

my|CalPERS Retirement Appointment Reconciliation

Student Guide



Introduction

Retirement Appointment Reconciliation

With the integration of our membership, health, payroll, and benefit systems in myCalPERS, it is critical that employees' appointment information is properly maintained by all employers. To help employers meet these responsibilities, there is an area in myCalPERS for Retirement Appointment Reconciliation.

This student guide is a resource to assist you with your employees' appointments reconciliation. The myCalPERS Retirement Appointment Reconciliation pages identify appointments with missing payroll. Within these pages you may maintain the appointment status or confirm the missing payroll.

Employee appointments drive financial data reported in the CalPERS Comprehensive Annual Financial Report (CAFR) and are provided within your Governmental Accounting Standards Board 68 (GASB 68) census data.

Inaccurate employee appointment data has adverse financial impacts including, but not limited to:

- Overstating appointment totals that drive actuarial assumptions (overall administration costs)
- Incorrect PEPRA determinations
- Incorrect retirement benefits (understated retirement amounts)
- Ongoing time and human resources expended to correct past discrepancies

***Please be advised, districts that fail to complete the Retirement Appointment Reconciliation process on a monthly basis will be invoiced by CalPERS**

Scenario 1: Process a Permanent Separation

Scenario

You will process a permanent separation for employees that have left your agency. The permanent separation date must be reported as the day after the last day an employee works for your agency, which is often the day after the last day on payroll.

Step Actions

- Step 1 From the My Home page, select the **Reporting** global navigation tab.
- Step 2 Select **Retirement Appointment Reconciliation** local navigation link.
- Step 3 Select your **Division** from the division drop down.
- Step 4 Select the **Search** button.
- Step 5 A listing of participants with missing payroll will appear. If there is more than one page, select **View Max** link at the bottom of the page.
- Step 6 Select the appointment you want to maintain by clicking on the box to the left of the employee name or **Select All** link to maintain all records.
- Step 7 Select the **Maintain Enrollment** button
- Step 8 Did the employee permanently separate from your agency?
If yes, click on the **Event** drop down, select **Permanent Separation** and enter the **Event Date** and **Separation Reason**, if **Retirement**, include **Unused Sick Leave** (divide hours by 8 to convert to days).
- Step 9 Select the **Save & Go to Next** button to maintain the next record. You can also select the **Delete Appointment** button if you've identified this appointment shouldn't have been created or the **Skip Appointment** button if you need to research further.
- Step 10 Select the **Return** link.

You have completed this scenario.

Scenario 2: Process a Leave of Absence

Scenario

You will add a leave of absence event to an appointment.

The **Begin Leave** date must be entered as at least one day after the last paid day at your agency. The **End Leave** date should be the day they return.

Step Actions

- Step 1 From the My Home page, select the **Reporting** global navigation tab.
- Step 2 Select **Retirement Appointment Reconciliation** local navigation link.
- Step 3 Select your **Division** from the division drop down.
- Step 4 Select the **Search** button.
- Step 5 A listing of participants with missing payroll will appear. If there is more than one page, select **View Max** link at the bottom of the page.
- Step 6 Select the appointment you want to maintain by clicking on the box to the left the employee name or **Select All** link to maintain all records.
- Step 7 Select the **Maintain Enrollment** button.
- Step 8 Select the **Event** drop down and select **Begin Leave**.
- Step 9 Select the **Event Date**.
- Step 10 Select the **Leave Type**.
- Step 11 Select the **Save & Go to Next** button to maintain the next record.
- Step 12 Select the **Return** link.
- Step 13 Repeat steps 6-12 to add in the **End Leave** appointment event.

You have completed this scenario.

Scenario 3: Confirm Missing Payroll

Scenario

You will confirm missing payroll for an earned period.

After you confirmed that an earned period is missing payroll, myCalPERS will stop requesting payroll reporting for that period. You may still report payroll for earned periods that have been confirmed.

Step Actions

- Step 1 From the My Home page, select the **Reporting** global navigation tab.
- Step 2 Select **Retirement Appointment Reconciliation** local navigation link.
- Step 3 Select your **Division** from the division drop down.
- Step 4 Select the **Search** button.
- Step 5 A listing of participants with missing payroll will appear. If there is more than one page, select **View Max** link at the bottom of the page.
- Step 6 Within the Participants With Missing Payroll section, select the **Review** link on the right side of the screen for the appropriate appointment.
- Step 7 **Optional:** Open multiple windows to research the employee
- Step 8 Within the Missing/Unposted Payroll Periods section, select the appropriate earned period checkbox(es) that you want to confirm missing payroll.
- Step 9 Select the **Confirm** button.
- Step 10 Select the **Return** link.

You have completed this scenario.