



## District Business and Advisory Services

Bulletin: 21-026

Date: February 3, 2021

To: District Chief Business Officers  
 District Fiscal Directors  
 District Human Resource and Payroll Managers  
 District Human Resource and Payroll Personnel

From: Nghia Do, District Business Advisor

Re: California Public Employees’ Retirement System (CalPERS):  
 Social Security and Medicare Program Upcoming Webinars  
 Employment Certification and Service Credit Purchases Functionalities in myCalPERS

The purpose of this bulletin is to provide districts the schedule of upcoming webinars of CalPERS Social Security and Medicare Program and the functionalities in myCalPERS for membership reviews and service credit purchases.

**Social Security and Medicare Program Upcoming Webinars**

The webinar topics include:

- Social Security Program Overview
- Section 218 Agreements
- Federal Insurance Contribution Act (FICA) tax compliance
- Workers Classifications
- Windfall Elimination Provision (WEP) and Government Pension Offset (GPO)

Date	Time	Webinar
February 24, 2021	10:00 AM - 11:00 AM	Introduction to Section 218 Agreement: Part II
March 24, 2021	10:00 AM - 11:00 AM	What is new with the Annual Information Request
April 28, 2021	10:00 AM - 11:00 AM	Social Security & Medicare Coverage for School Employers
May 26, 2021	10:00 AM - 11:00 AM	Working After Retirement (Joint with CalPERS)
June 30, 2021	10:00 AM - 11:00 AM	Social Security Benefits (WEP & GPO)
July 28, 2021	10:00 AM - 11:00 AM	Worker Classifications: Employees, Volunteers, and Everything in Between
August 25, 2021	10:00 AM - 11:00 AM	Common Social Security & Medicare Withholding Errors
September 29, 2021	10:00 AM - 11:00 AM	Employer Responsibilities for Governmental Employers
November 17, 2021	10:00 AM - 11:00 AM	IRS: Top Audit Findings
December 15, 2021	10:00 AM - 11:00 AM	Social Security Benefits (WEP & GPO)

To register for the above webinars, please click on the following link:

<https://www.calpers.ca.gov/page/education-center/employer-education/social-security-medicare-webinars>

All human resource and payroll staff, both experience and newly hired, are encouraged to attend these webinars.

#### **Enhanced Functionalities in myCalPERS**

The California Public Employees' Retirement System (CalPERS) has enhanced their system with new functionalities which requires school districts to submit electronically employment information for service credit purchases and membership reviews.

- **Service Credit Purchases (Buyback)**

Service credit purchases request must now be submitted through myCalPERS

1. Employee
  - ✓ Download and complete the applicable request form from the CalPERS website.
  - ✓ Submit the form to the school district associated to the employment period.
2. School District
  - ✓ Complete the required certification questions electronically.
  - ✓ Upload the employee's request form.
  - ✓ Provide the pay period details.

- **Employment Certification**

To ensure an accurate reflection of service credit to the employee's account, school districts will submit through myCalPERS employment information and payroll details for an employee whose membership status needs to be reviewed. This functionality will replace the Pay Period Detail/Employment Certification Form (MEM-1344).

1. CalPERS
  - ✓ Send a Request for Employment Information letter requesting the electronic employment certification be completed within 30 calendar days.
2. School District
  - ✓ Enter the information directly into myCalPERS and submit electronically. It is important for districts to provide the information timely to ensure the member is receiving their entitled service credit.

- **Payroll/Earnings Reporting Information**

Districts can follow the attached step-by-step instructions to enter manually and/or upload payroll information through the submission of CalPERS Review Reports. Submitting the payroll information via file upload will be required to establish XML files following the XML requirements in the CalPERS Employer Technical Toolkit which can be found at:

<https://www.calpers.ca.gov/page/employers/mycalpers-technical-requirements/technical-resources>

*Please distribute this memo within your District as deemed appropriate.*

# myCalPERS Employment Certification Functionality

Student Guide

**January 16, 2021**



# myCalPERS Employment Certification Functionality

This guide provides detailed steps to help you electronically submit employment information for service credit purchases and membership reviews.

## Service Credit Purchases

Service credit purchase requests outlining employer certification and payroll detail must now be submitted through myCalPERS. Employees who request to purchase service credit for prior employment periods will need to download and complete the applicable request form from the CalPERS website, and submit the form to the employer associated to the employment period. You must electronically complete the required certification questions, upload the employee's request form, and provide the pay period details.

## Membership Reviews

The system enhancements will allow you to submit employment information and 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 this information through myCalPERS for review.

## System Access

If you are unable to access the pages detailed in these scenarios, contact your agency's system access administrator to request an update to your myCalPERS access.

## Disclaimer

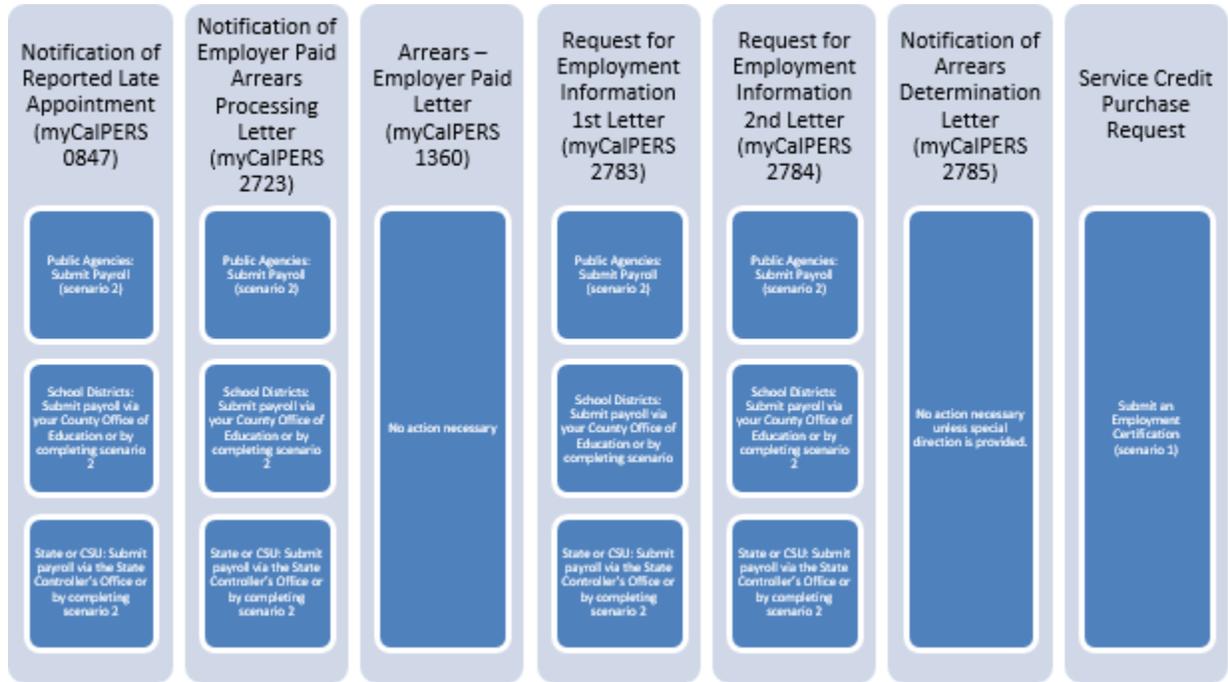
As a security safeguard, business partner and participant information has been masked within the figures in this procedure guide.

## 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).

## What's Next

Use the chart below for the next course of action based upon the letter or form you received:



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## Scenario 1: Submit an Employment Certification

Use this to electronically submit the Pay Period Detail Form/Employment Certification Form (MEM-1344) data and service credit purchase requests.

### System Logic

- The member is not required to have an appointment for the period you are certifying.
- The employment certification must be completed within 30 days.

### Step Actions

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

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

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Step 3 Review the Employment and Service Period Certification List section. Is the employee in the list?

**Yes:** Select the status link for the employee and continue to step 15

**No:** Continue to step 4

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Step 4 Within the Employment and Service Period Certification List section, select the **Add New** button.



Step 5 Complete the Employer Information section.

Step 6 Is the employee requesting to purchase service credit?  
**Yes:** Select the **Yes** radio button and continue to step 7  
**No:** Select the **No** radio button and skip to step 11

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

Step 7 Select the type of service credit the employee 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

Step 8 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 9 Locate the document, and then select the **Open** button.

Step 10 Complete the remaining questions.

Is the participant above a member of a reciprocal system? \*  Yes  No  
Was the service rendered under the Comprehensive Employment & Training Act from 1973 to 1982? \*  Yes  No  
Was the service rendered under a fellowship program? \*  Yes  No  
Was this position filled by an election or appointment to a fixed term of office? \*  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

Step 11 Select the **Save** button.

Step 12 Do you have additional employment periods to add?

**Yes:** Return to step 4

**No:** Continue to step 13

Step 13 Within the Service Period List section, verify that all earned periods are listed.

Start Date	End Date	Appointment ID	Position Title	Full Time Pay Rate	Reportable Earnings	FT Hours per Week	Scheduled Hours per Week	Reportable Hours Worked
08/22/2020	09/04/2020	92965578		\$77.25	\$5,793.50	37.5		37.5
08/08/2020	08/21/2020	92965578		\$77.25	\$5,793.50	37.5		37.5
07/25/2020	08/07/2020	92965578		\$77.25	\$5,793.50	37.5		37.5
07/11/2020	07/24/2020	92965578		\$77.25	\$5,793.50	37.5		37.5
06/27/2020	07/10/2020	92965578		\$75.73	\$5,679.90	37.5		37.5

Step 14 Do you have additional earned periods to add?

**Yes:** Skip to scenario 2. Once complete, return to this step.

**No:** Skip to step 18

Step 15 Within the Employment Periods section, select the **State Date-End Date** link for the period.

Step 16 Review the Employment Information section, and then make any necessary edits.

Step 17 Select the **Save** button.

Step 18 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 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

Step 19 Select the **Submit** button.

Step 20 Did the following error message display?



**Yes:** Return to scenario 1, and then report the missing earned periods

**No:** You have completed this scenario

## Scenario 2: Submit Payroll

Use this scenario to report payroll related to a service credit purchase, due to an arrears case, or for membership reviews.

### System Logic

- If payroll was submitted in scenario 1, you do not need to complete this scenario.
- Begin and end dates must be within the same fiscal year. If an earned period crosses fiscal years, split it into two records.
- Payroll must be reported for all earned periods during the certification period. For earned periods without reportable earnings, report a zero payroll record. See the [myCalPERS Payroll Reporting](#) student guide for the proper reporting steps.

### Step Actions

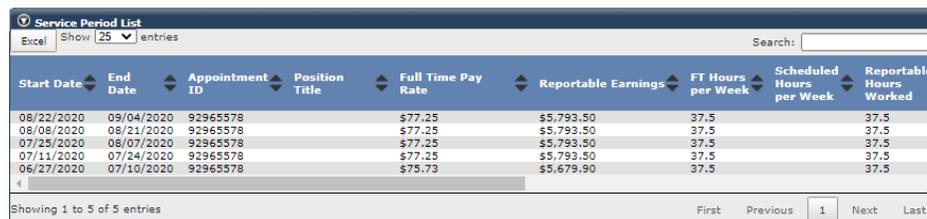
Step 1 Select the **Reporting** global navigation tab.

---

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

---

Step 3 Within the Service Period List section, verify that all earned periods are listed.



Start Date	End Date	Appointment ID	Position Title	Full Time Pay Rate	Reportable Earnings	FT Hours per Week	Scheduled Hours per Week	Reportable Hours Worked
08/22/2020	09/04/2020	92965578		\$77.25	\$5,793.50	37.5		37.5
08/08/2020	08/21/2020	92965578		\$77.25	\$5,793.50	37.5		37.5
07/29/2020	08/07/2020	92965578		\$77.25	\$5,793.50	37.5		37.5
07/11/2020	07/24/2020	92965578		\$77.25	\$5,793.50	37.5		37.5
06/27/2020	07/10/2020	92965578		\$75.73	\$5,679.90	37.5		37.5

Step 4 Do you have additional earned periods to add?

**Yes:** Continue to step 5

**No:** You have completed this scenario

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Step 5 Within the Service Review Filter section, select the **Add New Service** button.



Service Review Filter

Fiscal Year:

Appointment:

Position Title:

Business Partner:

Date Range: 07/01/2020

Certified by:

To: 06/30/2021



Step 12 Complete the **Total Hours Worked** field.

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



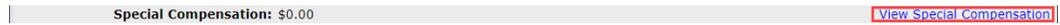
A screenshot of a form with two input fields. The first field is labeled "Total Hours Worked:\*" and contains the value "0.0". The second field is labeled "Overtime Hours Worked:" and also contains the value "0.0". Both fields are highlighted with a red border.

Step 13 Is there special compensation to be reported?

**Yes:** Continue to step 14

**No:** Skip to step 20

Step 14 Select the **View Special Compensation** link.



A screenshot of a form showing "Special Compensation: \$0.00" on the left and a red-bordered link labeled "View Special Compensation" on the right.

Step 15 Within the View Special Compensation section, select the **Add New** button.



A screenshot of the "View Special Compensation" section. It features a table with columns "Category", "Type", and "Amount". The table is currently empty, displaying "No results found." Above the table are buttons for "Select All", "Delete", and "Add New". The "Add New" button is highlighted with a red border.

Step 16 Within the Maintain Special Compensation Details section, complete the **Special Compensation Category**, **Special Compensation Type**, and **Amount** fields.



A screenshot of the "Maintain Special Compensation Details" section. It contains three fields: "Special Compensation Category:\*" (a dropdown menu), "Special Compensation Type:\*" (a dropdown menu), and "Amount:\*" (a text input field containing "\$0.00"). Below these fields are buttons for "Save" and "Save and Add Another". The "Special Compensation Category" and "Amount" fields are highlighted with a red border.

Step 17 Is there additional special compensation to add to this record?

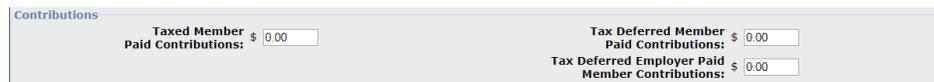
**Yes:** Select the **Save and Add Another** button and return to step 16

**No:** Continue to step 18

Step 18 Select the **Save** button.

Step 19 Select the **Return** link at bottom right.

Step 20 If applicable, enter the contributions in the appropriate field.



A screenshot of the "Contributions" section. It contains four input fields: "Taxed Member Paid Contributions:" (containing "\$ 0.00"), "Tax Deferred Member Paid Contributions:" (containing "\$ 0.00"), "Tax Deferred Employer Paid Member Contributions:" (containing "\$ 0.00"), and "Member Contributions:" (containing "\$ 0.00").

Step 21 Do you have additional periods to report?

**Yes:** Select the **Save & Continue** button and return to step 6

**No:** Select the **Save & Return** button. **You have completed this scenario.**

## Scenario 3: Upload a CalPERS Review Report

This scenario is designed to walk you through the process of uploading an XML CalPERS Review Report via myCalPERS.

### Resources

The [CalPERS Review \(PDF\)](#) file consists of documents and tools needed to develop XML files for submitting a CalPERS Review Report.

**Pathway:** CalPERS website > Employers > myCalPERS Technical Requirements > Technical Resources > Employers section > Payroll > Data Element Definitions > CalPERS Review (PDF)

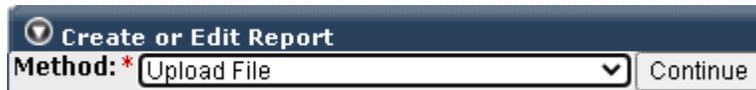
### File Statuses

- **Ready:** The file is ready to go through processing in myCalPERS.
- **Accepted:** The file passed first level validation.
- **Rejected:** The file did not pass first level validation.

### Step Actions

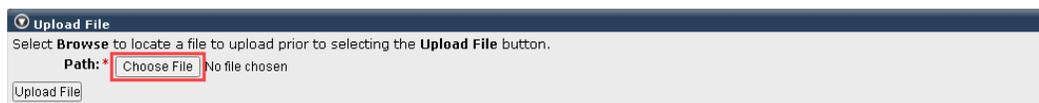
Step 1 Select the **Reporting** global navigation tab.

Step 2 Within the Create or Edit Report section, select **Upload File** from the Method drop-down list.



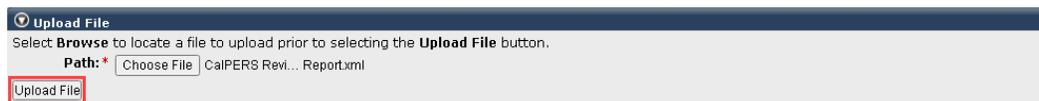
Step 3 Select the **Continue** button.

Step 4 Within the Upload File section, select the **Choose File** button.



Step 5 Locate the XML file, and then select the **Open** button.

Step 6 Select the **Upload File** button.



Step 7 Within the File Upload History section, locate your report.

Step 8 Does the File Status of your report show “Accepted?”

**Yes:** Continue to step 9

**No:** Wait for the file status to show Accepted, then continue to step 9

Step 9 Select the **View Preprocessing Areas** link at the bottom right-hand side of page.

File Type	Upload Date	File Status	Batch Job Status	File Name	Valid	Error	Total
Payroll Reporting	11/02/2020	Ready		20200402153458_010_10006_CPRVALID.xml			
Payroll Reporting	10/29/2020	Accepted	Completed	20201029130618_459_10006.xml	97	6	103
7	10/29/2020	Accepted	Completed	20201029122628_668_00007.xml	183	0	183
7	10/29/2020	Accepted	Completed	20201029094907_619_00007.xml	17	0	17
Payroll Reporting	10/28/2020	Accepted	Completed	20201028143230_293_10006.xml	96	6	102
7	10/28/2020	Accepted	Completed	20201028094843_071_00007.xml	157	0	157
Payroll Reporting	10/27/2020	Accepted	Completed	20201027135057_851_10006.xml	97	4	101
Payroll Reporting	10/27/2020	Accepted	Completed	20201027120547_908_10006.xml	93	4	97
7	10/27/2020	Accepted	Completed	20201027084858_151_00007.xml	18	3	21
Payroll Reporting	10/27/2020	Accepted	Completed	20201027102247_211_10006.xml	68	3	71
Payroll Reporting	10/27/2020	Accepted	Completed	20201027090222_960_10006.xml	49	2	51
7	10/23/2020	Accepted	Completed	20201023150829_908_00007.xml	99	0	99
Payroll Reporting	10/23/2020	Accepted	Completed	20201023124658_169_10006.xml	22	4	26
7	10/23/2020	Accepted	Completed	20201023082802_962_00007.xml	8	1	9
Payroll Reporting	10/22/2020	Accepted	Completed	20201022170619_345_10006.xml	21	4	25
Payroll Reporting	10/22/2020	Accepted	Completed	20201022152202_836_10006.xml	20	3	23
Payroll Reporting	10/22/2020	Accepted	Completed	20201022101016_044_10006.xml	19	3	22
Payroll Reporting	10/21/2020	Accepted	Completed	20201021160045_118_10006.xml	18	2	20
7	10/21/2020	Accepted	Completed	20201021152650_409_00007.xml	70	0	70
Payroll Reporting	10/21/2020	Accepted	Completed	20201021145041_045_10006.xml	10	0	10
7	10/21/2020	Accepted	Completed	20201021083533_645_00007.xml	41	0	41
Payroll Reporting	10/21/2020	Accepted	Completed	20201021013201_774_10006.xml	19472	0	19472
Payroll Reporting	10/21/2020	Accepted	Completed	20201020235422_426_10006.xml	19450	23	19473
Payroll Reporting	10/20/2020	Accepted	Completed	20201020224917_631_10006.xml	19450	23	19473
Payroll Reporting	10/20/2020	Accepted	Completed	20201020220424_048_10006.xml	19450	23	19473

[View Preprocessing Areas](#)

Step 8 Within the Preprocessing Area section, select the **Payroll Reporting** link.

Preprocessed Data	Error
Affected Subscriber List	Yes
<a href="#">Census</a>	No
<a href="#">Direct Authorization</a>	Yes
Health Carrier Rate Data	No
Health Carrier ZIP Code Plan Relationship Data	No
Health Enrollment	No
<a href="#">Medical Group Assignment List</a>	No
Out-of-Class Appointments	Yes
<a href="#">Payroll Reporting</a>	No
<a href="#">Retirement Enrollment</a>	Yes

Step 9 Within the Work on Existing CalPERS Review Reports, select the appropriate **CalPERS Review Report Date** link to view payroll records for the report.

**Note:** The report will have a status of “Suspended” to allow you to edit and add records if needed.

CalPERS Review Report Date	Submit Date	Status	Report Posted Date	Test Report	Report Name
<a href="#">11/02/2020 - 11/02/2020</a>	11/02/2020	Posted		No	PP 2019 Off Cycle

You have completed this scenario.

## Scenario 4: View Arrears Determination

This scenario shows the process of viewing an arrears determination, waiving the appeal, providing additional information and documentation for reconsideration, and viewing the arrears receivable.

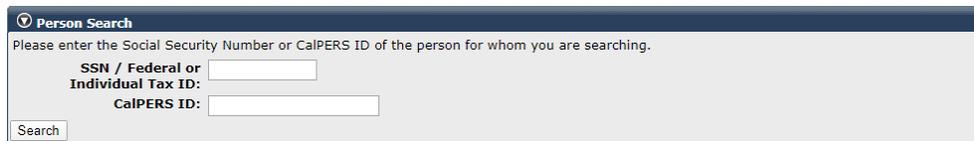
### System Logic

- A nightly batch process captures the retirement appointments entered that day in myCalPERS with an effective date more than 90 days in the past.
  - When a retirement appointment is entered with a start date of more than 90 days in the past, your agency will receive a Notification of Reported Late Appointment. You may access this notice by selecting the **Document History** left-side link.
  - Your agency will have 30 days to view the notice and provide additional information and supporting documentation that could potentially change the determination.
  - If your agency agrees with the arrears determination indicated in the letter, you should waive the appeal, and then report payroll within 60 days from the date of the letter.

### Step Actions

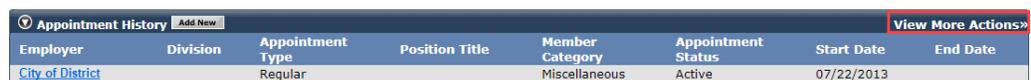
Step 1 Select the **Person Information** global navigation tab.

Step 2 Complete the Person Search section.



Step 3 Select the **Search** button.

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



Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
City of District		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
City of District	0123456789	92991672	Arrears - Employer Paid	07/01/2020	07/14/2020	11/10/2020	Determined	<a href="#">Details</a>
City of District	0123456789	92991672	Arrears - Employer Paid	06/01/2020	09/03/2020	09/03/2020	Completed	10/29/2020 <a href="#">Details</a>

Step 6

What would you like to do?

**Waive the appeal:** Continue to step 7

**Provide information and documentation for reconsideration:** Skip to step 8

**View the arrears receivable:** Skip to step 13

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Step 7

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

The screenshot shows the 'Arrears Detail' form. The 'Appointment Information' section includes Employer: City of District, 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 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, and Admin Fee: Yes. The Reason is: Appointment enrollment was reported late 90 days or more. Below this, it asks 'Does this determination change the enrollment level from PEPR to Classic?' with a 'No' response, and provides Create Date: 11/10/2020 and Determination Date: 11/10/2020. The 'Admin Fee Receivable ID' is 'In Progress'. The 'Waive Appeal' section contains the text: 'If your agency agrees with this determination, you may choose to waive your appeal rights. Waiving appeal rights will process the arrears calculation overnight.' and a 'Waive Appeal' button highlighted with a red box. The 'Reconsideration Request' section contains the text: '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.' and a 'Reason for Reconsideration' text box. Below this is a 'Document Type' dropdown menu and an 'Add Document' button. A 'Submit' button is located at the bottom right.

**You have completed this scenario.**

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Step 8

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

This screenshot is identical to the one above, but the 'Reason for Reconsideration' text box is highlighted with a red box, indicating it is the field to be completed.

Step 9

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

The screenshot shows the 'Arrears Detail' section of a web application. It contains several sections: 'Appointment Information' with fields for Employer (City of District), Appointment ID (92991672), CalPERS ID (0123456789), and Enrollment Date (07/01/2020); 'Determination Information' with fields for Arrears Period Begin/End Dates (07/01/2020 to 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), and a question about enrollment level change (No); 'Waive Appeal' with a text box and a 'Waive Appeal' button; and 'Reconsideration Request' with a text box for 'Reason for Reconsideration' and a 'Document Type' dropdown menu. The 'Document Type' dropdown is highlighted with a red box, and the 'Add Document' button is also highlighted with a red box.

Step 10

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

This screenshot is identical to the one above, but the 'Document Type' dropdown menu is now populated with the text 'Election of Optional Membership - Part-Time Employee - myCalPERS 0843'. The 'Add Document' button is highlighted with a red box, indicating it is the next step in the process.

Step 11

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

Step 12

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

**Arrears Detail**

**Appointment Information**  
Employer: City of District  
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 PEPR to Classic? No  
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: \*     
Election of Optional Membership.docx is added.

You have completed this scenario.

Step 13

Review the information within the Arrears Detail section.

**Arrears Detail**

**Appointment Information**  
Employer: City of District  
Appointment ID: 92991672  
CalPERS ID: 0123456789  
Enrollment Date: 06/01/2020

**Determination Information**  
Arrears Period Begin Date: 06/01/2020  
Arrears Type: Arrears - Employer Paid  
Status: Completed  
Processing Date:  
Source of Payroll: N/A - Late Enrollment  
Arrears Period End Date: 09/03/2020  
Admin Fee: Yes  
Reason: Appointment enrollment was reported late 90 days or more

Does this determination change the enrollment level from PEPR to Classic? No  
Create Date: 09/03/2020  
Determination Date: 09/03/2020  
Update Date: 10/29/2020  
Admin Fee Receivable ID: [100000016222486](#)

Step 14

Select the **Admin Fee Receivable ID** link to view the invoice.

**Arrears Detail**

**Appointment Information**  
Employer: City of District  
Appointment ID: 92991672  
CalPERS ID: 0123456789  
Enrollment Date: 06/01/2020

**Determination Information**  
Arrears Period Begin Date: 06/01/2020  
Arrears Type: Arrears - Employer Paid  
Status: Completed  
Processing Date:  
Source of Payroll: N/A - Late Enrollment  
Arrears Period End Date: 09/03/2020  
Admin Fee: Yes  
Reason: Appointment enrollment was reported late 90 days or more

Does this determination change the enrollment level from PEPR to Classic? No  
Create Date: 09/03/2020  
Determination Date: 09/03/2020  
Update Date: 10/29/2020  
Admin Fee Receivable ID: [100000016222486](#)

You have completed this scenario.

## CalPERS Resources

Obtain more information by visiting the [CalPERS website](http://www.calpers.ca.gov) at [www.calpers.ca.gov](http://www.calpers.ca.gov).

- [myCalPERS Student Guides & Resources](#)  
**Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides
- [Employer Education Schedule \(PDF\)](#)  
**Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides > Employer Education Schedule
- [Online Classes for Employers \(PDF\)](#)  
**Pathway:** CalPERS website > Employers > I Want To...: Find myCalPERS Student Guides > Online Classes for Employers
- [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

### 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.