to all in the class of employees if all teachers who possess master's degrees receive the compensation.

There are five specifically prohibited ways of forming a class of employees (5 CCR 27301):

- Based on the benefit structure or retirement program
- Based on minimum or maximum threshold for age or service credit
- Based on the characterization or restructure of compensation
- Based on the option or requirement for one or more employees who perform similar job duties to work longer or shorter days, or more or fewer days per year.
  - There is an exception to this in the case of full-time minimum standards for community colleges as defined in EDC 22138.5(c) or those employed in the same type of program as defined in 5 CCR 27300(a)(2).
- Based on their performance of an outgrowth activity

If a payment is not available to all based on a manner specifically prohibited by law, it is not considered paid to all in the same class of employees. For example, a retirement incentive that specifies a minimum age of 60 to receive the compensation is not considered paid to all in the

same class of employees, as it divides the class of employees by a minimum threshold for age.

### **Paid in accordance with a publicly available contract**

Compensation must be paid in accordance with a publicly available written contractual agreement. A publicly available written contractual agreement includes, but is not limited to, a collective bargaining agreement, employment agreement, memorandum of understanding (MOU), approved board minutes, or salary schedule. In order to be considered publicly available, the document must be easily accessible for public review or posted on the employer's website. If you are unable to provide the written contractual agreement to CalSTRS or no written contractual agreement documenting the payment exists, it is not creditable and should not be reported to CalSTRS.

A publicly available written contractual agreement does not include email exchanges, timesheets, or payroll screens. While these documents may be helpful in further describing the purpose of a payment or verifying service performed, a publicly available written contractual agreement between the employer and employee(s) describing the payment amount and criteria to receive the payment is required.

### **Is the compensation reportable as salary? (5 CCR 27400)**

For compensation to be salary, it must be explicitly characterized as salary and must be used as the basis for future pay increases with the following exceptions:

- Compensation paid to perform creditable service activities that are related to, and an outgrowth of, the instructional and guidance program of the school.
- Compensation paid to perform creditable service activities that are related to the examination, selection, in-service training, mentoring, or assignment of teachers, principals, or other similar personnel involved in the instructional program.
  - Payments for the time spent attending an in-service training are considered "related to" these activities and would be exempt from the requirements of salary.

The phrase "used as a basis of future pay increases" does not mean that compensation must increase every year to be creditable to CalSTRS. We consider compensation that is subject to future pay increases to meet this definition. The most common example is compensation listed on the salary schedule, or the hourly or daily rate derived from the employee's salary. Typically, stipends paid in a specific dollar amount are not used as a basis of future pay increases. We rely on the employer to provide clarification on payments being used as a basis of future pay increases.

### Is the compensation reportable as special pay? (5 CCR 27401)

“Remuneration paid in addition to salary or wages” is also known as “special pay” in the CalSTRS pension administration system. For compensation to be special pay, it must meet all the following requirements:

- Paid to all in the class of employees, in the same dollar amount, percentage of salary or amount being distributed.
- Paid in the same manner to all in the class of employees and not available in an alternative form.
- Not associated with the performance of additional service.

In addition to these requirements, special pay must be paid for specific conditions. Contribution File format users report these conditions using the applicable Earnings Type. These conditions still apply to compensation reported using the F496 File format even though the information is not reported. F496 File format users must report special pay using the applicable Assignment Code for the position and **Contribution Code 6** for DB 2% at 60 members and using **Assignment Code Special Compensation 2% at 62 (72)** and **Contribution Code 6** for DB 2% at 62 members.

Earnings Type (value)	Type of Special Pay
<b>Special Pay Available Funding (AVFG)</b>	Availability of funds.
<b>Special Pay Certificate/License/Degree (CLDE)</b>	Possession or attainment of a certificate, license, special credential, or advanced degree.
<b>Special Pay Longevity (LNGY)</b>	Career or service longevity.
<b>Special Pay Hiring/Transfer/Retirement (HTRT)</b>	Hiring, transfer or retirement.  Note: Due to the nature of these payments, the compensation is typically a limited-term payment and reported using <b>Assignment Code Limited-Term Special Pay (71)</b> .
<b>Special Pay Difficult to Staff (DTSF)</b>	Employment in a position that is hazardous or difficult to staff.
<b>Special Pay Excess Students (EXST)</b>	Employment in an assignment in which the number of students enrolled exceeds the contractual class size maximum.



Earnings Type (value)	Type of Special Pay
<b>Special Pay Performance Benchmark (PMBK)</b>	Achievement of a performance benchmark.

### Is the compensation reportable as a limited-term payment? (5 CCR 27602 – DB 2% at 60 only)

Special pay is considered a limited-term payment if the compensation is not ongoing and is limited by one or more of the following:

- The number of times is specified in law or in a publicly available written contractual agreement.
- The compensation has a specified end date.
- The compensation is not scheduled to continue.

Limited-term payments are creditable only for DB 2% at 60 members and are creditable directly to the Defined Benefit Supplement Program. Limited-term payments are not creditable for DB 2% at 62 members.

Contribution File format users report limited-term payments directly to the Defined Benefit Supplement Program using **Assignment Code Limited-Term Special Pay (71)** and the applicable Earnings Type for the special pay.

F496 File format users report limited-term payments directly to the Defined Benefit Supplement Program using **Assignment Code Limited-Term Special Compensation (71)**.

### What types of compensation are never reportable?

#### Amounts Not Deducted from a Member's Salary (5 CCR 27500)

Compensation paid in addition to salary that is contingent upon the purchase of any of the following items is deemed covered by the employer and is not creditable compensation pursuant to EDC 22119.2(d)(5) and 22119.3(c)(5):

- Payments for participation in a deferred compensation plan.
- Payments to purchase an annuity contract, tax-deferred retirement plan, or insurance program.
- Contributions to a plan that meets the requirements of Section 125, 401(a), 401(k), 403(b), or 457(f) of Title 26 of the United States Code.

### **Fringe Benefits (5 CCR 27501)**

Fringe benefits are excluded from creditable compensation pursuant to EDC 22119.2(d)(6) and 22119.3(c)(6). Fringe benefits include any of the following:

- A good or service for which the cost is paid to a third party or otherwise covered by the employer.
- Compensation allocated to an employee to cover a personal or business expense that could otherwise be provided in the form of that good or service.
- Cash in lieu of, or cash remaining from, that good or service.

### **Expenses Paid or Reimbursed by an Employer (5 CCR 27502)**

Compensation that is an expense paid or reimbursed by an employer is excluded from creditable compensation pursuant to EDC 22119.2(d)(7) and 22119.3(c)(7).

An expense paid by an employer includes any of the following:

- Compensation allocated to an employee to cover a cost the employee is expected to incur while performing duties for that employer, which could otherwise be covered by the employer or provided in the form of a reimbursement of the cost.
- Cash paid directly to a third party or a cost that is otherwise covered by the employer.
- Cash in lieu of, or remaining from, compensation allocated to cover a cost the employee is expected to incur while performing duties for that employer, which could otherwise be covered by the employer or provided in the form of a reimbursement of the cost.

An expense reimbursed by an employer is compensation that meets all the following:

- There is a business connection to the expenditure.
- The employee is required to provide documentation or accounting of the expenditure to the employer.
- The employee is required to return excess reimbursements or advances to the employer if actual incurred expense is less than the amount reimbursed or advanced.

# Combination Classes/Class Coverage

## Description

A combination class is formed when students from two consecutive grades are placed in one classroom under the supervision of one teacher. Combination classes may occur when a school has an overflow of students in one grade that exceeds the planned number of classrooms and teachers. Class coverage may be required when there is a shortage of teachers. In instances where there is a shortage of teachers, employers may need to create temporary combination classes to address the overflow of students or have teachers cover classes during their non-instructional periods. Compensation for Combination Classes or Class Coverage is often evaluated as salary due to the nature of performing additional creditable service.

## Reporting as Salary

When employers provide compensation for the additional service associated with a combination class or for covering a class, the compensation is evaluated as salary. The compensation must meet the conditions of creditable compensation and requirements of salary to be reportable.

### Scenario 1

The bargaining agreement between the district and teachers' association for the 2022-23 school year states unit members who are assigned to an elementary combination class for the 2022-23 school year will receive \$1000 stipend for the additional service and responsibilities associated with the combination classroom. The employer clarifies that pay increases do not apply to the stipend amount.

### Scenario Evaluation

The stipend is associated with the performance of additional creditable service but is not used as the basis of future pay increases by the employer. Since the compensation is not for performing service that falls under the exceptions to the requirement of being used as a basis of future pay increases, it is not reportable for either benefit structure.

### Scenario Reporting

#### DB 2% at 60

This compensation is not reportable as it does not meet the definition of salary.

#### DB 2% at 62

This compensation is not reportable as it does not meet the definition of salary.

## Scenario 2

A school district experiencing a substitute teacher shortage adopts an amendment to their bargaining agreement to compensate teachers and school counselors \$75 per period for covering a class when no substitute teacher is available. The district states that the compensation is paid each pay period the service is performed, but they do not consider the compensation the basis of future pay increases.

### Scenario Evaluation

The \$75 per period for covering a class is associated with the performance of additional creditable service but does not meet the definition of salary as it is not used as a basis of future pay increases and is not exempt from this requirement. This payment is not reportable for either benefit structure.

### Scenario Reporting

#### DB 2% at 60

This compensation is not reportable as it does not meet the definition of salary.

#### DB 2% at 62

This compensation is not reportable as it does not meet the definition of salary.

## Reporting as Special Pay

When employers provide compensation due to difficulty staffing combination class assignments, the payment would be evaluated as special pay. The compensation must meet the conditions of creditable compensation and requirements of special pay to be reportable. These payments may be ongoing or limited term depending on what the contract stipulates.

## Scenario 1

An MOU between the district and teachers' association for the 2022-23 school year states that those assigned to combination classes for the 2022-23 school year will receive a one-time stipend of \$1,000. The stipend will be paid in June of 2023. The employer confirms in an email that they have had difficulty staffing these positions and would like to offer \$1,000 to unit members who teach combination classes.

### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, it is available to all in the class of employees in the same dollar amount, it is documented in a publicly available written contractual agreement, and it is not available in an alternative form. Since the employer mentioned the difficulty staffing the position and the MOU states the payment will be issued out in June of 2023, the \$1,000 is evaluated as limited-term special pay.

**Scenario Reporting****DB 2% at 60**

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
71	\$1,000	0 (annual)	\$1,000	6	06/01/2023	06/30/2023

**DB 2% at 62**

Payments that are evaluated as special pay and considered limited term are not reportable for DB 2% at 62 members.

# Department Chair/Head

## Description

Typically, compensation for Department Chair or similarly named positions is paid for the performance of creditable service and is evaluated as salary per 5 CCR 27400. Depending on the contract language used, these positions may either be considered an employee's contracted position or an additional assignment. For example, some employers consider Department Chair positions a full-time contracted position, while other employers consider the position an assignment in addition to a separate position employed with the district.

## Reporting as Salary

Payments associated to Department Chair service may be reportable as salary if they are associated with the performance of creditable service and meet the conditions of creditable compensation and requirements of salary.

### Scenario

At Adventure Community College, the Department Chair duties include serving as the primary resource to support department faculty through leading meetings on instructional strategies, classroom management, and instructional materials. These duties are evaluated as the work of an instructor seen in EDC 22119.5(b)(1). The collective bargaining agreement states that faculty who perform Department Chair duties receive 3.5% of Step IV, Column V of their Full-Time Faculty Salary Schedule, which is \$110,000. The pay is given in addition to their contracted faculty position and is paid out in equal monthly payments.

### Scenario Evaluation

This pay is for the performance of additional creditable service, is documented in the collective bargaining agreement, paid in cash, and is paid each pay period. Assuming the pay is used as the basis for future pay increases, this pay would be reportable for DB 2% at 60 members and DB 2% at 62 members. This is a non-time-based assignment, so you would report the compensation using the pay rate for the position the assignment is associated with. For the purposes of this example, the instructor's annualized pay rate is \$100,000.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
58*	\$100,000	0 (annual)	\$385	1	07/1/2023	07/31/2023

\*Note: For part-time and additional duties at all other employers, use AC 55

### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
58*	\$100,000	0 (annual)	\$385	1	07/1/2023	07/31/2023

\*Note: For part-time and additional duties at all other employers, use AC 55

### Scenario 2

Apple Unified School District employs Department Chairs over math, science, language arts, and history. These positions are considered full-time contracted over a 10-month school term by the employer and performing the supervision of curriculum development and certificated staff in their departments. The annualized payrate for these positions is determined by their step and column placement and an additional 5% increase to salary as specified by the salary schedule.

### Scenario Evaluation

The compensation is documented on a salary schedule, is paid consistently to all in the class of employees, and meets the requirements of salary, including being used as a basis for future pay increases. Since this payment is included in members' monthly salary, it also meets the requirement of being paid each pay period. This payment is reportable for both DB 2% at 60 and DB 2% at 62 members. The annualized payrate for this example is \$63,000.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$6,300	3 (10 month)	\$6,300	1	03/01/2023	03/31/2023

#### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$6,300	3 (10 month)	\$6,300	1	03/1/2023	03/31/2023

### Reporting as Special Pay

These payments are paid for the performance of creditable service or additional creditable service and are not reportable as special pay.

# Outgrowth

## Description

Pursuant to EDC 22119.5(d), outgrowth is the performance of activities related to, and an outgrowth of, the instructional and guidance program of the school. Outgrowth can never be creditable on its own and is only creditable when performed by a member who performs another creditable service activity for the same employer in the same fiscal year.

CalSTRS does not have a list of activities that are considered outgrowth. However, outgrowth would not meet the definition of creditable service on its own, as outlined in EDC 22119.5. Instead, it would be items such as extracurricular activities or other activities that are related to or an outgrowth of the instructional and guidance program. Common examples of payments for these activities include compensation for yearbook advisors, sports coaches at PreK-12 school districts and charter schools, or robotics club coaches. For more information regarding outgrowth, see the Creditable Service Reference Guide.

## Reporting as Salary

When service is creditable as outgrowth, the compensation paid for the outgrowth is associated with the performance of additional creditable service. Compensation paid for outgrowth must meet the conditions of creditable compensation and be evaluated as salary. Salary has the additional requirements of the payment being explicitly characterized as salary and used as the basis for future pay increases with two exceptions. The two exceptions are for the performance of activities related to and an outgrowth of the instructional program or activities related to the examination, selection, in-service training, mentoring, or assignment of teachers, principals, or other similar personnel involved in the instructional program. Therefore, payments paid for the performance of outgrowth are not required to be characterized as salary or be used as the basis of future pay increases.

EDC 22104.8(b) requires that outgrowth be reported at the lowest annualized payrate of the creditable service assignments performed by the employee for the same employer in the same school year.

### Scenario

A PreK-12 school district offers \$3,000 to employees who serve as sports coaches. The bargaining unit agreement stipulates that the compensation will be paid in monthly installments of \$1,000 over the three-month sport season.

### Scenario Evaluation

A substitute teacher at this district also begins coaching the soccer team. This payment is for the performance of additional creditable service, is documented in the district's bargaining agreement, is paid in cash, and is paid each pay period the outgrowth service is performed. This payment is for serving as a sports coach at a PreK-12 school district, so it would be



evaluated as outgrowth and exempt from the requirement of being used as a basis of future pay increases. This payment would be reportable for DB 2% at 60 members and DB 2% at 62 members. Since this is an outgrowth assignment, you will report the compensation with the lowest annualized pay rate of all the other creditable service activities performed by the employee for the same employer in the same school year. For the purposes of this example, the employees' lowest annualized pay rate is \$35,000.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
55	\$35,000	0 (annual)	\$1,000	1	01/01/2023	01/31/2023

#### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
55	\$35,000	0 (annual)	\$1,000	1	01/01/2023	01/31/2023

### Reporting as Special Pay

Outgrowth is specifically associated with the performance of additional creditable service and would not be reportable as special pay.

# Stipends

## Description

“Stipends” is not a term defined in the Teachers’ Retirement Law but is often used as an umbrella term by employer reporting partners to refer to payments outside of an employee’s full-time salary. These payments must be evaluated on a case-by-case basis to ensure that they meet the conditions of creditable compensation and requirements of either salary or special pay. If the payment does not meet these conditions and requirements, the payment will not be reportable to CalSTRS.

## Reporting as Salary

Stipends may be reportable as salary if they are paid for the performance of additional creditable service and meet the conditions of creditable compensation and requirements of salary. This includes the payment being either used as a basis for future pay increases or exempt from this requirement. The two exceptions are for the performance of activities related to and an outgrowth of the instructional program or activities related to the examination, selection, in-service training, mentoring, or assignment of teachers, principals, or other similar personnel involved in the instructional program. Often flat dollar stipends that are for the performance of additional service are not used as a basis of future pay increases and not exempt, meaning that they are not reportable to CalSTRS.

### Scenario

A district offers a \$1,000 stipend for mentoring new teachers to the district, per the bargaining agreement. The bargaining agreement states that this payment is paid each pay period that the service is performed.

### Scenario Evaluation

This payment is for the performance of additional creditable service (EDC 22119.5(b)(5)), is documented in the district’s bargaining agreement, is paid in cash, and is paid each pay period. This payment is for the mentoring of teachers and is exempt from the requirement of being used as a basis of future pay increases. This payment would be reportable for DB 2% at 60 members and DB 2% at 62 members. This is a non-time-based assignment so you would report the compensation using the pay rate for the position the assignment is associated with. For the purposes of this example, the teacher’s annualized pay rate is \$50,000.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
55*	\$50,000	0 (annual)	\$100	1	07/1/2023	07/31/2023

#### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
55*	\$50,000	0 (annual)	\$100	1	07/1/2023	07/31/2023

\*Note: For part-time and additional duties at a community college, use AC 58

### Reporting as Special Pay

Stipends may be reportable as special pay if they are not associated with the performance of additional creditable service and meet the conditions of creditable compensation and requirements of special pay. Special pay may be considered ongoing or limited term depending on the contract language.

#### Scenario

A district offers a \$1,000 annual stipend when teachers reach 15 years with the district, per the bargaining agreement. The bargaining agreement states that this payment is paid once a year in June of their 15<sup>th</sup> year and every year after.

#### Scenario Evaluation

This payment is paid to those performing creditable service but is not associated with the performance of additional service. It is paid in cash, and is not available in an alternative form, for the attainment of 15 years of longevity with the district. It is paid in the same dollar amount to all in the class of employees who meet this requirement, and it is paid on an ongoing basis. However, it is not paid each pay period the creditable service is performed, so it would only be reportable for DB 2% at 60 members. To report this payment, you will use the Assignment Code associated with the position.

**Scenario Reporting****DB 2% at 60**

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$1,000	0 (annual)	\$1,000	6	06/1/2023	06/30/2023

**DB 2% at 62**

Payments that are not paid each pay period the creditable service is performed are not reportable for DB 2% at 62 members.

# Training

## Description

Training is a creditable service activity pursuant to EDC 22119.5. Members conducting training are performing a creditable service activity pursuant to EDC 22119.5(b)(5). However, members receiving training are performing creditable service related to their normal creditable service activity. For example, a teacher attending training is performing a creditable service activity of the work of a teacher (EDC 22119.5(b)(1)). The training material itself does not necessarily need to be related to a specific topic for the service to be creditable.

## Reporting as Salary

Compensation paid for training is evaluated as salary as it is paid for the performance of service. Therefore, compensation paid for attending training must not be contingent on the completion of the training, with no payment given for partial completion of the program. If it is paid contingent upon the completion of the training, the associated compensation is not reportable to CalSTRS.

Payments for training may be reportable as salary if they are for the performance of additional creditable service and meet the conditions of creditable compensation. Salary has the additional requirements of the payment being explicitly characterized as salary and used as the basis of future pay increases with two exceptions. The two exceptions are for the performance of activities related to and an outgrowth of the instructional program or activities related to the examination, selection, in-service training, mentoring, or assignment of teachers, principals, or other similar personnel involved in the instructional program. Therefore, payments paid for training are exempt from salary's requirements as attending and conducting training are both activities related to the creditable service activities of mentoring and training as identified in 5 CCR 27400(a)(3)(C).

### Scenario

A charter school offers an Emotional Wellbeing in the Classroom training series to teachers. The MOU indicates that unit members who attend the training will receive an hourly amount of \$30 for taking the trainings, and that the payment will be paid the pay period the member attended the training.

### Scenario Evaluation

This payment is for the performance of additional creditable service (EDC 22119.5(b)(1)), is documented in the district's MOU, is paid in cash, and is paid each pay period. This payment is for an activity related to mentoring and training, so it is exempt from the requirement of being used as a basis of future pay increases. This payment would be reportable for DB 2% at 60 members and DB 2% at 62 members as an additional assignment. For the purposes of this example, the employee's base hours are 1,100, and they attended 2 hours of training.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
55*	\$33,000	0 (annual)	\$60	1	03/01/2023	03/31/2023

#### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
55*	\$33,000	0 (annual)	\$60	1	03/01/2023	03/31/2023

\*Note: For part-time and additional duties at a community college, use AC 58

### Reporting as Special Pay

Since training is associated with the performance of creditable service, it will never be reportable as special pay.

# Availability of Funds

## Description

5 CCR 27401 lists payments that are contingent upon the “availability of funds” as a type of special pay. Payments that are due to the availability of funds do not have to list the funding source in the publicly available written contractual agreement. Common payments that fall into the category of availability of funds include parity pay, lottery pay, and one-time off salary schedule payments.

## Reporting as Salary

These payments are not paid for the performance of additional creditable service and are not reportable as salary.

## Reporting as Special Pay

Payments based on the availability of funds may be reportable as special pay since they are not associated with the performance of additional creditable service, meet the conditions of creditable compensation, and meet the requirements of special pay. These payments are typically limited term, meaning that they are paid a limited number of times, have a specified end date, or are otherwise not scheduled to continue.

### Scenario

A district is paying a \$1,000 one-time off salary schedule payment in June 2023 to all staff employed in the 2022-2023 fiscal year per the MOU.

### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, it is available to all in the class of employees in the same dollar amount, is documented in a publicly available written contractual agreement, and is not available in an alternative form. It is paid a limited number of times, so it would be considered a limited-term payment and only creditable for DB 2% at 60 members. Limited-term payments are never creditable for DB 2% at 62 members.

**Scenario Reporting****DB 2% at 60**

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
71	\$1,000	0 (annual)	\$1,000	6	06/01/2023	06/30/2023

**DB 2% at 62**

Payments that are evaluated as special pay and considered limited term are not reportable for DB 2% at 62 members.



# Certificate, License, Advanced Degree, Special Credential

## Description

5 CCR 27401 lists payments for the “possession or attainment of a certificate, license, special credential or advanced degree” as a type of special pay. If a credential or degree is a requirement for a position, the compensation paid for performing service in that position would not be special pay. Common payments for the category of certificates, licenses, or degrees include payments for a master’s degree, National Board Certification, and bilingual certification.

While compensation paid for these items can be special pay, there are scenarios where additional compensation is included in base pay and is evaluated and reported as salary. However, this will vary and be dependent on an employer’s contract language.

## Reporting as Salary

Payments for a certificate, license, degree, or credential may be reportable as salary if the compensation is incorporated into the member’s salary and meets the conditions of creditable compensation and requirements of salary. This includes the payments being explicitly characterized as salary and being used as the basis for future pay increases.

### Scenario

A school district’s teacher salary schedule includes a footnote at the bottom of the schedule specifying teachers with a master’s degree will receive 2% added to their base salary. The footnote also specifies that the compensation will be subject to future pay increases.

### Scenario Evaluation

This compensation is for the performance of creditable service (EDC 22119.5(b)(1)), is documented on the district’s salary schedule, is paid in cash, and is paid each pay period as it is incorporated into the salary. The documentation further specifies that the compensation is characterized as salary as it is being incorporated into the base salary and indicates it is used as the basis for future pay increases. Therefore, this would be reportable for DB 2% at 60 members and DB 2% at 62 members. For the purposes of this example, the member’s annualized pay rate is \$61,200 and is paid over the 10-month school term.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$6,120	3 (10 month)	\$6,120	1	01/01/2023	01/31/2023

#### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$6,120	3 (10 month)	\$6,120	1	01/01/2023	01/31/2023

### Reporting as Special Pay

Payments for a certificate, license, degree, or credential may be reportable as special pay if they are not associated with the performance of additional creditable service and meet the conditions of creditable compensation and requirements of special pay. These payments could be ongoing or limited term depending on what the contract stipulates.

#### Scenario 1

Per a community college district's collective bargaining unit agreement, counselors are to receive a payment of \$2,000 once they obtain a Cantonese or Mandarin bilingual certification. The agreement stipulates this payment is to be issued as a lump sum.

#### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, is available to all in the class of employees in the same dollar amount, is documented in a publicly available written contractual agreement, and is not available in an alternative form. The publicly available contract states that those eligible to receive the compensation will receive one lump-sum payment, so the compensation is paid a limited number of times. Since it is paid a limited number of times, it is a limited-term payment and only reportable for DB 2% at 60 members. Limited-term payments are never reportable for DB 2% at 62 members.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
71	\$2,000	0 (annual)	\$2,000	6	02/01/2023	02/28/2023

#### DB 2% at 62

Payments that are evaluated as special pay and considered limited term are not reportable for DB 2% at 62 members.

### Scenario 2

At the same community college district, their agreement also stipulates that counselors who obtain a Spanish bilingual certification will receive an ongoing monthly payment of \$300.

### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, is available to all in the class of employees in the same dollar amount, is documented in a publicly available written contractual agreement, and is not available in an alternative form. The publicly available contract states that those eligible to receive a payment will receive a monthly payment that is available on an ongoing basis. This ongoing payment is reportable for members of both benefit structures.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$300	0 (annual)	\$300	6	02/01/2023	02/28/2023

#### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
72	\$300	0 (annual)	\$300	6	02/01/2023	02/28/2023

# Longevity

## Description

5 CCR 27401 lists payments for “career or service longevity” as a special pay type. These are payments made contingent on career or service longevity. Examples may include years of service with the district, years of experience as a teacher, or years of experience in education. The payment can be either ongoing or limited term depending on the contract.

While compensation paid for longevity can be special pay, there are scenarios where the compensation is included as a condition of movement on the salary schedule and is evaluated and reported as salary. This analysis is dependent on the specific contract language and documentation held by the employer.

## Reporting as Salary

In some cases, compensation for longevity is included into the base salary. If the publicly available written contractual agreement stipulates longevity is used to increase the salary schedule or is included in a step or column, longevity can be considered part of salary. This must include the payment being explicitly characterized as salary and used as the basis for future pay increases.

### Scenario 1

A PreK-12 school district’s salary schedule states that after 20 years of service with the district, an additional 3% will be added to the base salary. The employer characterizes this compensation as salary and uses this compensation as the basis of future pay increases. A teacher at this district has a salary of \$60,000. The employee has 20 years of service and earns the additional 3% that is added to their salary. Their annualized pay rate is \$61,800 and will be paid over a 10-month school term.

### Scenario Evaluation

The compensation is documented on a salary schedule, is paid consistently to all in the class of employees, and meets the requirements of salary, including being used as a basis for future pay increases. Since this payment is included in members’ monthly salary, it also meets the requirement of being paid each pay period. This payment is reportable for both DB 2% at 60 and DB 2% at 62 members.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$6,180	3 (10 month)	\$6,180	1	03/01/2023	03/31/2023

### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$6,180	3 (10 month)	\$6,180	1	03/1/2023	03/31/2023

## Reporting as Special Pay

### Scenario 1

The charter school's salary schedule states a longevity stipend of \$200 per month is paid to all employees who reach 25 years of experience in education. The payment is paid each pay period of the 10-month school term.

### Scenario Evaluation

The payment is documented on a salary schedule, is paid to all in the class of employees in the same dollar amount, is not available in an alternative form and meets the career or service longevity special pay type. Since the payment does not have a specified end date this payment would be analyzed as ongoing special pay. The payment is also paid each pay period and is reportable for both DB 2% at 60 and DB 2% at 62 members.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$200	0 (annual)	\$200	6	05/01/2023	05/31/2023

#### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
72	\$200	0 (annual)	\$200	6	05/01/2023	05/31/2023

### Scenario 2

A community college district's MOU states a one-time longevity stipend equal to 3% of salary is paid to all members once they reach 20 years of service with the district. A professor at the district has a salary of \$80,000 when they reach 20 years of service. Their longevity stipend is calculated as 3% of \$80,000, which equals \$2,400, and is paid at the end of the year in June.

**Scenario Evaluation**

The payment is on a MOU, is paid to all in the class of employees in the same percentage of salary and meets the career or service longevity special pay type. The compensation is paid once in the employee's career and is not otherwise scheduled to continue. This payment is considered limited term for 2% at 60 members and not reportable for DB 2% at 62 members.

**Scenario Reporting****DB 2% at 60**

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
71	\$2,400	0 (annual)	\$2,400	6	06/01/2023	06/30/2023

**DB 2% at 62**

Payments that are evaluated as special pay and considered limited term are not reportable for DB 2% at 62 members.

# Hiring/Transfer/Retirement

## Description

5 CCR 27401 lists payments for the “hiring, transfer or retirement” as a type of special pay. Due to the nature of these payments, the compensation is typically considered limited term. Examples of this special pay type may include a hiring incentive for new employees to the district, a transfer incentive for employees transferring from school A to school B, or a retirement incentive for employees retiring within the year.

## Reporting as Salary

These payments are not paid for the performance of additional creditable service and are not reportable as salary.

## Reporting as Special Pay

Payments that are for hiring, transfer, or retirement incentives are often limited-term payments and, therefore, not reportable for DB 2% at 62 members. For hiring and retirement incentives, the payment must be considered earned while the employee is employed by the district. If the payment is considered earned before they are considered employed or after the member has retired, it is not reportable to CalSTRS.

### Scenario 1

A charter school’s MOU states that all new employees hired in the 2022-2023 school year will receive a \$1,000 incentive paid in two equal payments in July and May.

### Scenario Evaluation

The payment is documented in a publicly available written contractual agreement, is paid to all in the class of employees in the same dollar amount and meets the hiring/transfer/retirement special pay type. The payment is paid a specific number of times and considered limited term for 2% at 60 members. The hiring incentive is not reportable for DB 2% at 62 members.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution code	Service Period Start	Service Period End
71	\$500	0 (annual)	\$500	6	7/01/2022	07/31/2022
71	\$500	0 (annual)	\$500	6	5/01/2023	05/31/2023

**DB 2% at 62**

Payments that are evaluated as special pay and considered limited term are not reportable for DB 2% at 62 members.

**Scenario 2**

A PreK-12 school district sends an email to all staff stating all employees who are willing to relocate to another school site will get a one-time payment of \$2,500 or an additional teachers' aide in their classroom.

**Scenario Evaluation**

The email submitted is not considered a publicly available written contractual agreement, and the payment would not meet the conditions of creditable compensation. Even if the district has additional documentation that is considered a publicly available written contractual agreement, the payment does not meet the definition of special pay as the compensation is available in an alternative form. This payment is not reportable for either benefit structure.

**Scenario Reporting****DB 2% at 60**

Compensation that is not documented in a publicly available written contractual agreement and does not meet the definition of salary or special pay is not reportable to CalSTRS.

**DB 2% at 62**

Compensation that is not documented in a publicly available written contractual agreement and does not meet the definition of salary or special pay is not reportable to CalSTRS.

**Scenario 3**

A bargaining unit agreement at a community college district states that any employee who submits their intent to retire by May 2023 will receive a one-time lump-sum payment of \$2,000 at the end of the school year in June 2023. For the purposes of this example, the employer has clarified this payment is considered earned in June, prior the members retiring with CalSTRS.

**Scenario Evaluation**

The payment is documented on a publicly available written contractual agreement, is paid to all in the class of employees in the same dollar amount and meets the special pay type of hiring/transfer/retirement. Since the payment is paid a specific number of times and not scheduled to continue, it is considered limited term for 2% at 60 members. The retirement incentive is not reportable for DB 2% at 62 members.



### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution code	Service Period Start	Service Period End
71	\$2,000	0 (annual)	\$2,000	6	06/01/2022	06/30/2022

#### DB 2% at 62

Payments that are evaluated as special pay and considered limited term are not reportable for DB 2% at 62 members.

# Difficult to Staff

## Description

5 CCR 27401 lists “difficult to staff” payments as a type of special pay. These payments are paid contingent on employment in a position that is hazardous or difficult to staff. For example, compensation may be offered for working in a school in a remote area, for working in-person during a pandemic, or for taking a position that is difficult to fill overall.

## Reporting as Salary

These payments are not paid for the performance of additional creditable service and are not reportable as salary.

## Reporting as Special Pay

Payments paid due to difficulty staffing the position or the potentially hazardous conditions of a position may be reportable as special pay if they are not associated with the performance of additional creditable service and meet the conditions of creditable compensation and requirements of special pay. These payments could be ongoing or limited term depending on what the contract stipulates.

### Scenario 1

The school board has approved an annual payment of \$5,000 to all STEM teachers effective August 1, 2023. The approved board minutes noted the compensation is for the lack of STEM teachers available at one of their high schools and the difficulty in successfully recruiting applicants. In addition, the approved board minutes include a note stating that the \$5,000 will be paid in 10 monthly installments.

### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, is available to all in the class of employees in the same dollar amount, is documented in a publicly available written contractual agreement, and is not available in an alternative form. Since it is paid on an annual basis starting August 1, 2023, and in monthly installments, the compensation is evaluated as ongoing special pay and reportable for both benefit structures.

### Scenario Reporting

DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$500	0 (annual)	\$500	6	08/01/2023	08/31/2023

### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
72	\$500	0 (annual)	\$500	6	08/01/2023	08/31/2023

### Scenario 2

The district's MOU for the 2022-25 school years states all school counselors will receive a stipend worth 5% of their salary for working at school sites located in remote areas. The stipend is paid in two installments and in the months of December and May.

### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, is available to all in the class of employees in the same percentage of salary, is documented in a publicly available written contractual agreement, and is not available in an alternative format. Since the stipend is available each year with no specified end date, the compensation is evaluated as ongoing special pay and reportable for DB 2% at 60 members. The compensation is not creditable for DB 2% at 62 members because it is not paid each pay period in which creditable service is performed. For the purposes of this example, the counselor earns \$50,000 per year, and 5% of the counselor's salary is \$2,500.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$1,250	0 (annual)	\$1,250	6	12/01/2023	12/31/2023
57	\$1,250	0 (annual)	\$1,250	6	05/01/2024	05/31/2024

### DB 2% at 62

Compensation that is not paid each pay period in which creditable service is performed is not reportable for DB 2% at 62 members.

### Scenario 3

The side letter between the school district and teachers' association states the district is paying a one-time lump-sum payment of \$1,000 to all unit members who provided in-person instruction during the 2020-21 fiscal year during the COVID-19 pandemic. This payment was issued on June 15, 2021.

**Scenario Evaluation**

This payment is not associated with the performance of additional creditable service, is available to all in the class of employees in the same dollar amount, is documented in a publicly available written contractual agreement, and is not available in an alternative form. Since the intent of the payment is to be paid one-time and as a lump sum, the compensation is reportable as limited-term special pay for DB 2% at 60 members only.

**Scenario Reporting****DB 2% at 60**

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
71	\$1,000	0 (annual)	\$1,000	6	06/01/2021	06/30/2021

**DB 2% at 62**

Payments that are evaluated as special pay and considered limited term are not reportable for DB 2% at 62 members.

# Excess Students

## Description

Compensation that is paid when the number of students enrolled exceeds the contractual class size maximum is referred to as payments for excess students. When full-time is a non-time-based measure, such as number of students or load credits, and payments for excess students is associated with earning additional credits, it is considered the performance of additional creditable service. When full-time is a time-based measure, such as based on days or hours, payments for excess students are evaluated as special pay.

## Reporting as Salary

When full time is based on a non-time-based measure and having excess students is associated with earning additional credits, it is considered the performance of additional creditable service. These payments must meet the conditions of creditable compensation and requirements of salary to be reportable. This is most common with community college districts and some charter schools.

### Scenario

A charter school's contract for their independent study program states full time is equivalent to a caseload of 25 students. The contract also states that teachers earn an additional 4% of their monthly salary for each student in excess of 25, and the additional pay is intended to be paid each pay period of the 10-month school term the excess occurs. A teacher earns an additional 12% of their monthly salary for teaching 28 students.

### Scenario Evaluation

This payment is for the performance of additional creditable service (EDC 22119.5(b)(1)), documented in the districts contract, is paid in cash, is paid each pay period, and appears to be used as the basis for future pay increases. This payment is reportable for DB 2% at 60 members and DB 2% at 62 members. This is a non-time-based assignment, so the compensation is reported using the annualized pay rate for the position the assignment is associated with. For the purposes of this example, the teachers' annualized pay rate is \$60,000.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
55*	\$60,000	0 (annual)	\$720	1	07/01/2023	07/31/2023

\*Note: For part-time and additional duties at a community college, use AC 58

### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
55*	\$60,000	0 (annual)	\$720	1	07/01/2023	07/31/2023

\*Note: For part-time and additional duties at a community college, use AC 58

## Reporting as Special Pay

When full time is based on a time-based measure, payments for having excess students are evaluated as special pay and are not associated with the performance of additional creditable service. These payments must meet the conditions of creditable compensation and requirements of special pay to be reportable. These payments can be ongoing or limited term depending on what the contract stipulates.

### Scenario

A district's collective bargaining agreement states the maximum class size is 28 students. The agreement also states that for each student over the maximum, the teacher is compensated \$100 each month the excess occurs. The teacher has 30 students in May.

### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, is available to all in the class of employees in the same dollar amount, is documented in a publicly available written contractual agreement, and is not available in an alternative format. It is paid each month the excess occurs, so it is considered an ongoing payment and creditable for both DB 2% at 60 and DB 2% at 62 members.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57*	\$200	0 (annual)	\$200	6	05/01/2023	05/31/2023

\*Note: For ongoing special pay report using the Assignment Code of the associated position

#### DB 2% at 62

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
72	\$200	0 (annual)	\$200	6	05/01/2023	05/31/2023

# Performance Benchmarks

## Description

5 CCR 27401 lists payments for the “achievement of a performance benchmark” as a type of special pay. A performance benchmark is an objective and measurable condition set by a publicly available written contractual agreement. If the compensation does not meet this condition, it is not reportable as a performance benchmark. Common payments that fall into the category of performance benchmarks include payments for teacher attendance or student test scores.

## Reporting as Salary

These payments are not paid for the performance of additional creditable service and are not reportable as salary.

## Reporting as Special Pay

Compensation that is paid for meeting a performance benchmark may be reportable as special pay since it is not associated with the performance of additional creditable service, meets the conditions of creditable compensation, and meets the requirements of special pay. These payments could be ongoing or limited term depending on what the contract stipulates.

### Scenario 1

A charter school is starting a new ongoing incentive for teacher perfect attendance. Each year a teacher has perfect attendance, they will receive \$2500. This incentive was approved and documented within the charter’s board minutes.

### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, is available to all in the class of employees in the same dollar amount, is documented in a publicly available written contractual agreement, and is not available in an alternative form. The publicly available contract indicates that this compensation is available on an ongoing basis, but it is not paid each pay period creditable service is performed.

### Scenario Reporting

#### DB 2% at 60

Assignment Code	Pay Rate	Pay Code	Earnings	Contribution Code	Service Period Start	Service Period End
57	\$2500	0 (annual)	\$2500	6	05/01/2023	05/31/2023

#### DB 2% at 62

Payments that are not paid each pay period the creditable service is performed are not reportable for DB 2% at 62 members.

### Scenario 2

A school district is offering a payment to all librarians for great performance. If a librarian can provide exceptional service for the whole school year, they receive a bonus equal to 4% of their salary to be paid at the end of the year as specified in the district's MOU. The district does not further define "exceptional service" and states that the principal of each school site determines who provides exceptional service and who does not.

### Scenario Evaluation

This payment is not associated with the performance of additional creditable service, is available to all in the class of employees in the same percentage of salary, is documented in a publicly available written contractual agreement, and is not available in an alternative form. However, this performance benchmark does not use objective and measurable criteria. Since the criteria of providing exceptional service is not quantifiable or determined through documented quantifiable criteria, this compensation is not reportable for members of either benefit structure.

### Scenario Reporting

#### DB 2% at 60

Compensation that does not meet the definition of salary or special pay is not reportable to CalSTRS.

#### DB 2% at 62

Compensation that does not meet the definition of salary or special pay is not reportable to CalSTRS.



If you are employed to perform creditable service in a position that is excluded from mandatory membership in the CalSTRS' Defined Benefit (DB) Program, you may use this form to elect DB Program membership at any time while employed to perform creditable service.

A permissive election of membership in the DB Program applies to all future creditable service performed for the same or another employer, including any non-member or CalSTRS Cash Balance Benefit (CB) Program service you are currently performing. You may be entitled to elect coverage by the CB Program or California Public Employees' Retirement System (CalPERS) for future eligible service as allowed by law. Please work with your employer if you believe you are entitled to make one of these elections.

A permissive election of membership in the DB Program is irrevocable. Membership may only be cancelled if you terminate all employment to perform creditable service and refund your accumulated retirement contributions from the CalSTRS DB Program.

## **SECTION 1: EMPLOYEE INFORMATION (TO BE COMPLETED BY EMPLOYEE)**

Provide the following information:

- CalSTRS Client ID\* or Social Security Number
- Last Name, First Name and Middle Initial
- Mailing Address\*\*, City, State and Zip Code
- Date of Birth
- Email Address
- Telephone Number

\*If you have already been employed to perform creditable service you will have a CalSTRS Client ID, even if you were not formerly a member. Please provide your CalSTRS Client ID, if you have one, in lieu of your Social Security Number.

\*\*To establish residency for tax purposes, we ask that you provide a street address. Be sure to include any street, apartment or suite number. If your post office does not deliver mail to your street address, you may enter your box number instead. If you reside outside the United States, use the CITY – STATE – ZIP field to provide your foreign address. If you receive your mail in care of a third party, enter "c/o" followed by the third party's name and address.

## **SECTION 2: EMPLOYEE ELECTION (TO BE COMPLETED BY EMPLOYEE)**

If you want to elect membership in the CalSTRS DB Program:

- Check the appropriate box
- Provide your requested membership date\*\*\*

\*\*\*You will begin contributing to the DB Program as of your membership date. Your membership date can be no earlier than the first day of the pay period in which your election is made, or your first day of employment, whichever is later. Work with your employer to select the most beneficial, valid membership date you are eligible for. Electing an invalid membership date will require a revision to your election form and may result in delayed contributions to CalSTRS.

If you do not want to elect membership in the CalSTRS DB Program at this time, check the appropriate box.

## **SECTION 3: REQUIRED SIGNATURE (TO BE COMPLETED BY EMPLOYEE)**

Sign the form and date your signature.  
Return the form to your employer.

## **SECTION 4: EMPLOYEE POSITION INFORMATION (TO BE COMPLETED BY EMPLOYER)**

Provide the position hire date – the date in which the employee was hired to perform creditable service in the position they are making this election for. CalSTRS defers to the employer as to the date in which you consider an employee to be hired. Provide the position title – the title of the position the employee is performing creditable service in.

## **SECTION 5: EMPLOYER INFORMATION AND CERTIFICATION (TO BE COMPLETED BY EMPLOYER)**

Verify the employee is eligible for the requested membership date.

Provide the following information:

- The employer (county or district) name
- County and district code
- Name and title of employer official completing the form

Sign the form and date your signature.  
Submit the form to CalSTRS and retain a copy.

### SUBMIT

This form should be submitted to CalSTRS by the employer. CalSTRS must receive this form within 60 days after the employee's signature date and, if applicable, prior to the submission of contributions.

- |                          |   |
|--------------------------|---|
| Secure Employer Website: | Send the completed form to the ES Forms Queue found in the Business Areas dropdown of the Recipient via SEW.  |
| Email to:                | Submit this form via email to the <a href="mailto:esforms@calstrs.com">esforms@calstrs.com</a> mailbox unless otherwise instructed by your CalSTRS representative. If sending forms to the <a href="mailto:esforms@calstrs.com">esforms@calstrs.com</a> mailbox, please remove all Social Security numbers and only provide the Client ID where applicable. |
| Mail to:                 | CalSTRS<br>P.O. Box 15275, MS 17<br>Sacramento, CA 95851-0275   |

### QUESTIONS

Employee – contact your employer

Employer – contact CalSTRS Employer Help

**Permissive Membership**  
ES 0350 REV 04/23

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**CALSTRS**<sup>®</sup>

California State Teachers' Retirement System  
P.O. Box 15275, MS 17  
Sacramento, CA 95851-0275  
**800-228-5453**  
CalSTRS.com

**PERMISSIVE MEMBERSHIP ELECTION AND/OR ACKNOWLEDGEMENT OF RECEIPT  
OF CALSTRS DEFINED BENEFIT PROGRAM MEMBERSHIP INFORMATION**

This form is used to permissively elect membership in the CalSTRS Defined Benefit Program and/or to acknowledge receipt of information provided by an employer about the right to elect membership in the CalSTRS Defined Benefit Program. Please read all instructions before completing the form.

**Section 1: Employee Information (to be completed by employee)**

Provide either your CalSTRS Client ID or Social Security number.

CLIENT ID

SOCIAL SECURITY NUMBER

LAST NAME

FIRST NAME

MI

ADDRESS (number, street, apt or suite no.)

CITY

STATE

ZIP CODE

DATE OF BIRTH (MM/DD/YYYY)

EMAIL ADDRESS

TELEPHONE

**Section 2: Employee Election (to be completed by employee)**

**Check One:**

- ☐ I elect membership in the CalSTRS Defined Benefit Program as of:

MEMBERSHIP DATE (MM/DD/YYYY)\*\*

I understand this election applies to all future creditable service performed for any current or future employer unless another election is made as allowed by law. I understand my membership is irrevocable and may only be cancelled by terminating all employment to perform creditable service and receiving a refund of my accumulated retirement contributions from the CalSTRS Defined Benefit Program.

\*\*Membership Date may be no earlier than the first day of the pay period in which the election is made, or the first day of employment, whichever is later. Please work with your employer to select the most beneficial, valid membership date.

- ☐ I decline membership in the CalSTRS Defined Benefit Program at this time

I understand that I can elect membership in the CalSTRS Defined Benefit Program at any time while I am employed to perform creditable service.



---

**Section 3: Required Signature (to be completed by employee)**

I certify that I have received information from my employer concerning the CalSTRS Defined Benefit Program and understand the criteria for membership in the program.

I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statement, including a false statement regarding my marital status, for the purpose of using it, or allowing it to be used, to obtain, receive, continue, increase, deny or reduce any benefit administered by CalSTRS and it may result in penalties, including restitution, of up to one year in jail and/or a fine of up to \$5,000 (Education Code section 22010). It may also result in any document containing such false representation being voided. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126).

EMPLOYEE SIGNATURE

DATE (MM/DD/YYYY)

---

**Section 4: Employee Position Information (to be completed by employer)**

POSITION TITLE

POSITION HIRE DATE

---

**Section 5: Employer Information and Certification (to be completed by employer)**  
**Required Signature**

I certify that the above-named employee was provided information about their right to elect membership in the CalSTRS Defined Benefit Program and, if electing membership, is eligible to elect membership in the CalSTRS Defined Benefit Program as of the membership date provided.

I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statement for the purpose of using it, or allowing it to be used, to obtain, receive, continue, increase, deny or reduce any benefit administered by CalSTRS and it may result in penalties, including restitution, of up to one year in jail and/or a fine of up to \$5,000 (Education Code section 22010). It may also result in any document containing such false representation being voided. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that perjury is punishable by imprisonment for up to four years (Penal Code section 126).

EMPLOYER OFFICIAL'S SIGNATURE

DATE (MM/DD/YYYY)

EMPLOYER NAME

COUNTY AND DISTRICT CODE

EMPLOYER OFFICIAL'S NAME AND TITLE

The following instructions are to assist you and your employer in completing the *Retirement System Election form* (ES 0372). Please read the instructions and information for retirement system coverage before completing the form. Please type or print legibly in dark ink.

## INFORMATION

**A member of the CalSTRS Defined Benefit Program** who becomes employed by a school district, a community college district, a county superintendent of schools, limited state departments, or the California Community Colleges Board of Governors to perform service that requires membership in a different public retirement system, may elect to receive credit under the CalSTRS Defined Benefit Program for such service by completing a *Retirement System Election form* (ES 0372) within 60 days after the hire date requiring membership in the other system, and CalSTRS must receive the completed form within 60 days of the signature date. If the CalSTRS member does not elect to continue as a member of CalSTRS, all service subject to coverage by the other public retirement system will be reported to that retirement system. (Education Code sections 22508, 22508.5 and 22509)

**A member of CalPERS** who was employed by a school employer, Board of Governors of the California Community Colleges, or State Department of Education within 120 days before the member's date of hire, or who has at least five years of CalPERS credited service, and who accepts employment to perform creditable service that requires membership by the CalSTRS Defined Benefit Program, may elect to receive credit under CalPERS for such service by submitting a *Retirement System Election form* (ES 0372) to CalPERS, within 60 days after the hire date of employment requiring membership in CalSTRS. If the CalPERS member does not elect to continue as a member of CalPERS, all CalSTRS creditable service will be reported to CalSTRS. (Government Code section 20309).

Education Code section 22509 requires that within 10 working days of hire, an employer must provide all employees who have the right to make this election with the information regarding their election rights and must make available written information about the retirement systems to assist the employee in making an election.

## SECTION 1: MEMBER INFORMATION AND ELECTION

Section 1 must be completed by the employee with assistance from the employer. Please complete all entries in Section 1.

**EMPLOYEE NAME and SOCIAL SECURITY NUMBER** – Enter employee's full name, and full Social Security Number.

### RETIREMENT SYSTEM COVERAGE:

If you are a member of CalSTRS and have accepted employment to perform service that requires membership in a different public retirement system, mark the box next to the coverage you elect.

If you are a member of CalPERS and have accepted employment to perform service that requires membership in CalSTRS, mark the box next to the coverage you elect.

**EMPLOYEE SIGNATURE** – Sign and date the form. By signing this document, you certify that you have received information from your employer regarding your right to the Retirement System Election. You also certify that you understand this election is irrevocable, and that it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS which may result in up to one year in jail and a fine of up to \$5,000. (Education Code section 22010)

Submit the signed and dated *Retirement System Election form* (ES 0372) to your employer. Retain a copy for your records.

For general membership information, contact CalSTRS by calling 800-228-5453, or write to CalSTRS at P.O. Box 15275, MS 17, Sacramento, CA 95851-0275.

## SECTION 2: EMPLOYER CERTIFICATION

Section 2 must be completed by the employer and the County Office of Education. Please complete the employer certification only after the employee has completed Section 1. Employees must qualify for membership before they can retirement system elect.

### EMPLOYER:

**POSITION HIRE DATE** – Enter the date the employee was hired in the position.

**POSITION EFFECTIVE DATE** – Enter the first date that service was/will be performed by the employee in the new position.

**POSITION TITLE** – Enter employee's new position title and check the box next to the applicable position type.

**CO/DIST CODE/STATE DEPARTMENT** – Enter the appropriate county and district codes. Example: Kern

County, Edison Elementary would be 15-012, and CA Department of Education would be 59-174.

EMPLOYER CERTIFICATION – Print school or state official's name, title and phone number, and sign and date the form.

Submit the completed form to the County Office of Education.

If you represent a state department, submit the form directly to CalSTRS and retain a copy of the employee's signed election form.

### COUNTY OFFICE OF EDUCATION:

Print the County official's name, title and phone number, and sign and date the form.

Retain a copy for your and the employee's files.

### **SUBMIT**

The *Retirement System Election* form (ES 0372) must be submitted to the retirement system elected by the employee. For additional requirements, please see the Information section.

- |                          |   |
|--------------------------|---|
| Secure Employer Website: | Send the completed form to the ES Forms Queue found in the Business Areas dropdown of the Recipient via SEW.  |
| Email to:                | Submit this form via email to the <a href="mailto:esforms@calstrs.com">esforms@calstrs.com</a> mailbox unless otherwise instructed by your CalSTRS representative. If sending forms to the <a href="mailto:esforms@calstrs.com">esforms@calstrs.com</a> mailbox, please remove all Social Security numbers and only provide the Client ID where applicable. |
| Mail to:                 | CalSTRS<br>P.O. Box 15275, MS 17<br>Sacramento, CA 95851-0275   |

# Retirement System Election

ES 0372 REV 04/23

[For CalSTRS' Official Use Only]

# CALSTRS®

California State Teachers' Retirement System

P.O. Box 15275, MS 17

Sacramento, CA 95851-0275

800-228-5453

CalSTRS.com

## RETIREMENT SYSTEM ELECTION AND ACKNOWLEDGEMENT OF RECEIPT OF RETIREMENT SYSTEM INFORMATION

Please read the attached information and instructions before completing this form. Please type or print legibly in dark ink.

### SECTION 1: Member Information and Election (to be completed by employee)

NAME (LAST, FIRST, MIDDLE INITIAL)	SOCIAL SECURITY NUMBER
<p><b>OR</b></p>	
<p>A member of <b>CalSTRS</b> who becomes employed in a new position by the same or a different school district, a community college district, a county superintendent of schools, limited state employment or the Board of Governors of the California Community Colleges, as defined in Education Code sections 22508 and 22508.5, to perform service that <i>requires</i> membership in a different public retirement system will have that service credited with that other public retirement system unless the member files a written election (within 60 days after the date of hire) to have that service covered by CalSTRS, pursuant to Education Code section 22508(a) or 22508.5(a).</p> <p><b>I am a member of CalSTRS</b> who has accepted employment to perform service that <i>requires</i> membership in a different public retirement system and am eligible to elect to continue retirement system coverage under CalSTRS.</p> <p>I elect coverage in: (please choose one)</p> <p><input type="checkbox"/> CA State Teachers' Retirement System (CalSTRS)</p> <p><input type="checkbox"/> CA Public Employee's Retirement System (CalPERS) *</p> <p><input type="checkbox"/> A Different Public Retirement System identified here:</p> <p>_____</p>	<p>A member of <b>CalPERS</b> who was employed by a school employer, Board of Governors of the California Community Colleges or State Department of Education within 120 days before the member's date of hire, or who has at least five years of CalPERS credited service, as defined in Government Code section 20309, and who is subsequently employed to perform creditable service that requires membership in the Defined Benefit Program of CalSTRS, will have that service credited with CalSTRS unless the member files a written election (within 60 days after the date of hire) to have the service credited with CalPERS, pursuant to Government Code section 20309.</p> <p><b>I am a member of CalPERS</b> who has accepted employment to perform service that requires membership in the CalSTRS Defined Benefit Program and am eligible to elect to continue coverage under CalPERS.</p> <p>I elect coverage in: (please choose one)</p> <p><input type="checkbox"/> CA State Teachers' Retirement System (CalSTRS)</p> <p><input type="checkbox"/> CA Public Employee's Retirement System (CalPERS) *</p>



ES0372



*With my signature below, I certify that I have received information from my employer regarding my eligibility to elect membership for this position as described on this form. I fully understand that this election is irrevocable. I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering or receiving a benefit administered by CalSTRS and it may result in up to one year in jail and/or a fine of up to \$5,000 pursuant to Education Code section 22010.*

EMPLOYEE SIGNATURE

DATE

## SECTION 2: Employer Certification (to be completed by employer and County Office of Education)

*With my signature below, I certify that I have provided information to the above employee regarding his/her eligibility to elect membership for this position, pursuant to Education Code section 22509. I certify the employee meets the qualifications to make a retirement system election, pursuant to Education Code sections 22508 or 22508.5, or Government Code section 20309.*

### EMPLOYEE POSITION INFORMATION:

POSITION HIRE DATE

POSITION EFFECTIVE DATE

POSITION TITLE

SELECT ONE:

☐ CREDENTIALLED

☐ CLASSIFIED

☐ STATE SERVICE

### EMPLOYER INFORMATION:

CO/DIST/STATE DEPT NAME

CALSTRS REPORT UNIT CODE

SCHOOL/STATE OFFICIAL'S NAME

TITLE

PHONE NUMBER

SIGNATURE OF SCHOOL/STATE OFFICIAL

DATE

COUNTY OFFICIAL'S NAME

TITLE

PHONE NUMBER

SIGNATURE OF COUNTY OFFICIAL

\*CALPERS EMPLOYER CODE



# myCalPERS Employment Certification Functionality

Student Guide

**December 3, 2022**



# myCalPERS Employment Certification Functionality

This guide provides detailed steps to help you electronically submit employment information for service credit purchases and membership review. For additional information, visit the [Employment Certification](#) page on the CalPERS website.

## Service Credit Purchases

Employment certification and payroll details for service credit purchase requests must be submitted through myCalPERS. Employees who request to purchase service credit for prior employment periods will need to complete a service credit purchase request online via myCalPERS or by completing the applicable request form from the CalPERS website. They will submit the form to the employer associated to the employment period. You will complete and submit the certification in myCalPERS.

## Membership Reviews

You may be required to submit employment information and service period (payroll) details for an employee whose membership status needs to be reviewed. This can be for any type of arrears driven by late enrollment or pre-review for service credit purchase. To ensure an accurate reflection of service credit to your employee's account, your agency must submit the requested information through myCalPERS for review.

## System Access

To access the pages detailed in these scenarios, your assigned user roles must include:

- Business Partner Arrears

**Along with** one or more of the following roles:

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

If you are unable to view or process these scenarios, contact your agency's system access administrator to update your myCalPERS access. To locate a list of your agency's System Access Administrator(s), within myCalPERS select Profile > Contacts section > System Admin column displays Y.

If your agency does not have a system access administrator on file or they have left your agency, call the customer contact center at **888 CalPERS**.

## Disclaimer

As a security safeguard, business partner and participant information has been masked within the figures in this procedure guide.

## What's New

- The member's phone number and email address will display in the certification if you need to contact them for further information.
- You can reject or withdraw a service credit purchase (see unit 1, scenario 1 & 2).
- For state and CSU employers, you are required to provide the member's collective bargaining unit (CBU) and class code when submitting a certification (see unit 1, scenario 1 & 2).

## 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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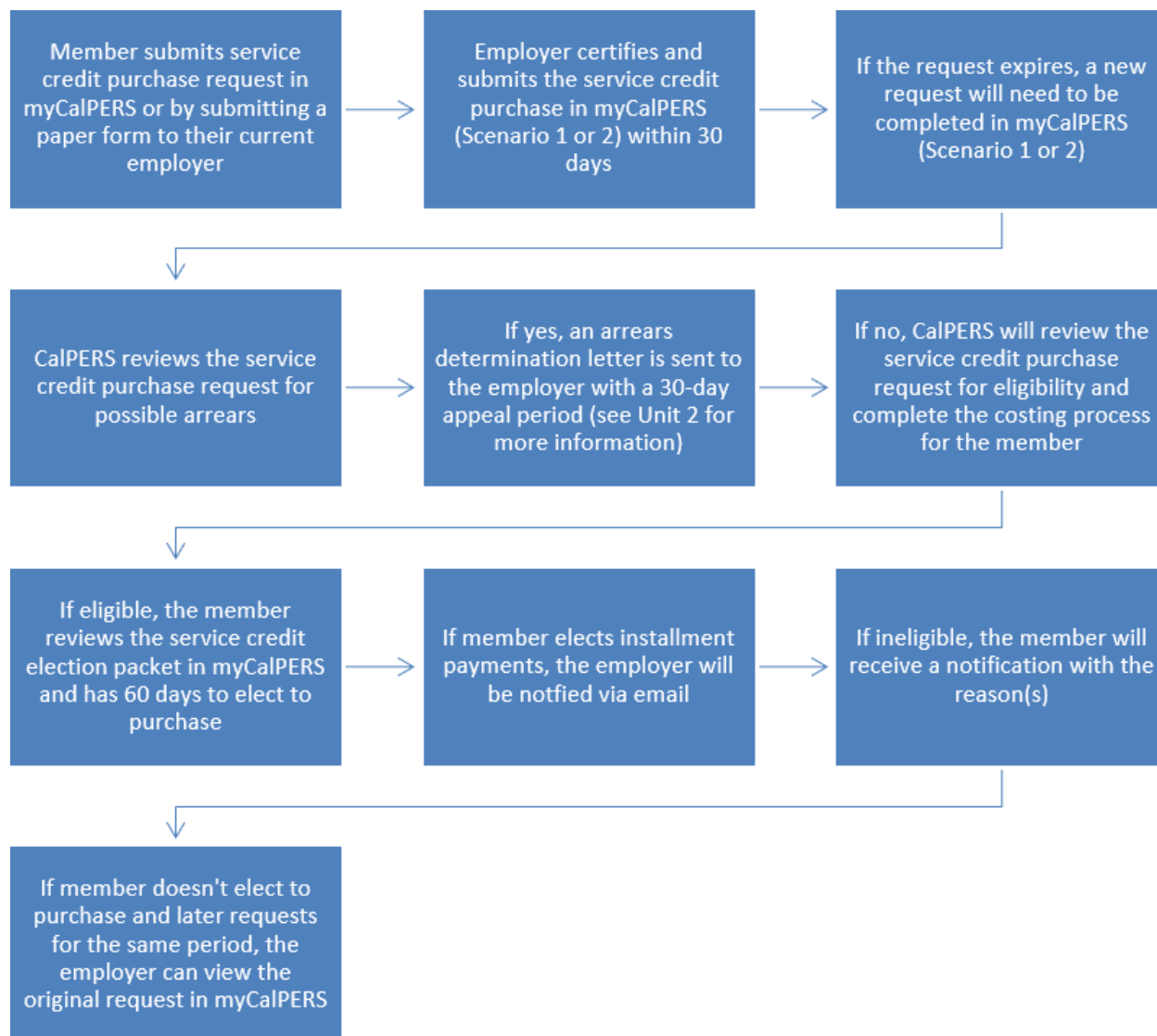
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## Unit 1: Service Credit Purchase Certification

CalPERS offers a variety of service credit purchase options for eligible members. To learn more about the options and requirements, visit the [Service Credit](#) page on the CalPERS website.

### Service Credit Purchase Process

The chart below details the service credit purchase process and the associated scenario to complete your employer responsibilities:



## Employment and Service Period Certification Statuses

The following is a list of the service credit purchase request statuses:

- **Requested:** Employee has submitted the request, but the employer has not started or submitted the certification.
- **In-Progress:** Employer has started but has not submitted the certification.
- **Certification Expired:** Request has expired due to employer failing to complete and submit the request within 30 days. The member must resubmit their request. There may also be increased cost.
- **Submitted:** Employer has certified and submitted the request to CalPERS for review.
- **Complete:** CalPERS has completed the service credit purchase request process.

## Correcting a Service Credit Purchase Certification

- **In-Process:** Corrections can be made by opening the request.
- **Submitted:** Corrections can be made by calling the contact center at **888 CalPERS**.
- **Completed:** Corrections cannot be made.

## Notifications

For your agency to receive timely notifications of a member's service credit purchase deduction election, your system access administrator must designate a *primary* Payroll and Human Resources contact type. Your agency's system access administrator should follow the steps in the [myCalPERS System Access Administration \(PDF\)](#) student guide for establishing and maintaining agency contacts.

## Documentation

To view documentation that has been sent regarding a service credit purchase request, review your agency's document history within myCalPERS > Common Tasks > Document History.

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## Scenario 1: Certify a Service Credit Purchase Request

Members have two options for submitting a service credit purchase request:

### myCalPERS

Members can request to purchase service credit by completing and submitted the service credit purchase request from their myCalPERS account. Once submitted, you will locate the request in myCalPERS, complete the employment certification portion, and submit the request by using this scenario starting with step 1.

### Request Form

Members can submit their request using the applicable service credit purchase request form. It is critical that they submit the form to their employer at the time of the requested period, which may not always be their current employer. You will then follow the steps in this scenario to complete the employment certification portion and submit the request starting with step 8.

### System Logic

- Create a separate request for each of the following if, during the requested period, the member:
  - Held more than one position/appointment
  - Had multiple time bases
  - Changed employers (including campus and department changes)
- For definitions of the fields, see the Appendix at the end of this guide.

## Step Actions

### myCalPERS

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

Step 2 Select the **Member Requests** local navigation link.

Step 3 Within the Employment and Service Period Certification List section, locate the member within the list.

Step 4 Select the **Status** link for the request you wish to complete.

Employment and Service Period Certification List <span>Add New</span>									
Excel		Search: <input type="text"/>							
Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division	Submitted By
02/22/2021	Requested	Sanchez	Eric		0123456789	03/01/2014	07/19/2014		
02/25/2021	Requested	Nguyen	Lisa		1234567890	02/06/2006	08/11/2006		
02/04/2021	Requested	Wolfgang	Steven		2345678901	03/06/1998	11/12/1998		
02/09/2021	Requested	French	Douglas		3456789012	03/31/2013	03/22/2019		
01/04/2021	Submitted	Matson	Oleg		4567890123	11/03/2018	06/28/2019	WALKER, L	
01/12/2021	In-Progress	Chen	Roberta		5678901234	01/07/2012	07/26/2019		
01/14/2021	Submitted	Kinser	Kirst		6789012345	09/22/2014	01/10/2017	WALKER, L	
Showing 1 to 7 of 7 entries									
								Previous	1 Next

Step 5 Within the Employment Periods section, select the **Start Date – End Date** link.

**Note:** There may be more than one period of employment displayed.

Member has submitted a Service Credit Purchase request with the following information. Please complete the Employment Certification immediately. If you do not complete the certification within 30 days of the request date, the participants request will be closed.

Participant	CalPERS Id	Division	Start Date – End Date	Employment Category	Position Title	SCP Type
Eric Sanchez	0123456789		03/01/2014 – 07/19/2014			Service Prior to Membership

[Return](#)

Step 6 Review and complete the Employment Information section. The **CBU** and **Class Code** fields only display for state and CSU employers.

**Participant:** \* Eric Sanchez  
**Participant's Email Address:** ericSanchez@agencyname.com  
**Business Partner:** Agency Name  
**Participant's Phone Number:** (999) 888-7777  
**Division:** Department Name

**Dates of Employment:** \*  
**From:** 10/20/2014 **To:** 06/30/2015

**Employment Category:** \*

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

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

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

**CBU:** \*  
**Class Code:** \*

**Appointment Tenure:** \*  
☐ Permanent  
☐ Indeterminate  
☐ Seasonal  
☐ Temporary

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

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

**Service Credit Purchase Type Requested:**  
**Is the participant above a member of a reciprocal system?** \* ☐ Yes ☐ No  
**Was the service rendered through an independent contractor or paid through a third party or temporary employment agency?** \* ☐ Yes ☐ No  
**For teacher's assistants in a credential program only:**  
**Did the employee require a temporary certificate from a California teacher training institution to serve as a teacher's assistant during the requested employment period?** \* ☐ Yes ☐ No  
**Did the Participant contribute to a retirement plan, other than CalPERS, during the specified time period?** \* ☐ Yes ☐ No

[Save](#) [Return](#)

**Note:** You may need to correct the **Dates of Employment** to reflect accurately.

Step 7 Skip to step 17

## Request Form

Step 8 Select the **Reporting** global navigation tab.

Step 9 Select the **Member Requests** local navigation link.

Step 10 Within the Employment and Service Period Certification List section, select the **Add New** button.

Employment and Service Period Certification List <a href="#">Add New</a>									
Excel Search: <input type="text"/>									
Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division	Submitted By
02/22/2021	Requested	Sanchez	Eric		0123456789	03/01/2014	07/19/2014		
02/25/2021	Requested	Nguyen	Lisa		1234567890	02/06/2006	08/11/2006		
02/04/2021	Requested	Wittgang	Steven		2345678901	03/06/1998	11/12/1998		
02/08/2021	Requested	French	Douglas		3456789012	03/31/2013	03/22/2019		
01/04/2021	Submitted	Matson	Oleg		4567890123	11/03/2018	06/28/2019		WALKER, L
01/12/2021	In-Progress	Chen	Roberta		5678901234	01/07/2012	07/26/2019		
01/14/2021	Submitted	Kinser	Kirsti		6789012345	09/22/2014	01/10/2017		WALKER, L

Showing 1 to 7 of 7 entries [Previous](#) [1](#) [Next](#)

Step 11 Complete the Employment Information section. The **CBU** and **Class Code** fields are only for state and CSU employers.

**Employment Information**

Participant: \* [Select](#)

Business Partner: Agency Name

BP Contact Name: Kasey Schuman

Division: Department Of Agency

Phone Number:  Ext:

Dates of Employment: \* From:  To:

Employment Category: \*

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

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

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

CBU: \*

Class Code: \*

Appointment Tenure: \* ☐ Permanent ☐ Indeterminate ☐ Seasonal ☐ Temporary

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

Please upload the participant's hiring document (myCalPERS 2788):

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

[Return](#)

**Note:** The myCalPERS 2788 is an optional field for submitting your agency's hiring documents.

Step 12 Select the **Yes** radio button.

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

Step 13 Select the type of service credit the member is requesting to purchase.

Service Credit Purchase Type Requested: \* ☐ Service Prior to Membership ☐ Comprehensive Employment and Training Act (CETA) ☐ Fellowship ☐ Prior Service as Public Service ☐ Local System Redeposit ☐ Optional Arrears

**Note:** Each service credit purchase type must be requested separately.

Step 14 Upload the service credit purchase request document by selecting the **Add Document** button.

Please upload the participant's Service Prior to Membership related signed service credit purchase request form (myCalPERS 1168): \*

Step 15 Locate the document, and then select the **Open** button.



Step 16 Complete the remaining questions.

Is the participant above a member of a reciprocal system? *	<input type="radio"/> Yes <input type="radio"/> No
Was the service rendered under the Comprehensive Employment & Training Act from 1973 to 1982? *	<input type="radio"/> Yes <input type="radio"/> No
Was the service rendered under a fellowship program? *	<input type="radio"/> Yes <input type="radio"/> No
Was this position filled by an election or appointment to a fixed term of office? *	<input type="radio"/> Yes <input type="radio"/> No
Was the service rendered through an independent contractor or paid through a third party or temporary employment agency? *	<input type="radio"/> Yes <input type="radio"/> No
For teacher's assistants in a credential program only:	
Did the employee require a temporary certificate from a California teacher training institution to serve as a teacher's assistant during the requested employment period? *	<input type="radio"/> Yes <input type="radio"/> No
Did the Participant contribute to a retirement plan, other than CalPERS, during the specified time period? *	<input type="radio"/> Yes <input type="radio"/> No

---

Step 17 Select the **Save** button.

---

Step 18 Did the member hold multiple positions during the service credit purchase request period?

**Yes:** How did the member submit their request?

- **myCalPERS Request:** Within the Employment Periods section, select the **Add New** button and return to step 6
- **Request Form:** Return to step 10

**No:** Continue to the next page to submit payroll for the service credit purchase request period.

---

## Submit Service Period Payroll Details

In addition to submitting employment details, payroll details for the service credit purchase request period must also be submitted. There are two options for submitting payroll:

- **Manual entry:** Payroll is entered into myCalPERS manually for each earned period using the steps outlined in this scenario starting with step 19.
- **File upload:** Payroll for each earned period is uploaded into myCalPERS using a CSV or XML file using the steps outlined in this scenario starting with step 36. The [CalPERS Review File \(PDF\)](#) consists of documents and tools needed to develop files for this purpose.

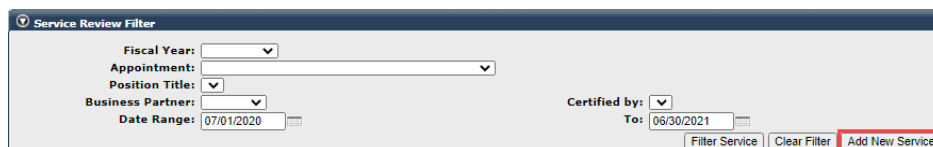
**Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements > Technical Resources > Under Employers expand the CalPERS Review Reports section

## System Logic

- You must report payroll for the entire service credit purchase period.
  - If an earned period does not have reportable earnings, report a zero-period record. See the [myCalPERS Payroll Reporting \(PDF\)](#) student guide (Unit 3, Scenario 4) for the proper reporting steps.
- Do not report payroll for dates outside of the requested service credit purchase period. You may need to adjust the begin/end dates of record(s) to correspond with the service credit purchase period dates.
- Earned periods cannot be lumped together. Report each earned period separately.
- All earnings should be reported in one record, including adjustments, unless:
  - The earned period crosses fiscal years.
  - There are multiple pay rates or positions for the same earned period.
- Ensure the information is reported accurately as it will be used in the calculation of the service credit purchase and may impact membership date, member cost, and employer liability.
- If a payroll schedule causes an error to occur, contact CalPERS.

## Manual Entry

Step 19 Within the Service Review Filter section, select the **Add New Service** button.



The screenshot shows the 'Service Review Filter' form. It includes several dropdown menus for 'Fiscal Year', 'Appointment', 'Position Title', and 'Business Partner'. There is a 'Date Range' field with a calendar icon, currently showing '07/01/2020'. On the right, there is a 'Certified by' dropdown and a 'To' date field showing '06/30/2021'. At the bottom right, there are three buttons: 'Filter Service', 'Clear Filter', and 'Add New Service'. The 'Add New Service' button is highlighted with a red border.

Step 20 Within the Maintain Record Details section, enter the begin and end dates of the earned period.

The screenshot shows a form with the following fields: "Begin Date:" with a calendar icon, "End Date:" with a calendar icon and a "Display" button, "Payroll Record Memo:" with a text input field, "Division:" with a dropdown menu, and "Payroll Schedule:" with a dropdown menu showing "Approved : Bi-Weekly : 06/19/1982 -".

**Note:** The **Payroll Record Memo** field is optional.

Step 21 Select from the **Member Category** drop-down lists and complete the **Position Title** and **CBU** fields. These fields are required for state and CSU.

The screenshot shows the "Earnings" section with the following fields: "Member Category:" with a dropdown menu, "Position Title:" with a text input field, and "Class Code:" with a text input field.

Step 22 Select an appointment:

-If you are reporting payroll for an existing appointment in myCalPERS, select the **appointment** radio button.

The screenshot shows the "Appointment:" section with the following options: "No Appointment" (selected), "92139121 : Agency Name - Safety - County Peace Officer - 03/21/2015", and "92111572 : Agency Name - Safety - County Peace Officer - 01/10/2015 - 02/25/2015".

-If you are reporting payroll for an appointment that isn't in myCalPERS, leave the **No Appointment** radio button selected.

The screenshot shows the "Appointment:" section with the following options: "No Appointment" (selected), "92139121 : Agency Name - Safety - County Peace Officer - 03/21/2015", and "92111572 : Agency Name - Safety - County Peace Officer - 01/10/2015 - 02/25/2015".

Step 23 Select the correct **Payroll Schedule** from the drop-down list.

The screenshot shows the "Payroll Schedule:" field with a dropdown menu.

Step 24 Complete the **Payroll Schedule**, **Pay Rate Type**, and **Pay Rate** fields. In the **Reportable Earnings** field, enter only earnings based on reportable hours. Do not include overtime earnings.

The screenshot shows the following fields: "Pay Rate Type:" with a dropdown menu, "Pay Rate:" with a text input field showing "\$ 0.00", and "Reportable Earnings:" with a text input field showing "\$ 0.00".

Step 25 Complete either the **Scheduled Full Time Hours Per Week** or **Scheduled Full Time Days Per Week** field.

**Note:** Report what is considered full time for the position whether the member works full time or not.

The screenshot shows the following fields: "Scheduled Full Time Hours Per Week:" with a text input field showing "0.0" and "Scheduled Full Time Days Per Week:" with a text input field showing "0.0".

Step 26 Complete the **Total Hours Worked** field with only the regular (non-overtime) hours worked in the period. If they worked overtime in this period, enter the hours in the **Overtime Hours Worked** field.

Total Hours Worked:*	<input type="text" value="0.0"/>	Overtime Hours Worked:	<input type="text" value="0.0"/>
----------------------	----------------------------------	------------------------	----------------------------------

Step 27 Is there special compensation to be reported?

**Yes:** Continue to step 28

**No:** Skip to step 34

Step 28 Select the **View Special Compensation** link.

Special Compensation: \$0.00	<a href="#">View Special Compensation</a>
------------------------------	---

Step 29 Within the View Special Compensation section, select the **Add New** button.

<b>View Special Compensation</b>		
<a href="#">Select All</a>	<a href="#">Delete</a>	<a href="#">Add New</a>
Category	Type	Amount
No results found.		
<a href="#">Select All</a>	<a href="#">Delete</a>	<a href="#">Add New</a>

Step 30 Within the Maintain Special Compensation Details section, complete the **Special Compensation Category**, **Special Compensation Type**, and **Amount** fields.

<b>Maintain Special Compensation Details</b>	
Special Compensation Category:*	<input type="text"/>
Special Compensation Type:*	<input type="text"/>
Amount:*	<input type="text" value="\$0.00"/>
<a href="#">Save</a> <a href="#">Save and Add Another</a>	

Step 31 Is there additional special compensation to add to this record?

**Yes:** Select the **Save and Add Another** button and return to step 30

**No:** Continue to step 32

Step 32 Select the **Save** button.

Step 33 Select the **Return** link.

Step 34 If applicable, enter the contributions in the appropriate field.

<b>Contributions</b>	
Taxed Member Paid Contributions: \$	<input type="text" value="0.00"/>
Tax Deferred Member Paid Contributions: \$	<input type="text" value="0.00"/>
Tax Deferred Employer Paid Member Contributions: \$	<input type="text" value="0.00"/>

Step 35 Do you have additional periods or report adjustments to report?

**Yes:** Select the **Save & Continue** button and return to step 20

**No:** Select the **Save & Return** button and skip to step 59

## File Upload

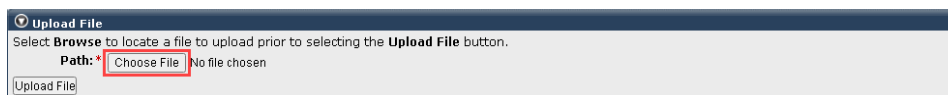
Step 36 Select the **Reporting** global navigation tab.

Step 37 Within the Create or Edit Report section, select **Upload File** from the Method drop-down list.



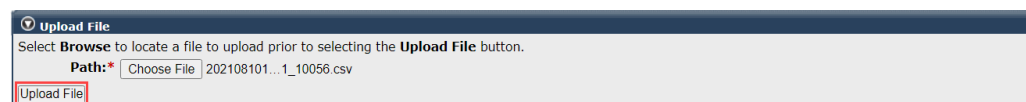
Step 38 Select the **Continue** button.

Step 39 Within the Upload File section, select the **Choose File** button.



Step 40 Locate the file, and then select the **Open** button.

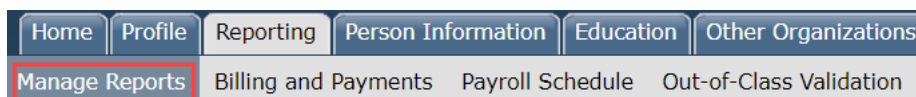
Step 41 Select the **Upload File** button.



Step 42 Within the File Upload History section, locate your report.

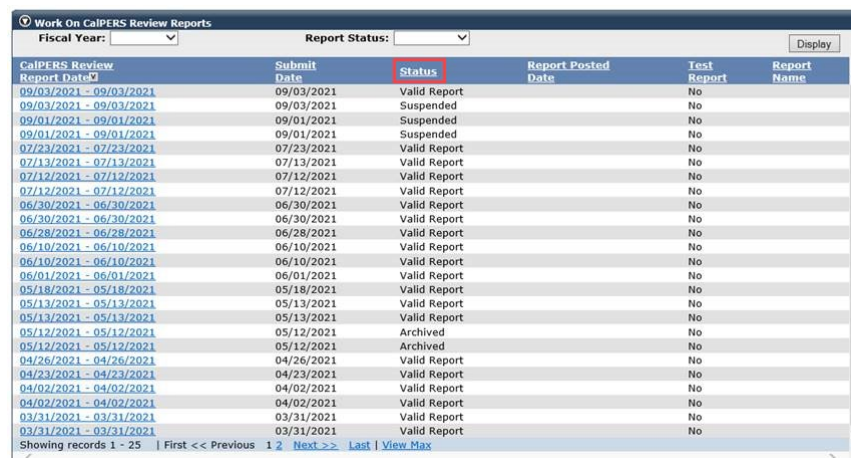
Step 43 Refresh the page until the File Status column of your report shows *Accepted*.

Step 44 Select the **Manage Reports** local navigation link.



Step 45 Scroll down to the Work on Existing CalPERS Review Reports section.

Step 46 Review the Status column.



CalPERS Review Report Date	Submit Date	Status	Report Posted Date	Test Report	Report Name
09/03/2021 - 09/03/2021	09/03/2021	Valid Report		No	
09/03/2021 - 09/03/2021	09/03/2021	Suspended		No	
09/01/2021 - 09/01/2021	09/01/2021	Suspended		No	
09/01/2021 - 09/01/2021	09/01/2021	Suspended		No	
07/23/2021 - 07/23/2021	07/23/2021	Valid Report		No	
07/13/2021 - 07/13/2021	07/13/2021	Valid Report		No	
07/12/2021 - 07/12/2021	07/12/2021	Valid Report		No	
07/12/2021 - 07/12/2021	07/12/2021	Valid Report		No	
06/30/2021 - 06/30/2021	06/30/2021	Valid Report		No	
06/30/2021 - 06/30/2021	06/30/2021	Valid Report		No	
06/28/2021 - 06/28/2021	06/28/2021	Valid Report		No	
06/10/2021 - 06/10/2021	06/10/2021	Valid Report		No	
06/10/2021 - 06/10/2021	06/10/2021	Valid Report		No	
06/01/2021 - 06/01/2021	06/01/2021	Valid Report		No	
05/18/2021 - 05/18/2021	05/18/2021	Valid Report		No	
05/13/2021 - 05/13/2021	05/13/2021	Valid Report		No	
05/13/2021 - 05/13/2021	05/13/2021	Valid Report		No	
05/12/2021 - 05/12/2021	05/12/2021	Archived		No	
05/12/2021 - 05/12/2021	05/12/2021	Archived		No	
04/26/2021 - 04/26/2021	04/26/2021	Valid Report		No	
04/23/2021 - 04/23/2021	04/23/2021	Valid Report		No	
04/02/2021 - 04/02/2021	04/02/2021	Valid Report		No	
04/02/2021 - 04/02/2021	04/02/2021	Valid Report		No	
03/31/2021 - 03/31/2021	03/31/2021	Valid Report		No	
03/31/2021 - 03/31/2021	03/31/2021	Valid Report		No	

Step 47 What is the status of the report?

**Valid Report:** Your report is valid. Skip to step 53.

**Suspended:** Your report has error(s) that must be corrected. Continue to step 48.

Step 48 Select the **CalPERS Review Report Date** link for the suspended report.

Work On CalPERS Review Reports					
Fiscal Year: <input type="text"/>		Report Status: <input type="text"/>		Display	
CalPERS Review Report Date	Submit Date	Status	Report Posted Date	Test Report	Report Name
<a href="#">09/03/2021 - 09/03/2021</a>	09/03/2021	Valid Report		No	
<a href="#">09/03/2021 - 09/03/2021</a>	09/03/2021	Suspended		No	
<a href="#">09/01/2021 - 09/01/2021</a>	09/01/2021	Suspended		No	
<a href="#">09/01/2021 - 09/01/2021</a>	09/01/2021	Suspended		No	
<a href="#">07/23/2021 - 07/23/2021</a>	07/23/2021	Valid Report		No	
<a href="#">07/13/2021 - 07/13/2021</a>	07/13/2021	Valid Report		No	
<a href="#">07/12/2021 - 07/12/2021</a>	07/12/2021	Valid Report		No	
<a href="#">07/12/2021 - 07/12/2021</a>	07/12/2021	Valid Report		No	
<a href="#">06/30/2021 - 06/30/2021</a>	06/30/2021	Valid Report		No	
<a href="#">06/30/2021 - 06/30/2021</a>	06/30/2021	Valid Report		No	
<a href="#">06/28/2021 - 06/28/2021</a>	06/28/2021	Valid Report		No	
<a href="#">06/10/2021 - 06/10/2021</a>	06/10/2021	Valid Report		No	
<a href="#">06/10/2021 - 06/10/2021</a>	06/10/2021	Valid Report		No	
<a href="#">06/01/2021 - 06/01/2021</a>	06/01/2021	Valid Report		No	
<a href="#">05/18/2021 - 05/18/2021</a>	05/18/2021	Valid Report		No	
<a href="#">05/13/2021 - 05/13/2021</a>	05/13/2021	Valid Report		No	
<a href="#">05/13/2021 - 05/13/2021</a>	05/13/2021	Valid Report		No	
<a href="#">05/12/2021 - 05/12/2021</a>	05/12/2021	Archived		No	
<a href="#">05/12/2021 - 05/12/2021</a>	05/12/2021	Archived		No	
<a href="#">04/26/2021 - 04/26/2021</a>	04/26/2021	Valid Report		No	
<a href="#">04/23/2021 - 04/23/2021</a>	04/23/2021	Valid Report		No	
<a href="#">04/02/2021 - 04/02/2021</a>	04/02/2021	Valid Report		No	
<a href="#">04/02/2021 - 04/02/2021</a>	04/02/2021	Valid Report		No	
<a href="#">03/31/2021 - 03/31/2021</a>	03/31/2021	Valid Report		No	
<a href="#">03/31/2021 - 03/31/2021</a>	03/31/2021	Valid Report		No	
Showing records 1 - 25   First << Previous 1 2 Next >> Last   View Max					

Step 49 Within the Record Present in the Report section, review the Status column for records with errors.

Records Present in the Report										
Select All		Delete								
SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation	Hours Worked	OT Hours
<a href="#">XX-1111</a>	0123456789	Agency Name	SARINAS, YELTSIN BELLARMINE	03/01/2020-03/06/2020	Miscellaneous	Reported	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	03/07/2020-03/20/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	03/21/2020-04/03/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	04/04/2020-04/17/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	04/18/2020-05/01/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	05/02/2020-05/15/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	05/16/2020-05/29/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
Select All		Delete								
Generate Report Summary						<a href="#">View Payroll Report Summary</a>				

Step 50 Select the **SSN** link for the record that has an error.

Records Present in the Report										
<a href="#">Select All</a> <a href="#">Delete</a>										
SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation	Hours Worked	OT Hours
<a href="#">XX-1111</a>	0123456789	Agency Name	SARINAS, YELTSIN BELLARMINE	03/01/2020-03/06/2020	Miscellaneous	Reported	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	03/07/2020-03/20/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	03/21/2020-04/03/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	04/04/2020-04/17/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	04/18/2020-05/01/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	05/02/2020-05/15/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">XX-1111</a>	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	05/16/2020-05/29/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
<a href="#">Select All</a> <a href="#">Delete</a>										
<a href="#">Generate Report Summary</a> <a href="#">View Payroll Report Summary</a>										

Step 51 Review the messages section to determine what requires correction.

Step 52 Select the **Save & Return** button.

Step 53 Are there additional records with errors?

**Yes:** Return to step 50

**No:** Continue to step 54

Step 54 Select the **Reporting** global navigation tab.

Step 55 Select the **Member Requests** local navigation link.

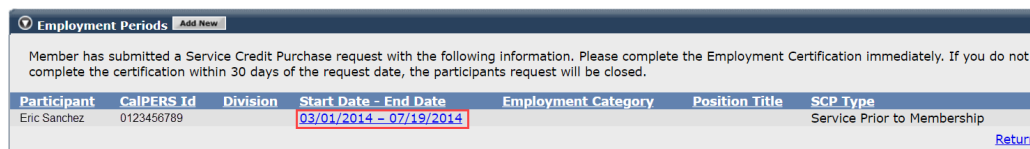
Step 56 Within the Employment and Service Period Certification List section, locate the member within the list.

Step 57 Select the **Status** link for the request you wish to complete.

Employment and Service Period Certification List <a href="#">Add New</a>									
<a href="#">Excel</a> <span>Search:</span> <input type="text"/>									
Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division	Submitted By
02/22/2021	<a href="#">Requested</a>	Sanchez	Eric		0123456789	03/01/2014	07/19/2014		
02/25/2021	<a href="#">Requested</a>	Nguyen	Lisa		1234567890	02/06/2006	08/11/2006		
02/04/2021	<a href="#">Requested</a>	Wolfgang	Steven		2345678901	03/06/1998	11/12/1998		
02/08/2021	<a href="#">Requested</a>	French	Douglas		3456789012	03/31/2013	03/22/2019		
01/04/2021	<a href="#">Submitted</a>	Matson	Oleg		4567890123	11/03/2018	06/28/2019		WALKER, L
01/12/2021	<a href="#">In-Progress</a>	Chen	Roberta		5678901234	01/07/2012	07/26/2019		
01/14/2021	<a href="#">Submitted</a>	Kinser	Kirsti		6789012345	09/22/2014	01/10/2017		WALKER, L
Showing 1 to 7 of 7 entries <span>Previous</span> <span>1</span> <span>Next</span>									

Step 58 Within the Employment Periods section, select the **Start Date – End Date** link.

**Note:** There may be more than one period of employment displayed.



Employment Periods Add New

Member has submitted a Service Credit Purchase request with the following information. Please complete the Employment Certification immediately. If you do not complete the certification within 30 days of the request date, the participants request will be closed.

Participant	CalPERS Id	Division	Start Date - End Date	Employment Category	Position Title	SCP Type
Eric Sanchez	0123456789		03/01/2014 – 07/19/2014			Service Prior to Membership

[Return](#)

## Submit, Reject, or Withdraw a Service Credit Purchase Request

Step 59 What would you like to do with this request?

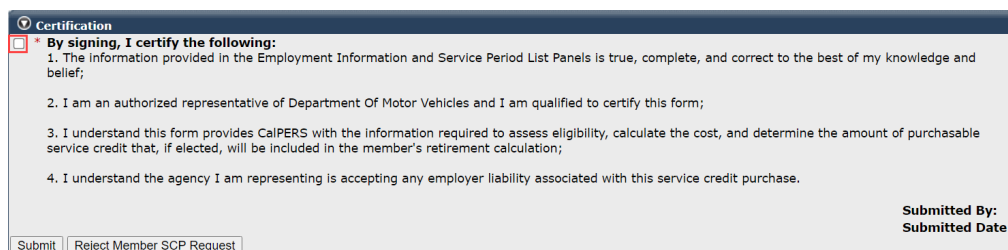
**Submit:** You've completed the certification and are ready to submit to CalPERS, continue to step 60.

**Reject:** The member submitted a request via myCalPERS and you wish to reject their request, skip to step 62.

**Withdraw:** The member submitted the request to you via paper form, you initiated it in myCalPERS, but now wish to withdraw the request, skip to step 65.

## Submit

Step 60 Within the Certification section, select the **certification** check box.



Certification

☒ \* By signing, I certify the following:

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of Department Of Motor Vehicles and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:  
Submitted Date:

Submit Reject Member SCP Request

Step 61 Select the **Submit** button.

**You have completed this scenario.**

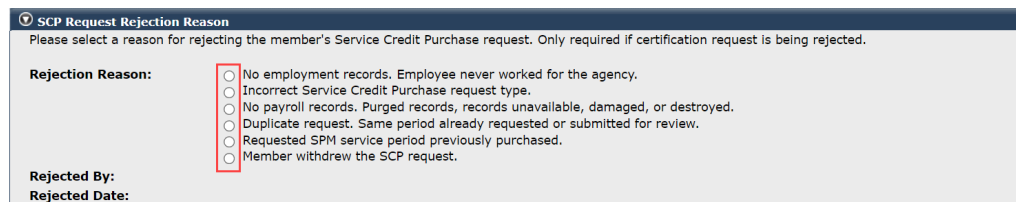
## Reject

Step 62 Expand the SCP Request Reject Reason section.



SCP Request Rejection Reason

Step 63 Select the reason for rejecting the service credit purchase request.



SCP Request Rejection Reason

Please select a reason for rejecting the member's Service Credit Purchase request. Only required if certification request is being rejected.

Rejection Reason:

- ☒ No employment records. Employee never worked for the agency.
- ☐ Incorrect Service Credit Purchase request type.
- ☐ No payroll records. Purged records, records unavailable, damaged, or destroyed.
- ☐ Duplicate request. Same period already requested or submitted for review.
- ☐ Requested SPM service period previously purchased.
- ☐ Member withdrew the SCP request.

Rejected By:  
Rejected Date:



## Step 64

Within the Certification section, select the **Reject Member SCP Request** button.

Certification

☐

**\* By signing, I certify the following:**

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;

2. I am an authorized representative of Department Of Motor Vehicles and I am qualified to certify this form;

3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;

4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:

Submitted Date:

Submit

Reject Member SCP Request

**You have completed this scenario.**

---

## Withdraw

## Step 65

Within the Certification section, select the **Withdraw Certification Request** button.

Certification

☐

**\* By signing, I certify the following:**

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;

2. I am an authorized representative of City of Oakland and I am qualified to certify this form;

3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;

4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:

Submitted Date:

Submit

Withdraw Certification Request

**You have completed this scenario.**

---

## Scenario 2: Certify a Leave of Absence Service Credit Purchase Request

Members have two options for submitting a service credit purchase request for a leave of absence:

### myCalPERS

Once logged into their myCalPERS account, members can request to purchase service credit by completing and submitted the service credit purchase request online. Once submitted, you will locate the request in myCalPERS, complete the employment certification portion, and submit the request by using this scenario.

### Request Form

Members can submit their request using the applicable service credit purchase request form. Once completed, the member will submit the form to their current employer. You will then complete the employer certification portions and submit directly to CalPERS via fax or mail.

### System Logic

- Each leave of absence period must be requested separately.
- For definitions of the fields, see the Appendix at the end of this guide.

### Step Actions

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

Step 2 Select the **Member Requests** local navigation link.

Step 3 Within the Employment and Service Period Certification List section, locate the member within the list.

Step 4 Select the **Status** link for the request you wish to complete.

Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division	Submitted By
02/22/2021	Requested	Sanchez	Eric		0123456789	03/01/2014	07/19/2014		
02/25/2021	Requested	Nguyen	Lisa		1234567890	02/06/2006	08/11/2006		
02/04/2021	Requested	Wolfgang	Steven		2345678901	03/06/1998	11/12/1998		
02/08/2021	Requested	French	Douglas		3456789012	03/31/2013	03/22/2019		
01/04/2021	Submitted	Matson	Oleg		4567890123	11/03/2018	06/28/2019		WALKER, L
01/12/2021	In-Progress	Chen	Roberta		5678901234	01/07/2012	07/26/2019		
01/14/2021	Submitted	Kinser	Kirsti		6789012345	09/22/2014	01/10/2017		WALKER, L

Step 5 Within the Employment Periods section, select the **Start Date – End Date** link.

**Note:** There may be more than one period of employment displayed.

Participant	CalPERS Id	Division	Start Date - End Date	Employment Category	Position Title	SCP Type
Eric Sanchez	0123456789		11/06/2006 - 12/22/2006			Maternity/Paternity Leave of Absence

Step 6 Review the **Dates of Employment** fields and update to reflect the dates of the leave of absence.



Step 7 Select the **Save** button.

### [Submit, Reject, or Withdraw a Service Credit Purchase Request](#)

Step 8 What would you like to do with this request?

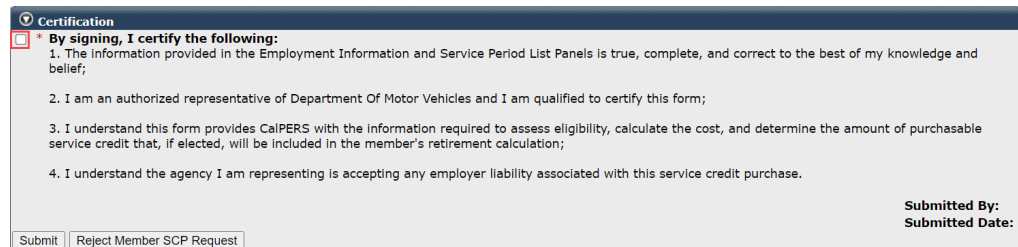
**Submit:** You've completed the certification and are ready to submit to CalPERS, continue to step 9.

**Reject:** The member submitted the request via myCalPERS and you wish to reject their request, skip to step 11.

**Withdraw:** The member submitted the request to you via paper form, you initiated it in myCalPERS but now wish to withdraw the request, skip to step 14.

### [Submit](#)

Step 9 Within the Certification section, select the **certification** check box.



Step 10 Select the **Submit** button.

**You have completed this scenario.**

## Reject

### Step 11

Expand the SCP Request Reject Reason section.

#### SCP Request Rejection Reason

### Step 12

Select the reason for rejecting the service credit purchase request.

**SCP Request Rejection Reason**  
Please select a reason for rejecting the member's Service Credit Purchase request. Only required if certification request is being rejected.

**Rejection Reason:**

- ☐ No employment records. Employee never worked for the agency.
- ☐ Incorrect Service Credit Purchase request type.
- ☐ No payroll records. Purged records, records unavailable, damaged, or destroyed.
- ☐ Duplicate request. Same period already requested or submitted for review.
- ☐ Requested SPM service period previously purchased.
- ☐ Member withdrew the SCP request.

**Rejected By:**  
**Rejected Date:**

### Step 13

Within the Certification section, select the **Reject Member SCP Request** button.

**Certification**

☐ **\* By signing, I certify the following:**

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of Department Of Motor Vehicles and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

**Submitted By:**  
**Submitted Date:**

Submit **Reject Member SCP Request**

You have completed this scenario.

## Withdraw

### Step 14

Within the Certification section, select the **Withdraw Certification Request** button.

**Certification**

☐ **\* By signing, I certify the following:**

1. The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
2. I am an authorized representative of City of Oakland and I am qualified to certify this form;
3. I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
4. I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

**Submitted By:**  
**Submitted Date:**

Submit **Withdraw Certification Request**

You have completed this scenario.

## Scenario 3: Review a Service Credit Purchase Request

You will review or check the status of a submitted service credit purchase request.

### System Logic

The following is a list of the service credit purchase request statuses:

- **Requested:** Employee has submitted the request, but the employer has not started or submitted the certification.
- **In-Progress:** Employer has started but has not submitted the certification.
- **Certification Expired:** Request has expired due to employer failing to complete and submit the request within 30 days. The member must resubmit their request. There may also be increased cost.
- **Submitted:** Employer has certified and submitted the request to CalPERS for review.
- **Complete:** CalPERS has completed the service credit purchase request process.

### Correcting a Service Credit Purchase Certification

- **In-Process:** Corrections can be made by opening the request.
- **Submitted:** Corrections can be made by calling the contact center at **888 CalPERS**.
- **Completed:** Corrections cannot be made.

### Step Actions

#### Check the Status

Step 1	Select the <b>Reporting</b> global navigation tab.
Step 2	Select the <b>Member Requests</b> local navigation link.
Step 3	Within the Employment and Service Period Certification List section, locate the member with the list.
Step 4	Within the Employment and Service Period Certification List section, review the status column to check the status of the request.

### Review

Step 5 Select the **Status** link for the request you wish to complete.

Employment and Service Period Certification List <a href="#">Add New</a>									
Excel		Search:							
Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division	Submitted By
02/22/2021	Requested	Sanchez	Eric		0123456789	03/01/2014	07/19/2014		
02/25/2021	Requested	Nguyen	Lisa		1234567890	02/06/2006	08/11/2006		
02/04/2021	Requested	Wolfgang	Steven		2345678901	03/06/1998	11/12/1998		
02/08/2021	Requested	French	Douglas		3456789012	03/31/2013	03/22/2019		
01/04/2021	Submitted	Matson	Oleg		4567890123	11/03/2018	06/28/2019	WALKER, L	
01/12/2021	In-Progress	Chen	Roberta		5678901234	01/07/2012	07/26/2019		
01/14/2021	Submitted	Kinser	Kirsti		6789012345	09/22/2014	01/10/2017	WALKER, L	
Showing 1 to 7 of 7 entries									
								Previous	1 Next

Step 6 Within the Employment Periods section, select the **Start Date – End Date** link.

**Note:** There may be more than one period of employment displayed.

**Employment Periods** [Add New](#)

Member has submitted a Service Credit Purchase request with the following information. Please complete the Employment Certification immediately. If you do not complete the certification within 30 days of the request date, the participants request will be closed.

Participant	CalPERS Id	Division	Start Date – End Date	Employment Category	Position Title	SCP Type
Eric Sanchez	0123456789		<a href="#">03/24/2014 – 07/18/2014</a>	Miscellaneous	Fire Fighter Trainee	Service Prior to Membership

[Return](#)

Step 7 Review the Employment Information section.

**Employment Information**

**Participant:** \* Eric Sanchez

**Participant's Email Address:** eric.sanchez@agencyname.com

**Business Partner:** Agency Name

**Participant's Phone Number:** (999) 888-7777

**Division:**

**Dates of Employment:** \* **From:** 02/06/2006 **To:** 08/11/2006

**Employment Category:** \* Miscellaneous

**Primary Position Title as displayed on your publicly available pay schedule:** \* Police Officer Trainee

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

**Time Base:** \* ☐ Full Time ☒ Part Time ☐ Indeterminate ☐ On Call ☐ Work(ed) As Needed ☐ Fractional Time Base:  /  ☒ Scheduled hours per week: 40.0

**Appointment Tenure:** \* ☐ Permanent ☐ Indeterminate ☐ Seasonal ☒ Temporary **Term End Date:** 08/11/2006

**Months per Year:** \* ☐ 8 Months ☐ 9 Months ☒ 12 Months ☐ 10 Months

Please upload the participant's hiring document (myCalPERS 2788):

**Service Credit Purchase Type Requested:** ☐ Service Prior to Membership ☒ No

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

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

**For teacher's assistants in a credential program only:**

**Did the employee require a temporary certificate from a California teacher training institution to serve as a teacher's assistant during the requested employment period?** \* ☐ Yes ☒ No

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

**Did the Participant withdraw these funds?** \* ☐ Yes ☒ No

**Plan Type:** \* ☐ Defined Benefit ☒ Defined Contribution

**Plan Name:** \* ICMA-RC Deferred Comp P

Step 8 Select the **Return** link at bottom right.

Step 9 Select the **Status** link for the request you wish to review.

**Employment and Service Period Certification List** [Add New](#)

Excel Search:

Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division	Submitted By
02/22/2021	<a href="#">Requested</a>	Sanchez	Eric		0123456789	03/01/2014	07/19/2014		
02/25/2021	<a href="#">Requested</a>	Nguyen	Lisa		1234567890	02/06/2006	08/11/2006		
02/04/2021	<a href="#">Requested</a>	Wolfgang	Steven		2345678901	03/06/1998	11/12/1998		
02/08/2021	<a href="#">Requested</a>	French	Douglas		3456789012	03/31/2013	03/22/2019		
01/04/2021	<a href="#">Submitted</a>	Matson	Oleg		4567890123	11/03/2018	06/28/2019		WALKER, L
01/12/2021	<a href="#">In-Progress</a>	Chen	Roberta		5678901234	01/07/2012	07/26/2019		
01/14/2021	<a href="#">Submitted</a>	Kinser	Kirsti		6789012345	09/22/2014	01/10/2017		WALKER, L

Showing 1 to 7 of 7 entries Previous **1** Next

Step 10 Within the Service Review Filter section, change the Date Range and To fields to match the period of the service credit purchase request.

Service Review Filter

Fiscal Year:

Appointment:

Division:

CBU:

Business Partner:

Date Range: 07/01/2013

Position Title:

Class Code:

Certified by:

To: 06/30/2015

Filter Service Clear Filter Add New Service

Step 11 Select the **Filter Service** button.

Step 12 Within the Service Period List section, view the reported payroll for the service credit purchase period.

Service Period List

Excel Show 25 entries Search:

Start Date	End Date	Appointment ID	Position Title	Full Time Pay Rate	Reportable Earnings	FT Hours per Week	Reportable Hours Worked	Overtime Hours Worked
07/05/2014	07/18/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	80.0	0.0
07/01/2014	07/04/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	32.0	0.0
06/21/2014	06/30/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	48.0	0.0
06/07/2014	06/20/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	80.0	0.0
05/24/2014	06/06/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	80.0	0.0
05/10/2014	05/23/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	80.0	0.0
04/26/2014	05/09/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	80.0	0.0
04/12/2014	04/25/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	80.0	0.0
03/29/2014	04/11/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	80.0	0.0
03/24/2014	03/28/2014		Fire Fighter Trainee	\$13.21	\$0.00	0.0	40.0	0.0

Showing 1 to 10 of 10 entries First Previous 1 Next Last

You have completed this scenario.

## Unit 2: Arrears

Arrears are the cost of retirement contributions from a member's earnings that were not previously reported and paid to CalPERS. An agency may be responsible for paying both the member and employer contributions along with an administrative cost associated with each arrears determination.

You are responsible for determining membership eligibility upon hire, including checking their CalPERS membership status in myCalPERS. If the employee is not eligible at date of hire, the employer must continue to monitor their eligibility throughout their employment.

Upon meeting the eligibility requirements, you must enroll the member into membership within 90 days of their eligibility date. Failure to enroll a member timely will result in an arrears determination.

### Arrears Administrator

For your agency to receive timely notifications of arrears determinations, your system access administrator must designate a *primary* Arrears Administrator contact type. We recommend selecting email as the preferred method of communication. Your agency's system access administrator should follow the steps in the [myCalPERS System Access Administration \(PDF\)](#) student guide for establishing and maintaining agency contacts.

### What Initiates an Arrears Review?

Below is a list of reasons that may cause an arrears determination:

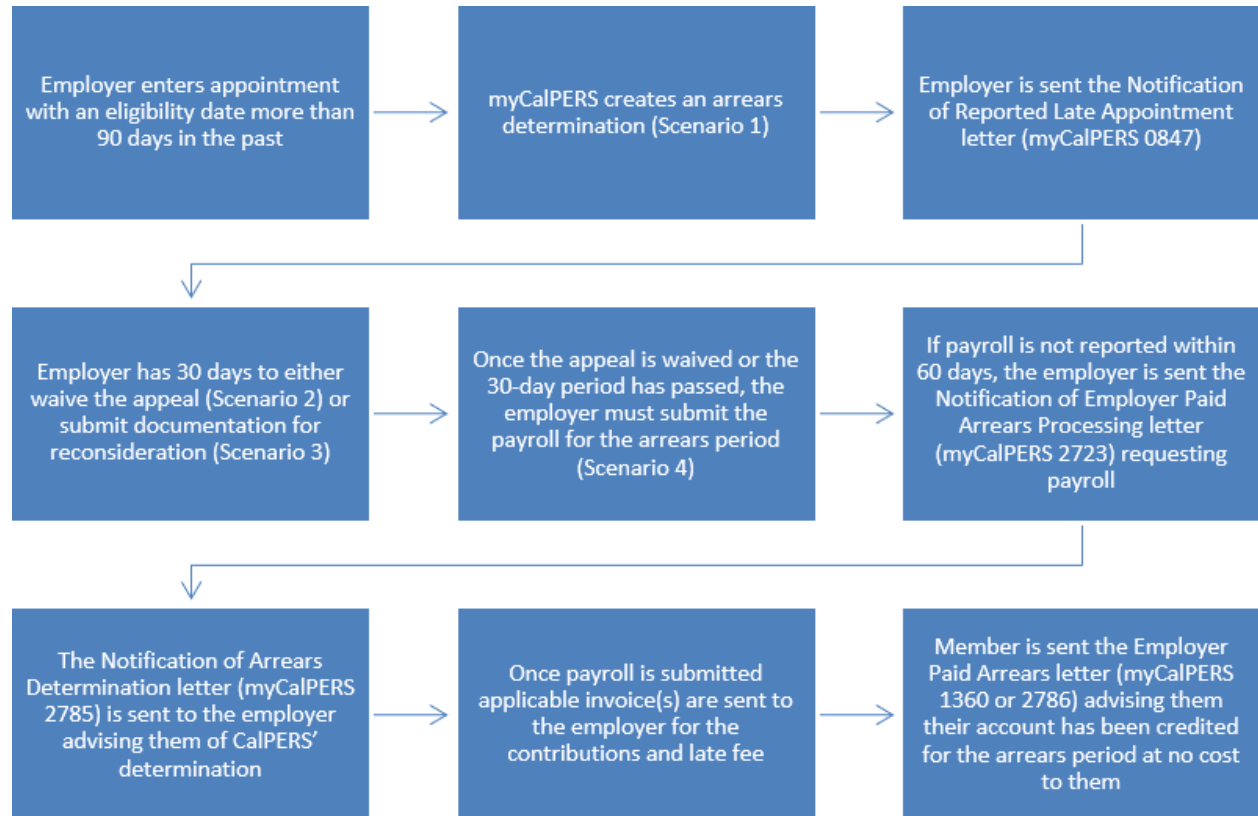
- Member not enrolled into membership in myCalPERS timely (90-day violation)
- Membership date input error
- Missing payroll
- Employer updates/corrects an appointment
- Service Prior to Membership (SPM) request
- Retirement, death, and/or disability review
- Business partner/member calls the CalPERS Contact Center
- Member refunds or re-deposits



## Arrears Determination Processes

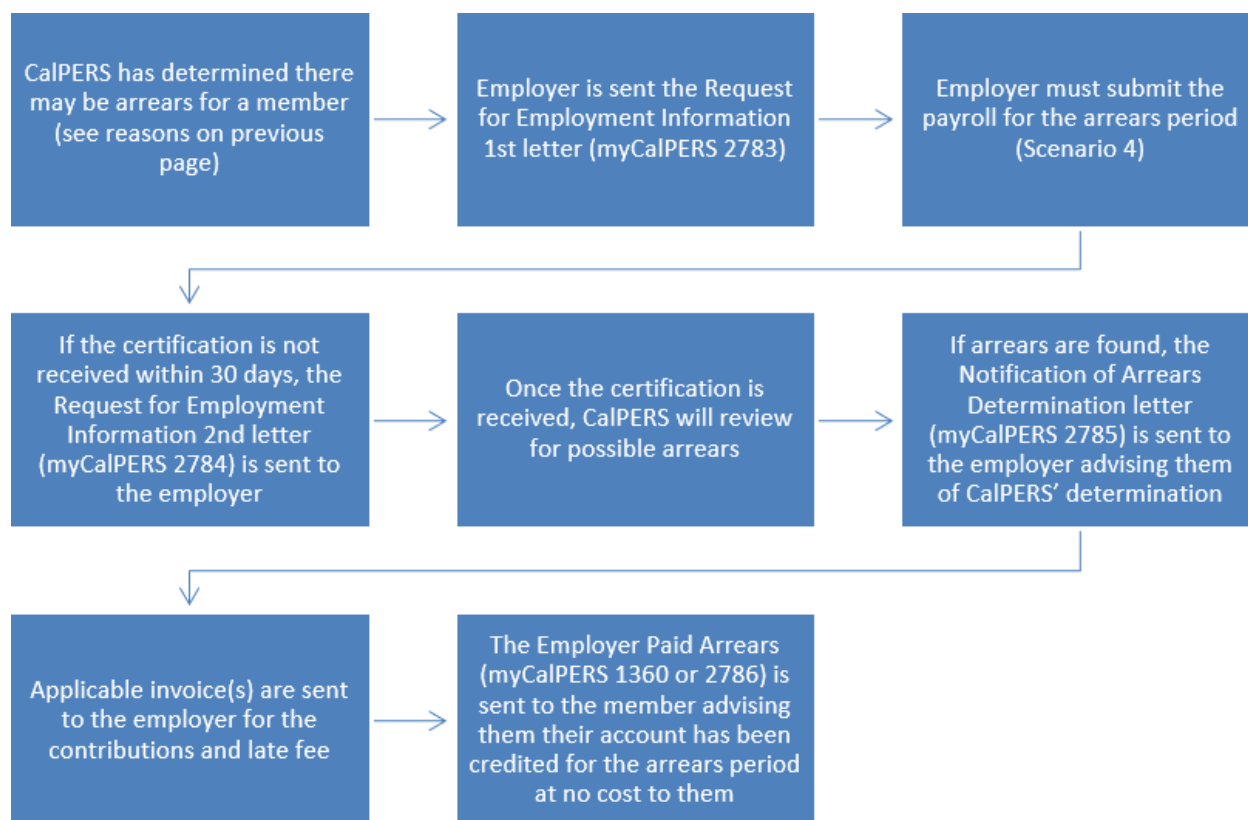
### Late Appointments (90-day violation)

The chart below details the process and the associated scenarios related to 90-day violations:



## All Other Reasons

The chart below details the process and the associated scenarios for all other arrears reasons (see the list on the previous page):



## Documentation

To view documentation that has been sent regarding an arrears determination, review your agency's document history within myCalPERS > Common Tasks > Document History.

## Contents

Scenario 1: View Arrears Determination .....	26
Scenario 2: Waive Appeal .....	27
Scenario 3: Submit Reconsideration .....	29
Scenario 4: Report Payroll.....	32

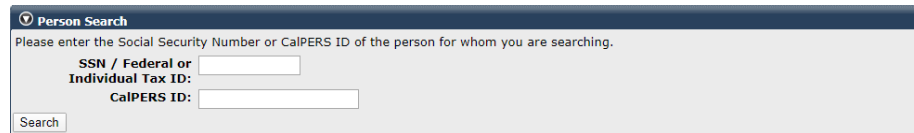
## Scenario 1: View Arrears Determination

You want to view an arrears determination.

### Step Actions

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

Step 2 Complete the Person Search section.



**Person Search**

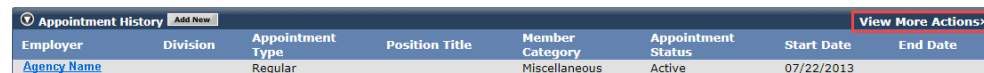
Please enter the Social Security Number or CalPERS ID of the person for whom you are searching.

SSN / Federal or Individual Tax ID:

CalPERS ID:


Step 3 Select the **Search** button.

Step 4 Within the Appointment History section, select the **View More Actions** link.



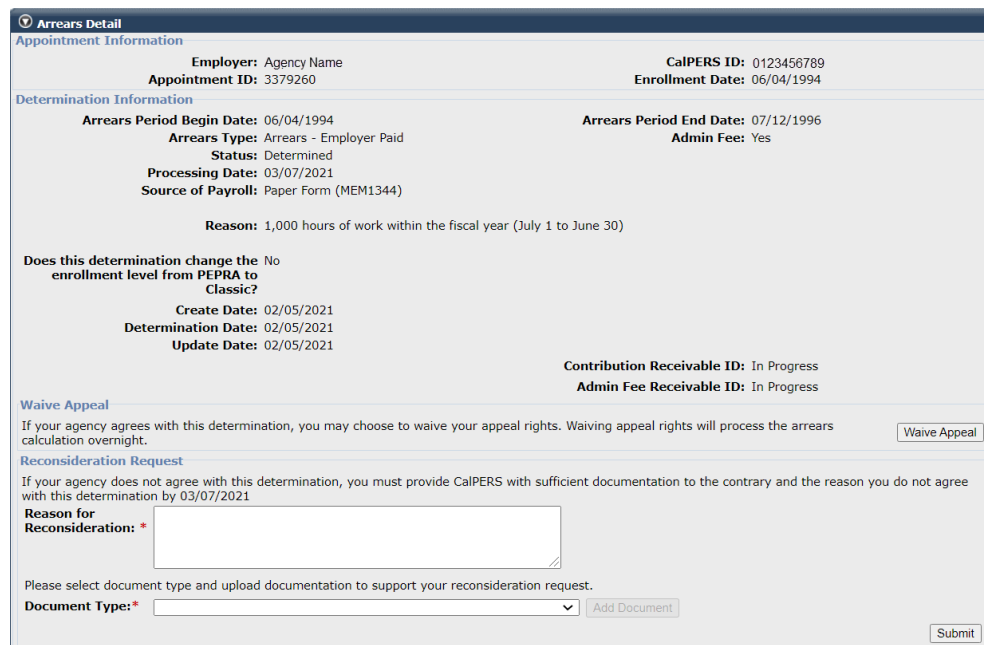
Appointment History		Add New						View More Actions
Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date	
<a href="#">Agency Name</a>		Regular		Miscellaneous	Active	07/22/2013		

Step 5 Within the Arrears Determinations section, select the **Details** link.



Employer	BP ID	Appointment ID	Type	Begin Date	End Date	Determination Date	Status	Update Date	
Agency Name	0123456789	92991672	Arrears - Employer Paid	07/01/2020	07/14/2020	11/10/2020	Determined		<a href="#">Details</a>
Agency Name	0123456789	92991672	Arrears - Employer Paid	06/01/2020	09/03/2020	09/03/2020	Completed	10/29/2020	<a href="#">Details</a>

Step 6 Review the Arrears Detail section.



**Arrears Detail**

**Appointment Information**

Employer: Agency Name  
Appointment ID: 3379260  
CalPERS ID: 0123456789  
Enrollment Date: 06/04/1994

**Determination Information**

Arrears Period Begin Date: 06/04/1994  
Arrears Period End Date: 07/12/1996  
Arrears Type: Arrears - Employer Paid  
Status: Determined  
Processing Date: 03/07/2021  
Admin Fee: Yes  
Source of Payroll: Paper Form (MEM1344)

Reason: 1,000 hours of work within the fiscal year (July 1 to June 30)

Does this determination change the enrollment level from PEPRA to Classic? No

Create Date: 02/05/2021  
Determination Date: 02/05/2021  
Update Date: 02/05/2021

Contribution Receivable ID: In Progress  
Admin Fee Receivable ID: In Progress

**Waive Appeal**

If your agency agrees with this determination, you may choose to waive your appeal rights. Waiving appeal rights will process the arrears calculation overnight.

**Reconsideration Request**

If your agency does not agree with this determination, you must provide CalPERS with sufficient documentation to the contrary and the reason you do not agree with this determination by 03/07/2021.

Reason for Reconsideration: \*

Please select document type and upload documentation to support your reconsideration request.

Document Type:

You have completed this scenario.

## Scenario 2: Waive Appeal

You agree with the arrears determination and elect to waive the appeal.

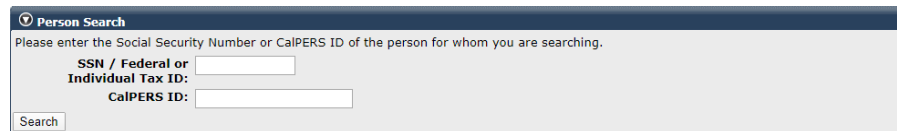
### System Logic

- An appeal can only be waived within 30 days of when the arrears determination was created.
- Once an appeal is waived, payroll for the arrears period can be reported. See unit 2, scenario 4 of this student guide for reporting payroll.

### Step Actions

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

Step 2 Complete the Person Search section.



**Person Search**

Please enter the Social Security Number or CalPERS ID of the person for whom you are searching.

SSN / Federal or Individual Tax ID:

CalPERS ID:

Step 3 Select the **Search** button.

Step 4 Within the Appointment History section, select the **View More Actions** link.



Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
<a href="#">Agency Name</a>		Regular		Miscellaneous	Active	07/22/2013	

Step 5 Within the Arrears Determinations section, select the **Details** link.



Employer	BP ID	Appointment ID	Type	Begin Date	End Date	Determination Date	Status	Update Date
Agency Name	0123456789	92991672	Arrears - Employer Paid	07/01/2020	07/14/2020	11/10/2020	Determined	<a href="#">Details</a>
Agency Name	0123456789	92991672	Arrears - Employer Paid	06/01/2020	09/03/2020	09/03/2020	Completed	10/29/2020 <a href="#">Details</a>

Step 6 Within the Arrears Detail section, select the **Waive Appeal** button.



**Arrears Detail**

**Appointment Information**

Employer: Agency Name  
Appointment ID: 92991672  
CalPERS ID: 0123456789  
Enrollment Date: 07/01/2020

**Determination Information**

Arrears Period Begin Date: 07/01/2020  
Arrears Type: Arrears - Employer Paid  
Status: Determined  
Processing Date: 12/25/2020  
Source of Payroll: N/A - Late Enrollment  
Arrears Period End Date: 07/14/2020  
Admin Fee: Yes  
Reason: Appointment enrollment was reported late 90 days or more

Does this determination change the enrollment level from PEPA to Classic?  
Create Date: 11/10/2020  
Determination Date: 11/10/2020  
Admin Fee Receivable ID: In Progress

**Waive Appeal**

If your agency agrees with this determination, you may choose to waive your appeal rights. Waiving appeal rights will process the arrears calculation overnight.

**Reconsideration Request**

If your agency does not agree with this determination, you may provide CalPERS with sufficient documentation to the contrary and the reason you do not agree with this determination by 12/25/2020.

Reason for Reconsideration: \*

Please select document type and upload documentation to support your consideration request

Document Type: \*

Step 7

Within the Waive Appeal section, select the **Yes** button.

A screenshot of a 'Waive Appeal' dialog box. The title bar is dark blue with the text 'Waive Appeal' and a close button (X) on the right. The main area has a light gray background and contains the text 'Are you sure you want to waive your agency's appeal rights?'. At the bottom, there are two buttons: 'Yes' and 'Cancel'. The 'Yes' button is highlighted with a black border.

Waive Appeal

Are you sure you want to waive your agency's appeal rights?

Yes Cancel

**You have completed this scenario.**

---

## Scenario 3: Submit Reconsideration

You want to submit additional information and documentation for reconsideration of an arrears determination.

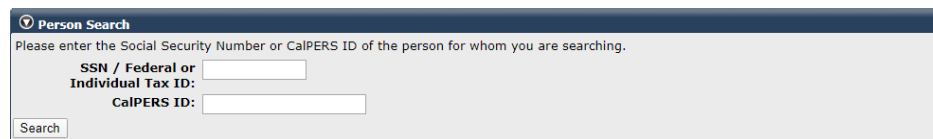
### System Logic

- You have 30 days from when the arrears determination was created to submit documentation for reconsideration.
- Once the appeal period closes, if CalPERS determines the arrears stands, your agency will need to report payroll for the arrears period. See unit 2, scenario 4 for reporting payroll of this student guide.

### Step Actions

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

Step 2 Complete the Person Search section.



**Person Search**

Please enter the Social Security Number or CalPERS ID of the person for whom you are searching.

SSN / Federal or Individual Tax ID:

CalPERS ID:

Step 3 Select the **Search** button.

Step 4 Within the Appointment History section, select the **View More Actions** link.

Appointment History		Add New						View More Actions
Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date	
<a href="#">Agency Name</a>		Regular		Miscellaneous	Active	07/22/2013		

Step 5 Within the Arrears Determinations section, select the **Details** link.

Arrears Determinations								
Employer	BP ID	Appointment Id	Type	Begin Date	End Date	Determination Date	Status	Update Date
Agency Name	0123456789	92991672	Arrears - Employer Paid	07/01/2020	07/14/2020	11/10/2020	Determined	<a href="#">Details</a>
Agency Name	0123456789	92991672	Arrears - Employer Paid	06/01/2020	09/03/2020	09/03/2020	Completed	10/29/2020 <a href="#">Details</a>

Step 6 Within the Arrears Detail section, complete the **Reason for Reconsideration** field.

The screenshot shows the 'Arrears Detail' form. The 'Appointment Information' section includes 'Employer: Agency Name', 'Appointment ID: 92991672', 'CalPERS ID: 0123456789', and 'Enrollment Date: 07/01/2020'. The 'Determination Information' section includes 'Arrears Period Begin Date: 07/01/2020', 'Arrears Period End Date: 07/14/2020', 'Arrears Type: Arrears - Employer Paid', 'Status: Determined', 'Processing Date: 12/25/2020', 'Source of Payroll: N/A - Late Enrollment', 'Reason: Appointment enrollment was reported late 90 days or more', 'Does this determination change the enrollment level from PEPPRA to Classic? No', 'Create Date: 11/10/2020', 'Determination Date: 11/10/2020', and 'Admin Fee: Yes'. The 'Waive Appeal' section includes a text box and a 'Waive Appeal' button. The 'Reconsideration Request' section includes a text box for 'Reason for Reconsideration' (highlighted with a red box), a 'Document Type' dropdown menu, and an 'Add Document' button. The 'Submit' button is at the bottom right.

Step 7 Within the Arrears Detail section, select from the **Document Type** drop-down list.

The screenshot shows the 'Arrears Detail' form. The 'Appointment Information' section includes 'Employer: Agency Name', 'Appointment ID: 92991672', 'CalPERS ID: 0123456789', and 'Enrollment Date: 07/01/2020'. The 'Determination Information' section includes 'Arrears Period Begin Date: 07/01/2020', 'Arrears Period End Date: 07/14/2020', 'Arrears Type: Arrears - Employer Paid', 'Status: Determined', 'Processing Date: 12/25/2020', 'Source of Payroll: N/A - Late Enrollment', 'Reason: Appointment enrollment was reported late 90 days or more', 'Does this determination change the enrollment level from PEPPRA to Classic? No', 'Create Date: 11/10/2020', 'Determination Date: 11/10/2020', and 'Admin Fee: Yes'. The 'Waive Appeal' section includes a text box and a 'Waive Appeal' button. The 'Reconsideration Request' section includes a text box for 'Reason for Reconsideration', a 'Document Type' dropdown menu (highlighted with a red box), and an 'Add Document' button. The 'Submit' button is at the bottom right.

Step 8 Within the Arrears Detail section, select the **Add Document** button.

The screenshot shows the 'Arrears Detail' form. The 'Appointment Information' section includes 'Employer: Agency Name', 'Appointment ID: 92991672', 'CalPERS ID: 0123456789', and 'Enrollment Date: 07/01/2020'. The 'Determination Information' section includes 'Arrears Period Begin Date: 07/01/2020', 'Arrears Period End Date: 07/14/2020', 'Arrears Type: Arrears - Employer Paid', 'Status: Determined', 'Processing Date: 12/25/2020', 'Source of Payroll: N/A - Late Enrollment', 'Reason: Appointment enrollment was reported late 90 days or more', 'Does this determination change the enrollment level from PEPRA to Classic? No', 'Create Date: 11/10/2020', 'Determination Date: 11/10/2020', and 'Admin Fee: Yes'. The 'Waive Appeal' section includes a text box and a 'Waive Appeal' button. The 'Reconsideration Request' section includes a text box and a 'Reconsideration Request' button. The 'Document Type' dropdown is set to 'Election of Optional Membership - Part-Time Employee: myCalPERS 0843'. The 'Add Document' button is highlighted with a red box.

Step 9 Locate the document, and then select the **Open** button.

Step 10 Within the Arrears Detail section, select the **Submit** button.

The screenshot shows the 'Arrears Detail' form. The 'Appointment Information' section includes 'Employer: Agency Name', 'Appointment ID: 92991672', 'CalPERS ID: 0123456789', and 'Enrollment Date: 07/01/2020'. The 'Determination Information' section includes 'Arrears Period Begin Date: 07/01/2020', 'Arrears Period End Date: 07/14/2020', 'Arrears Type: Arrears - Employer Paid', 'Status: Determined', 'Processing Date: 12/25/2020', 'Source of Payroll: N/A - Late Enrollment', 'Reason: Appointment enrollment was reported late 90 days or more', 'Does this determination change the enrollment level from PEPRA to Classic? No', 'Create Date: 11/10/2020', 'Determination Date: 11/10/2020', and 'Admin Fee: Yes'. The 'Waive Appeal' section includes a text box and a 'Waive Appeal' button. The 'Reconsideration Request' section includes a text box and a 'Reconsideration Request' button. The 'Document Type' dropdown is set to 'Election of Optional Membership - Part-Time Employee: myCalPERS 0843'. The 'View Document' button is highlighted with a red box. The 'Submit' button is highlighted with a red box.

You have completed this scenario.



## Scenario 4: Report Payroll

CalPERS has requested that you report payroll for an arrears determination.

### System Logic

- Only report payroll for the arrears period once the appeal has been waived (Unit 2, Scenario 1 of this student guide) or the 30-day appeal period has closed.
- Continue reporting the member's current payroll in your earned period reports.
- You must report payroll for the entire arrears period.
- Earned periods cannot be lumped together. Report each earned period separately.
- If an earned period does not have reportable earnings, report a zero-period record. See the [myCalPERS Payroll Reporting \(PDF\)](#) student guide (Unit 3, Scenario 4) for the proper reporting steps.
- Separate the payroll into two records if:
  - An earned period crosses fiscal years.
  - There are multiple pay rates or positions for the same earned period.
- Do not report payroll for dates outside of the requested service credit purchase period.
- Begin and end dates must be within the same fiscal year. If an earned period crosses fiscal years, separate the payroll into two records.
- Do not report payroll for dates outside of the requested arrears period using this scenario.

### Step Actions

Step 1 How would you like to submit your payroll?

**Manual entry:** Continue to step 2

**File upload:** Skip to step 19

### Manual Entry

Step 2 Within the Service Review Filter section, select the **Add New Service** button.

The screenshot shows the 'Service Review Filter' form. It contains several dropdown menus and text input fields. The 'Add New Service' button is located at the bottom right of the form and is highlighted with a red rectangular box.

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

The screenshot shows the 'Maintain Record Details' form. It includes fields for 'Begin Date', 'End Date', 'Payroll Record Memo', 'Division', and 'Payroll Schedule'. The 'Begin Date' and 'End Date' fields are highlighted with red rectangular boxes. The 'Payroll Schedule' is set to 'Approved - Bi-Weekly - 06/19/1982'.

- Step 4 Select from the **Member Category** drop-down lists and complete the **Position Title** and **CBU** fields. These fields are required for state and CSU.

Earnings

Member Category:	<input type="text"/>
Position Title:	<input type="text"/>
Class Code:	<input type="text"/>

- Step 5 Select an appointment:

-If you are reporting payroll for an existing appointment in myCalPERS, select the **appointment** radio button.

Earnings

Appointment: ☒ No Appointment ☐ 92139121 : Agency Name - Safety - County Peace Officer - 03/21/2015  
☐ 92111572 : Agency Name - Safety - County Peace Officer - 01/10/2015 - 02/25/2015

-If you are reporting payroll for an appointment that isn't in myCalPERS, leave the **No Appointment** radio button selected.

Earnings

Appointment: ☒ No Appointment ☐ 92139121 : Agency Name - Safety - County Peace Officer - 03/21/2015  
☐ 92111572 : Agency Name - Safety - County Peace Officer - 01/10/2015 - 02/25/2015

- Step 6 Select the correct **Payroll Schedule** from the drop-down list.

Payroll Schedule:\*

- Step 7 Within the Maintain Record Details section, complete the **Pay Rate Type**, **Pay Rate**, and **Reportable Earnings** fields. These fields are required.

**Note:** Do not include overtime earnings in the **Reportable earnings** field.

Pay Rate Type:	<input type="text"/>	Pay Rate: \$	<input type="text"/>
Reportable Earnings: \$	<input type="text"/>		

- Step 8 Complete either the **Scheduled Full Time Hours Per Week** or **Scheduled Full Time Days Per Week** field.

**Note:** Report what is considered full time for the position whether the member works full time or not.

Scheduled Full Time Hours Per Week:	<input type="text"/>	Scheduled Full Time Days Per Week:	<input type="text"/>
-------------------------------------	----------------------	------------------------------------	----------------------

- Step 9 Complete the **Total Hours Worked** field with the regular hours and the **Overtime Hours Worked** field with the overtime hours.

**Note:** Report only the hours worked for the period in this record.

Total Hours Worked:*	<input type="text"/>	Overtime Hours Worked:	<input type="text"/>
----------------------	----------------------	------------------------	----------------------

Step 10 Is there special compensation to be reported?

**Yes:** Continue to step 11

**No:** Skip to step 17

---

Step 11 Select the **View Special Compensation** link.

Special Compensation: \$0.00

[View Special Compensation](#)

---

Step 12 Within the View Special Compensation section, select the **Add New** button.



---

Step 13 Within the Maintain Special Compensation Details section, complete the **Special Compensation Category**, **Special Compensation Type**, and **Amount** fields.



---

Step 14 Is there additional special compensation to add to this record?

**Yes:** Select the **Save and Add Another** button, and then return to step 13

**No:** Continue to step 15

---

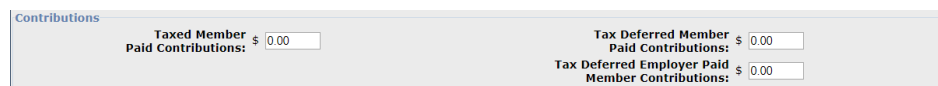
Step 15 Select the **Save** button.

---

Step 16 Select the **Return** link at bottom right.

---

Step 17 If applicable, enter the contributions in the appropriate field.



---

Step 18 Do you have additional periods or adjustments to report?

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

**No:** Select the **Save & Return** button, and then skip to step 35

---

## File Upload

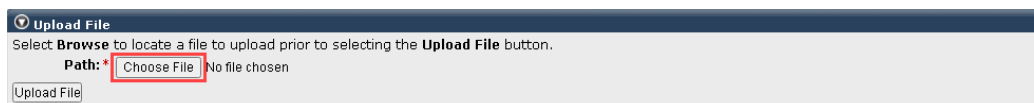
Step 19 Select the **Reporting** global navigation tab.

Step 20 Within the Create or Edit Report section, select **Upload File** from the Method drop-down list.



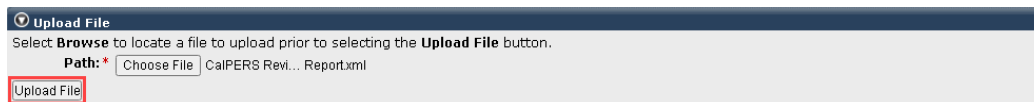
Step 21 Select the **Continue** button.

Step 22 Within the Upload File section, select the **Choose File** button.



Step 23 Locate the file, and then select the **Open** button.

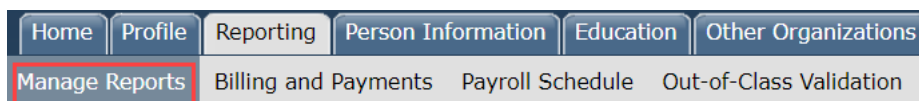
Step 24 Select the **Upload File** button.



Step 25 Within the File Upload History section, locate your report.

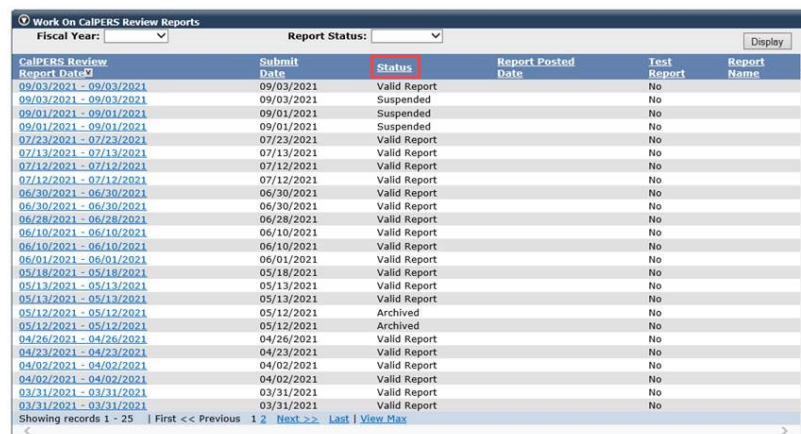
Step 26 Refresh the page until the File Status column of your report shows *Accepted*.

Step 27 Select the **Manage Reports** local navigation link.



Step 28 Scroll down to the Work on Existing CalPERS Review Reports section.

Step 29 Review the Status column.



CalPERS Review Report Date	Submit Date	Status	Report Posted Date	Test Report	Report Name
09/03/2021 - 09/03/2021	09/03/2021	Valid Report		No	
09/03/2021 - 09/03/2021	09/03/2021	Suspended		No	
09/01/2021 - 09/01/2021	09/01/2021	Suspended		No	
09/01/2021 - 09/01/2021	09/01/2021	Suspended		No	
07/23/2021 - 07/23/2021	07/23/2021	Valid Report		No	
07/13/2021 - 07/13/2021	07/13/2021	Valid Report		No	
07/12/2021 - 07/12/2021	07/12/2021	Valid Report		No	
07/12/2021 - 07/12/2021	07/12/2021	Valid Report		No	
06/30/2021 - 06/30/2021	06/30/2021	Valid Report		No	
06/30/2021 - 06/30/2021	06/30/2021	Valid Report		No	
06/28/2021 - 06/28/2021	06/28/2021	Valid Report		No	
06/10/2021 - 06/10/2021	06/10/2021	Valid Report		No	
06/10/2021 - 06/10/2021	06/10/2021	Valid Report		No	
06/01/2021 - 06/01/2021	06/01/2021	Valid Report		No	
05/18/2021 - 05/18/2021	05/18/2021	Valid Report		No	
05/13/2021 - 05/13/2021	05/13/2021	Valid Report		No	
05/13/2021 - 05/13/2021	05/13/2021	Valid Report		No	
05/12/2021 - 05/12/2021	05/12/2021	Archived		No	
05/12/2021 - 05/12/2021	05/12/2021	Archived		No	
04/26/2021 - 04/26/2021	04/26/2021	Valid Report		No	
04/23/2021 - 04/23/2021	04/23/2021	Valid Report		No	
04/02/2021 - 04/02/2021	04/02/2021	Valid Report		No	
04/02/2021 - 04/02/2021	04/02/2021	Valid Report		No	
03/31/2021 - 03/31/2021	03/31/2021	Valid Report		No	
03/31/2021 - 03/31/2021	03/31/2021	Valid Report		No	

Step 30

What is the status of the report?

**Valid Report:** Your report is valid. Skip to step 42.

**Suspended:** Your report has error(s) that must be corrected. Continue to step 31.

Step 31

Select the **CalPERS Review Report Date** link for the suspended report.

Work On CalPERS Review Reports					
Fiscal Year: <input type="text"/>		Report Status: <input type="text"/>		Display	
CalPERS Review Report Date	Submit Date	Status	Report Posted Date	Test Report	Report Name
09/03/2021 - 09/03/2021	09/03/2021	Valid Report		No	
09/01/2021 - 09/01/2021	09/01/2021	Suspended		No	
09/01/2021 - 09/01/2021	09/01/2021	Suspended		No	
07/23/2021 - 07/23/2021	07/23/2021	Valid Report		No	
07/13/2021 - 07/13/2021	07/13/2021	Valid Report		No	
07/12/2021 - 07/12/2021	07/12/2021	Valid Report		No	
07/12/2021 - 07/12/2021	07/12/2021	Valid Report		No	
06/30/2021 - 06/30/2021	06/30/2021	Valid Report		No	
06/30/2021 - 06/30/2021	06/30/2021	Valid Report		No	
06/28/2021 - 06/28/2021	06/28/2021	Valid Report		No	
06/10/2021 - 06/10/2021	06/10/2021	Valid Report		No	
06/10/2021 - 06/10/2021	06/10/2021	Valid Report		No	
06/01/2021 - 06/01/2021	06/01/2021	Valid Report		No	
05/18/2021 - 05/18/2021	05/18/2021	Valid Report		No	
05/13/2021 - 05/13/2021	05/13/2021	Valid Report		No	
05/13/2021 - 05/13/2021	05/13/2021	Valid Report		No	
05/12/2021 - 05/12/2021	05/12/2021	Archived		No	
05/12/2021 - 05/12/2021	05/12/2021	Archived		No	
04/26/2021 - 04/26/2021	04/26/2021	Valid Report		No	
04/23/2021 - 04/23/2021	04/23/2021	Valid Report		No	
04/02/2021 - 04/02/2021	04/02/2021	Valid Report		No	
04/02/2021 - 04/02/2021	04/02/2021	Valid Report		No	
03/31/2021 - 03/31/2021	03/31/2021	Valid Report		No	
03/31/2021 - 03/31/2021	03/31/2021	Valid Report		No	

Step 32

Within the Record Present in the Report section, review the Status column for records with errors.

Records Present in the Report										
Select All		Delete								
SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation	Hours Worked	OT Hours
XXXX-XXXX-XXXX	0123456789	Agency Name	SARINAS, YELTSIN BELLARMINE	03/01/2020-03/06/2020	Miscellaneous	Reported	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	03/07/2020-03/20/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	03/21/2020-04/03/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	04/04/2020-04/17/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	04/18/2020-05/01/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	05/02/2020-05/15/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	05/16/2020-05/29/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0

Step 33

Select the **SSN** link for the record that has an error.

Records Present in the Report										
Select All		Delete								
SSN	CalPERS ID	Division	Name	Earned Period	Member Category	Status	Earnings	Special Compensation	Hours Worked	OT Hours
XXXX-XXXX-XXXX	0123456789	Agency Name	SARINAS, YELTSIN BELLARMINE	03/01/2020-03/06/2020	Miscellaneous	Reported	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	03/07/2020-03/20/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	03/21/2020-04/03/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	04/04/2020-04/17/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	04/18/2020-05/01/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	05/02/2020-05/15/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0
XXXX-XXXX-XXXX	0123456789	Agency Name	Sarinas, Yeltsin Bellarmine	05/16/2020-05/29/2020	Miscellaneous	Error	\$100.00	\$0.00	10.0	0.0

Step 34

Review the messages section to determine what requires correction.

Step 35 Select the **Save & Return** button.

Step 36 Are there additional records with errors?

**Yes:** Return to step 33

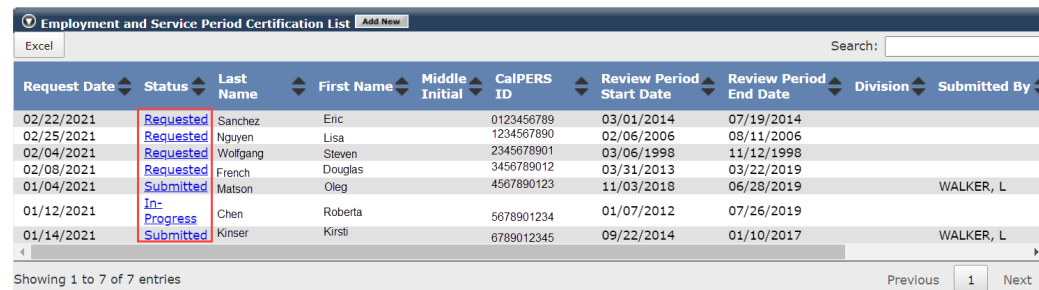
**No:** Continue to step 37

Step 37 Select the **Reporting** global navigation tab.

Step 38 Select the **Member Requests** local navigation link.

Step 39 Within the Employment and Service Period Certification List section, locate the member within the list.

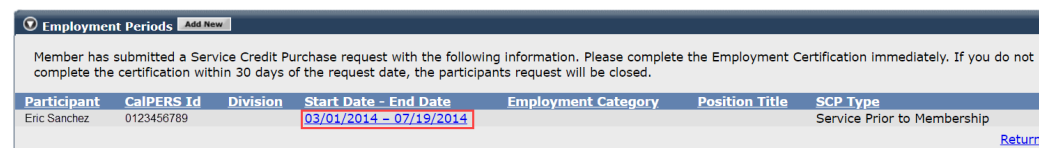
Step 40 Select the **Status** link for the request you wish to complete.



Request Date	Status	Last Name	First Name	Middle Initial	CalPERS ID	Review Period Start Date	Review Period End Date	Division	Submitted By
02/22/2021	Requested	Sanchez	Eric		0123456789	03/01/2014	07/19/2014		
02/25/2021	Requested	Nguyen	Lisa		1234567890	02/06/2006	08/11/2006		
02/04/2021	Requested	Wolfgang	Steven		2345678901	03/06/1998	11/12/1998		
02/08/2021	Requested	French	Douglas		3456789012	03/31/2013	03/22/2019		
01/04/2021	Submitted	Matson	Oleg		4567890123	11/03/2018	06/28/2019		WALKER, L
01/12/2021	In-Progress	Chen	Roberta		5678901234	01/07/2012	07/26/2019		
01/14/2021	Submitted	Kinser	Kirsti		6789012345	09/22/2014	01/10/2017		WALKER, L

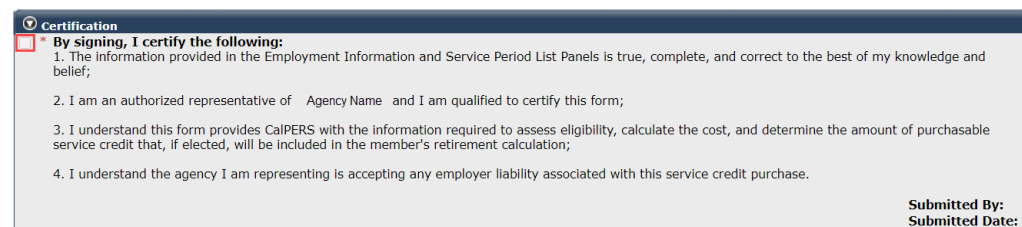
Step 41 Within the Employment Periods section, select the **Start Date – End Date** link.

**Note:** There may be more than one period of employment displayed.



Participant	CalPERS Id	Division	Start Date - End Date	Employment Category	Position Title	SCP Type
Eric Sanchez	0123456789		03/01/2014 - 07/19/2014			Service Prior to Membership

Step 42 Within the Certification section, select the **certification** check box.



**\* By signing, I certify the following:**

- The information provided in the Employment Information and Service Period List Panels is true, complete, and correct to the best of my knowledge and belief;
- I am an authorized representative of Agency Name and I am qualified to certify this form;
- I understand this form provides CalPERS with the information required to assess eligibility, calculate the cost, and determine the amount of purchasable service credit that, if elected, will be included in the member's retirement calculation;
- I understand the agency I am representing is accepting any employer liability associated with this service credit purchase.

Submitted By:  
Submitted Date:

Step 43 Select the **Submit** button.

**You have completed this scenario.**

## Appendix

For additional information, refer to the following resources:

- [Public Agency & Schools Reference Guide \(PDF\)](#)
- [State Reference Guide \(PDF\)](#)

### Employment Certification

#### Appointment Tenure

Enter the tenure as of the begin date of the requested period.

#### Contract Exclusions

Confirm if the position is excluded by reviewing your agency's contract exclusions in myCalPERS.

- Schools: Position exclusions do not apply
- Public Agency: Review your agency's contract exclusions within myCalPERS > Profile > Retirement Contract > Exclusions
- State & CSU: The [State Reference Guide \(PDF\)](#) provides a complete list of positions excluded by law

#### Employment Category

This is entered based on what the category of the position would have been if the employee was brought into membership as of when they started in this position.

#### Hiring Document (myCalPERS 2788)

This field is optional. If you would like to provide additional information related to the time base and tenure of the appointment, upload it here.

#### Position Titles

This is the position that they were in at the time of their request. These must match in the Employment Information and Pay Period Detail sections.

#### Time Base

Enter the time base as of the begin date of the requested service credit purchase period.

## Payroll

### Begin/End Dates

Earned periods must be entered by pay period and separated by fiscal year. Multiple pay periods cannot be combined.

- For Public Agency and Schools: Enter your agency's earned period begin and end dates
- For State and CSU: Enter the pay period dates based on the State Controller's Office decentralized payroll calendars.

### Division

Only displays for public agency and county office of education employers.

### Overtime Hours

Enter the number of overtime hours for the period.

### Pay Rate

Enter the full-time pay rate for the earned period even if the employee is part-time.

### Pay Rate Type

Enter the pay rate type (Hourly, Monthly, or Daily) per your pay schedule.

### Position Titles

This is the position that they were in at the time of the request. This must match in the Employment Information and Pay Period Detail sections.

### Reportable Earnings

Enter the reportable gross earnings for the earned period when earned, not paid

### Scheduled Full Time Hours Per Week

Complete only if the Pay Rate Type field is entered as Hourly. Enter the number of hours that are considered full time for the position.

### Scheduled Full Time Days Per Week

Complete only if the Pay Rate Type field is entered as Daily. Enter the numbers of days that are considered full time for the position.

### Special Compensation

Report only the reportable special compensation for the earned period per your agency's Memorandum of Understanding (MOU).

### Total Hours Worked

Report only the regular hours worked in the earned period.



# 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).

- [Employment Certification](#)  
**Pathway:** CalPERS website > Employers > Policies & Procedures > Employment Certification
- [myCalPERS Student Guides & Resources](#)  
**Pathway:** CalPERS website > Employers > I Want To...: Access myCalPERS Student Guides
- [Business Rules & myCalPERS Classes](#)  
**Pathway:** CalPERS website > Employers > I Want To... : Attend Training & Events > Business Rules & myCalPERS Classes
- [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)
- [State Reference Guide \(PDF\)](#)  
**Pathway:** CalPERS website > Employers > Policies & Procedures > Reference & Health Guides > State Reference Guide (PDF)
- [Circular Letters - CalPERS](#)  
**Pathway:** CalPERS website > Employers > Policies & Procedures > Circular Letters
- [Public Employees' Retirement Law \(PERL\)](#)  
**Pathway:** CalPERS website > About > Laws, Legislation & Regulations> Public Employees' Retirement Law (PERL)
- [myCalPERS Employer Reports \(Cognos\) Catalog](#)  
**Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements > Employer Reports (Cognos) Catalog

# CalPERS Contacts

## Email

- To contact [employer educators](#) for questions and requests, email **calpers\_employer\_communications@calpers.ca.gov**.
- To contact the [employer response team](#) for assistance with your most critical, complex, or time-sensitive issues, email **ert@calpers.ca.gov**.
- To contact the [membership team](#) for assistance with the service credit purchase and employment certification processes, email **membership\_reporting@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 then select the **Submit Inquiry** link to submit a question or request.

## **DELETE/REVERSAL/LETTER OF INDEMNITY (LOI) Direct Deposit (DD) Employee (EE) Employer (ER)**

**DDs are submitted to the ACH (automated clearing house) DD file includes: complete social security, account or EE ID, routing/transit number, first initial of first name, middle initial, last name, credit amount and settlement date.**

**PRENOTES:** Are processed on the 2<sup>nd</sup> and last Friday of the month, unless a holiday, then we transmit the day before. Prenotes also process on their payroll run. If the prenote fails we will contact you. Prenotes do not verify names, only routing and account numbers.

**CHANGES:** If you edit: account numbers or routing numbers the new information must prenote. When the bank notifies us of changes we will contact you to update. The EE DD payroll will be transferred to the new account. Update DD in QCC with the new information, the bank won't continue to transfer the funds to the new account.

DD changes right after payroll posts, complete a delete/reversal request. This will delete the DD and we can retrieve the funds and the EE will receive a hand check on payday. You must update the DD screen before the next prenote.

If you terminate an EE on QSS their DD is cancelled on the system. Reminder: no alpha or symbols on their routing/acct lines, only numeric characters. Please do not enter a routing number with ' 5 ', it will reject and be returned.

Please email deletes, reversals or LOIs (Letter or Indemnity) [directdepositdeletes@kern.org](mailto:directdepositdeletes@kern.org). Or fax 661.636.4131. Your requests go to Rebecca Cardoza, Vicki and myself. Rebecca will respond to your requests and write the checks when credit is received from the bank. If Rebecca is out I will reach out. Rebecca contact [recardoza@kern.org](mailto:recardoza@kern.org), 661.636.4705.

### **DELETE REQUEST**

DD file goes to ACH two (2) business days before payday. **Delete Request must be received by ACH by noon Pacific Time.** If there is a bank holiday during the 2 business days, please submit delete request 3 days before payday. We can retrieve the DD before then. We usually receive the funds (1) day before payday. There have been instances that funds don't arrive til payday, but very rarely, district error or bank error. We will reissue to EE or ER depending on your request. Vol deds are not returned, only net pay. EE or ER must request vol deds from vendors. SISC funds are returned to your 9550 object code. The 215 report has DD detail and is generated after payroll.

### **REVERSAL REQUEST**

If a delete request is received after the deadline, it is a reversal Request. It takes 3 days after payday to verify the reversal was successful. A Reversal can be requested within 7 business days of the pay date. After 7<sup>th</sup> day we can submit a Letter of Indemnity claim to retrieve funds. We will contact district by 10 AM, on the day the DD is returned. Vol deds are not returned, only net pay. EE or ER must request vol deds.

### **LETTER OF INDEMNITY (LOI)**

After 7 days from payday, we can file a Letter of Indemnity Claim. Complete the delete/reversal form and we will contact ACH. Please write on the top of the delete/reversal form LOI. It is not a guarantee of return of funds. The process of the LOI takes from 2 business days to 2 months.

### **CANCEL REQUEST**

If the EE is not going to receive their complete pay, please submit a cancel request. This will cancel the payroll from their W2 totals and credit back all taxes. ER is responsible to retrieve vol deds. Please send cancel request and stub or payroll screen with all payroll and vol ded breakdown. Hand check is payable to your district, please deposit to your revolving. Enter EROD to clear receivable set up in the 9200 account. The cancel will also be on the 501/adj cancel spreadsheet.

### **RETURNS**

DD Returns - \*Closed, Frozen or Invalid Accounts. One notification per day in the AM. We will return/updates on the WFB CEO Portal website: [wellsoffice.ceo.wellsfargo.com/portal](http://wellsoffice.ceo.wellsfargo.com/portal). Funds for exceptions 1-4 days after pay day. We will contact the district by 10 AM on the day we receive it. We will issue payment to the EE or ER (If requested by out of town districts and you can issue EE a revolving check and pay yourself with our hand check). If funds are not received by the 3<sup>rd</sup> day, we can give the EE the tracing number.

DD vol ded for Valley Strong Credit Union closed account; will be return funds to district. Unless, they don't know the district then it is returned to KCSOS and we will return to district.

**\* Special note: If a DD account is closed, and the EE has another open account, DD may post to the open account. \* Also, if the account is closed, and there are outstanding fees, DD will not be returned if there's not enough funds in the account to cover the DD.** ACH communications are received every business morning by 10 AM. We receive only ONE notice of Deletes/Reversals/Changes per day.

Questions please call me 661.636.4662, fax 661 636-4131 or email [elperez@kern.org](mailto:elperez@kern.org). Thank you, *Elena Perez*

**Office of JOHN G. MENDIBURU**  
**Kern County Superintendent of Schools**  
*Advocates for Children*

Direct Deposit Delete/Reversal/LOI (letter of indemnity) Request

District (    ) \_\_\_\_\_

**Pay Day** \_\_\_\_\_

Net Amount \$ \_\_\_\_\_

Employee Name \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Checking ☐

Savings ☐

Make Check Payable:

☐ Employee

☐ District

Send warrant: Courier ☐

Pick up: district ☐ employee ☐

US Mail: district ☐ employee ☐

Employee External ID \_\_\_\_\_

**Final EE payout and/or terminating, please contact us for Summer Pay**

Requested by: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Email your requests:** [directdepositdeletes@kern.org](mailto:directdepositdeletes@kern.org)

Your requests go to Rebecca Cardoza, Vicki and myself. Rebecca will respond to your requests and write the checks when credit is received from the bank. If Rebecca is out I will reach out. Rebecca contact [recardoza@kern.org](mailto:recardoza@kern.org), 661.636.4705.

A Delete is possible 2 days before payday by noon, Reversal is after that deadline, LOI is 7 business days after pay. If, there is a holiday and/or our office is closed near these deadlines, please contact us for the adjusted deadline dates. Prenotes are processed on the 2<sup>nd</sup> and last Fridays of the month. Also, a prenote will post if staff have a DD change during their payroll run. Thank you, Elena Perez, 661.636.4662

**OFFICE OF JOHN G MENDIBURU  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**SCHOOL DISTRICT PAYROLL ORDER**

District \_\_\_\_\_

(Name)

(No.)

Pay Name:

MIDA

Pay Date: \_\_\_\_\_

MID B

Pay Date: \_\_\_\_\_

EOM

Pay Date: \_\_\_\_\_

**CERTIFIED AND APPROVED FOR PAYMENT**

The District hereby certifies to the County Superintendent of Schools that (1) the District has caused the credential records of all employees serving in positions requiring certification qualifications and are named in this payroll order to be examined and each of those employees has held a valid certification document at all times for which payment is ordered, (2) the District has exercised due diligence and determined that it will not be subject to penalty under Education Code Section 45037, (3) the County Superintendent may reasonably rely on the District's certification.

The Superintendent of Schools and the Auditor of Kern County are hereby authorized and directed to issue individual payroll warrants to the \_\_\_\_\_ classified and certificated employees named on the attached payroll orders consisting of \_\_\_\_\_ pages in the gross amounts indicated for each, totaling \$ \_\_\_\_\_ dollars, less all authorized salary deductions.

\_\_\_\_\_  
Authorized

\_\_\_\_\_  
Dated

Rev. 6/14/23

OFFICE OF JOHN G. MENDIBURU  
KERN COUNTY SUPERINTENDENT OF SCHOOLS

AFFIDAVIT TO SECURE COUNTY WARRANT  
DECLARATION OF LOSS OR DESTRUCTION OF ORIGINAL COUNTY WARRANT  
(GOVT. CODE SECS. 29850-29854 AND CODE OF CIVIL PROCEDURE SEC. 2015.5)

I, \_\_\_\_\_ hereby declare that I am  
legal owner or custodian of County Warrant No. \_\_\_\_\_

on the County Treasury of said County in the amount of \_\_\_\_\_  
dated \_\_\_\_\_ and the name of the payee shown is  
\_\_\_\_\_.

Indicate below what happened - Mark one box and explain:

- ☐ The above warrant was not received.
- ☐ The above warrant was destroyed by \_\_\_\_\_
- ☐ The above warrant was lost by me on \_\_\_\_\_

DECLARATION

I hereby declare under penalty of perjury that the foregoing is true and correct,  
and that I have not presented this warrant for payment.

Executed at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

Instructions:

1. Complete the declaration.
  2. Check one of the boxes above
  3. Sign your name and indicate your address.
  4. Mail this affidavit to: Kern County Superintendent of Schools - DISTRICT ACCOUNTING  
1300 17th St, 5th floor  
Bakersfield, CA 93301-4533
  5. You can email form: [districtaccounting@kern.org](mailto:districtaccounting@kern.org) or fax 661-636-4131 or call 661.636.4699
- If the original warrant is found, please return it to  
Kern County Superintendent of Schools Office immediately.

\_\_\_\_\_  
District That Issued Warrant

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone Number

OFFICE OF JOHN G. MENDIBURU  
KERN COUNTY SUPERINTENDENT OF SCHOOLS

**TO:** KCSOS District Accounting Services, **5th floor**      **DATE:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**SUBJECT: CANCELLATION OF WARRANT(S)**

Please cancel the following warrant(s) – check one:

\_\_\_\_\_ B-Warrant – Current Year (abated to original account number)

\_\_\_\_\_ B-Warrant – Prior Year & Current Year (district to **reissue** using Fund 01 Object 9510.02)

\_\_\_\_\_ B-Warrant – Prior Year (abated to Fund 01 Object 9200)

\_\_\_\_\_ Payroll Vol-Ded Warrant – Prior Year & Current Year (abated to Fund 01 Object 9510.02)

\_\_\_\_\_ Payroll Warrant – Prior Year & Current Year (abated to original account number)

WARRANT#	PAYEE	DATED	AMOUNT

- 11 ☐ Member  
02 ☐ Non-member  
61 ☐ Retired  
81 ☐ Elect into STRS (form attached)

Date Received at District \_\_\_\_\_

OFFICE OF JOHN G. MENDIBURU  
KERN COUNTY SUPERINTENDENT OF SCHOOLS

**CERTIFICATED RATE REQUEST**

FULL NAME

\_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
Last First M.I./Maiden BIRTHDATE \_\_\_\_\_  
SEX: ☐ M ☐ F

**RETIREMENT STATUS**

This questionnaire is required to determine your current STRS status. Please answer all questions accurately and completely. An incorrect status can result in mandatory collection of contributions due STRS.

List previous CALIFORNIA teaching, and show County:

(month) \_\_\_\_\_, (year) \_\_\_\_\_ through (month) \_\_\_\_\_, (year) \_\_\_\_\_ in \_\_\_\_\_ County  
(month) \_\_\_\_\_, (year) \_\_\_\_\_ through (month) \_\_\_\_\_, (year) \_\_\_\_\_ in \_\_\_\_\_ County

1. Do you currently have funds on deposit with STRS? Answer NO if you have recently applied for a refund. ☐ Yes ☐ No  
If you had a refund, when \_\_\_\_\_
2. Have you retired from STRS and are receiving a monthly pension from them? ☐ Yes ☐ No  
If retired, have you a physical exam form on file? ☐ Yes ☐ No
3. Are you retired from another system? ☐ Yes ☐ No
4. Do you currently have funds on deposit with PERS (Public Employees Retirement System) from service performed as a classified (non-teaching) school employee? ☐ Yes ☐ No
5. Are you currently working in a full-time position that is supported by public funds? (County, State, Federal, etc.) ☐ Yes ☐ No  
If so, where \_\_\_\_\_
6. Are you currently working full time in a school district that is in another county? ☐ Yes ☐ No  
If so, where \_\_\_\_\_
7. Are you currently employed full time in any other school district in Kern County? ☐ Yes ☐ No  
If yes, District \_\_\_\_\_  
☐ certificated  
☐ classified
8. If you are not a current STRS member and do not qualify for STRS membership with your current employment, would you like to elect membership? If so, an election form must be attached. ☐ Yes ☐ No

**PRESENT TEACHING STATUS**

District \_\_\_\_\_ Beginning Date of Work \_\_\_\_\_  
☐ Full-time Contract ☐ Part-time Contract ☐ Hourly (adult education)  
☐ Extended Day ☐ Home Teaching ☐ Substitute