



## District Business and Advisory Services

Bulletin: 26-031

Date: June 12, 2026

To: District Directors of Fiscal Services  
 District Human Resources and Payroll Managers  
 District Human Resources and Payroll Personnel

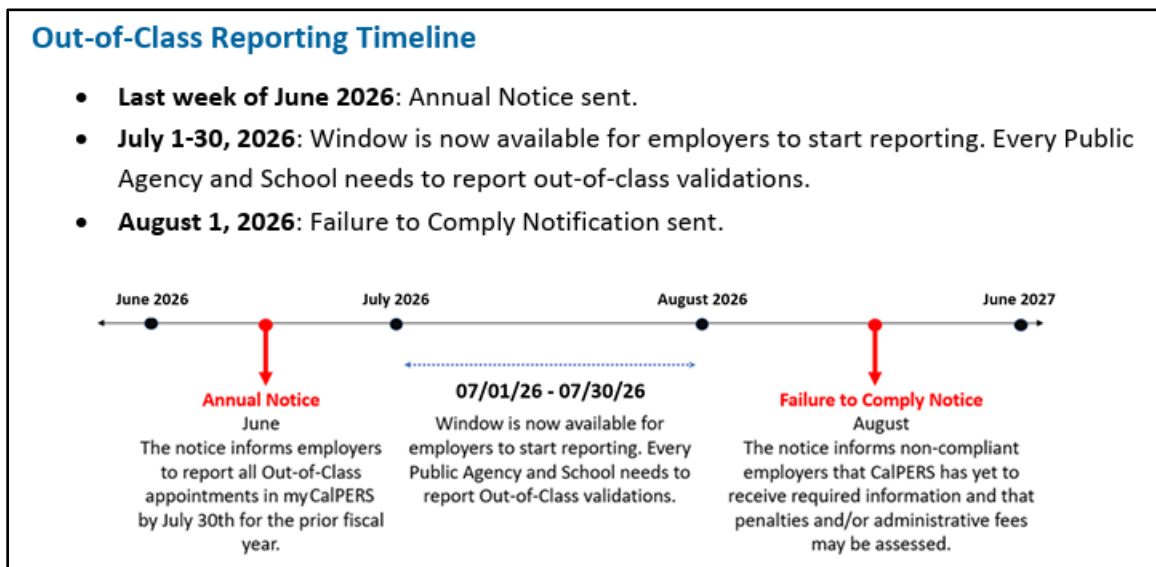
From: Susan Ady, Director - District Business Services  
 Nghia Do, Advisor - District Business Services

Re: California Public Employees' Retirement System (CalPERS): Reporting Out-of-Class Appointment for Fiscal Year (FY) 2025-26

The purpose of this bulletin is to remind Districts to report all out-of-class appointments in myCalPERS for fiscal year 2025-26 by July 30, 2026, pursuant to Government Code (GC) section 20480, which prohibits school districts from making a limited-term out-of-class appointment exceeding 960 hours each fiscal year. The GC section 20480 requires school districts to track the total hours worked by an employee serving in an out-of-class appointment and report the hours no later than 30 days following the end of the fiscal year. Total hours worked include overtime and any additional hours for which an employee receives compensation. This applies to both Classic and Public Employees' Pension Reform Act (PEPRA) members.


An out-of-class appointment is an appointment to an upgraded position or higher classification by a school district or governing board that is vacant for a limited duration. A vacant position refers to a position that is unoccupied during an active recruitment process for a permanent appointment. A position that is temporarily available due to another employee's leave of absence is not considered a vacant position.

The table below indicates the timeline to report Out-of-Class appointment for FY 2025-26:



To certify and report on employees' out-of-class hours, please follow the steps below:

1. Sign in myCalPERS
2. Select the 'Reporting' tab
3. Select the 'Out-of-Class Validation' tab
4. Select the Fiscal Year

 If a school district has no out-of-class appointment hours to report for the FY2025-26, then the school district must certify that there are no hours to report to CalPERS.

5. Follow the instructions to complete the reporting.

Please refer to CalPERS circular letter 200-029-21 and the student guide for more details.

<https://www.calpers.ca.gov/docs/circular-letters/2021/200-029-21.pdf>

<https://www.calpers.ca.gov/documents/out-of-class-reporting-guide/download>

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