

The State Controller's Office
Personnel and Payroll Services Division

Title	Effective Date
Appointment Change	11/01/2025

Purpose

This Job aid will help the user in their thought process when clearing Enrollment errors, specifically the Event type *Appointment Change*. This job aid does not cover all the scenarios surrounding the Event type *Appointment Change*, but this job aid should be able to give the user an idea on what to engage with, like references/resources, in order to reach a conclusion before an action is to be taken for future handling of errors.

Best Practices

- Make sure that you check myCalPERS a day after you key a transaction in PIMS to verify that the keyed transaction was reported in myCalPERS.
- In PIMS, do not key two transactions or more of the same effective date on the same day. If you need to correct a mistake, wait 24 hours before making the correction.
- Prioritize New Appointments (NAP) event type as missing appointments, if not reported within 90 days in myCalPERS, will incur a late reporting fee.
- If an employee is determined as CalPERS eligible upon appointment, do not key the health appointment directly in myCalPERS. When keying the appointment in PIMS, check myCalPERS a day after to verify that the appointment was successfully reported in myCalPERS. If it is not reported, check the preprocessing area for an error, then clear the error.
- When keying the retirement code in PIMS, ensure that the retirement code is correct by referencing the Personnel Letters, CalHR Pay Letters, Personnel Action Manual (PAM), Payroll Procedure Manual (PPM) and other Bargaining Unit Provisions and Policy.

The State Controller's Office Personnel and Payroll Services Division

myCalPERS Log in Profile

Log in to the CalPERS webpage [California Public Employees' Retirement System](#).

If your department is responsible for HR tasks for another department, be sure to log in under that department's profile to complete any HR- related corrections.

In the example below, the State Controller's Office Human Resources does the HR work for Board of State and Community Corrections. To view and clear the preprocessing errors, you must select the appropriate radio button as shown in the example below.

myCalPERS

Welcome to myCalPERS.
To begin, please choose the role that corresponds with the person or organization you are representing, and then select the Continue button.

▼ Primary Roles		
Business Partner	Business Partner ID	Service Provided
☐ State Controller Office		Default

▼ Other Roles		
Business Partner	Business Partner ID	Service Provided
☒ Board of State and Community Corrections		Billing Services - Health Enrollment Services - Health Payroll Services
☐ Colorado River Board Of California		Billing Services - Health
☐ Conservation, Department Of		Enrollment Services - Health Payroll Services
☐ Department Of Conservation		Enrollment Services - Health Payroll Services
☐ Department of Conservation, Division of Oil And Gas		Enrollment Services - Health Payroll Services
☐ Department Of Youth Authority El Paso De Robles		Enrollment Services - Health Payroll Services
☐ Financial Information System for California Office		Enrollment Services - Health Payroll Services
☐ Legislature		Billing Services - Health Enrollment Services - Health Payroll Services
☐ State of California		Billing Services - Health Enrollment Services - Health Enrollment Services - Retirement Payroll Services

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Your department's system administrator should make sure that the Communication Information is correct so communications from CalPERS are routed to the correct contact.

myCalPERS

[Home](#) [Profile](#) [Reporting](#) [Person Information](#) [Education](#) [Other Organizations](#)

[Summary](#) [Payments](#) [Receivables](#) [Retirement Contract](#) [Health Contract](#) [Agreements](#) [Mergers and Reorganizations](#)

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[View BP Relationships](#)
[Divisions](#)
[View Service Relationships](#)
[Health Invoice History](#)
[Findings](#)
[Health Email Notification](#)

▼ Summary

Profile

CalPERS ID: [Redacted] **Status:** Active
Federal Tax ID: [Redacted] **Name:** State Controller Office
Category: [Redacted] **Division Of:** State of California
Regional Office: [Redacted] **County:** Sacramento
Merged Agency: [Redacted]

Addresses

Physical: [Redacted] **Mailing:** [Redacted]
Undeliverable: [Redacted] **Undeliverable:** No

Communication Information

Preferred Communication: Mail
Primary Email: [Redacted] **Primary Phone Number:** [Redacted]

The State Controller's Office
Personnel and Payroll Services Division

Steps

Determining if the transaction in error was reported to CalPERS as Appointment Change

STEP	ACTION																																																																																																																		
1.	In this example, the member's appointment history has two appointment changes keyed in PIMS with the same effective date. Note: myCalPERS will allow only certain transactions to be keyed with the same effective date. You may key a begin leave with the same date as a new appointment, an appointment change, site change or a permanent separation. You may key an end leave with the same date as an appointment change, site change or a permanent separation.																																																																																																																		
2.	In the Preprocessing Area, search by CID or SSN. Search Preprocessing Data CalPERS ID: SSN: Event: Event Date Range from: Division: Error: Last Name: Preprocessed Status: Error Program: Event Date Range to: Search Clear Generate Error Report The error report will contain only the records in "Error" status filtered in the search criteria above. If you want to view all erred records currently in preprocessing on the report, click the Clear button before generating the error report. Retirement Enrollment Select All Add to Process List <table><tr><th>Process</th><th>Name</th><th>CalPERS ID</th><th>Event Date</th><th>Event</th><th>Division</th><th>Program</th><th>Preprocessed Status</th><th>Error</th></tr><tr><td>☐</td><td></td><td></td><td>02/14/2022</td><td>Appointment Change</td><td>Department Of Toxic Substances Control</td><td>CalPERS</td><td>Error</td><td>ENI00064 - Two Appointment Change Events for the same appointment cannot occur on the same day. Verify and update the Event Date or review the Member's appointment history and conflicting event for accuracy.</td></tr></table> Select All Add to Process List PIMS has two transactions of appointment changes A02V keyed on the same day 01/27/2023. The myCalPERS system is unable to read what appointment change should it accept in myCalPERS. <table><tr><th>EFF DATE</th><th>TRAN</th><th>AGY-UNT-CLAS-SER</th><th>SPB AGENCY</th><th>ENT DATE</th><th>PSD REF #</th></tr><tr><td>07/01/25</td><td>GEN</td><td>810-163-4800-001</td><td>TOX SUB CTL</td><td>07/23/25</td><td>992049999</td></tr><tr><td>07/01/25</td><td>350</td><td>810-163-4800-001</td><td>TOX SUB CTL</td><td>07/17/25</td><td>991979999</td></tr><tr><td>03/27/25</td><td>120</td><td>810-163-4800-001</td><td>TOX SUB CTL</td><td>04/08/25</td><td>470981005</td></tr><tr><td>07/01/24</td><td>GEN</td><td>810-503-4800-001</td><td>TOX SUB CTL</td><td>07/17/24</td><td>991999999</td></tr><tr><td>07/01/23</td><td>505V</td><td>810-503-4800-401</td><td>TOX SUB CTL</td><td>07/06/23</td><td>991879999</td></tr><tr><td>07/01/23</td><td>GEN</td><td>810-503-4800-001</td><td>TOX SUB CTL</td><td>12/15/23</td><td>993489999</td></tr><tr><td>07/01/23</td><td>505</td><td>810-503-4800-001</td><td>TOX SUB CTL</td><td>08/29/23</td><td>472411013</td></tr><tr><td>07/01/22</td><td>GENV</td><td>810-503-4800-401</td><td>TOX SUB CTL</td><td>01/27/23</td><td>470271002</td></tr><tr><td>07/01/22</td><td>GEND</td><td>810-504-4800-001</td><td>TOX SUB CTL</td><td>07/07/22</td><td>991889999</td></tr><tr><td>07/01/22</td><td>GEN</td><td>810-503-4800-001</td><td>TOX SUB CTL</td><td>08/29/23</td><td>472411012</td></tr><tr><td>02/24/22</td><td>A02V</td><td>810-503-4800-401</td><td>TOX SUB CTL</td><td>01/27/23</td><td>470271002</td></tr><tr><td>02/14/22</td><td>A02V</td><td>810-503-4800-401</td><td>TOX SUB CTL</td><td>01/27/23</td><td>470271002</td></tr><tr><td>02/14/22</td><td>120V</td><td>810-504-4800-001</td><td>TOX SUB CTL</td><td>03/21/22</td><td>470801005</td></tr><tr><td>02/14/22</td><td>A02</td><td>810-503-4800-001</td><td>TOX SUB CTL</td><td>08/29/23</td><td>471241010</td></tr><tr><td>07/01/21</td><td>GEN</td><td>810-853-4800-001</td><td>TOX SUB CTL</td><td>07/12/21</td><td>991939999</td></tr></table> Select the Person Information tab, enter the member's CID and Last Name or First	Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error	☐			02/14/2022	Appointment Change	Department Of Toxic Substances Control	CalPERS	Error	ENI00064 - Two Appointment Change Events for the same appointment cannot occur on the same day. Verify and update the Event Date or review the Member's appointment history and conflicting event for accuracy.	EFF DATE	TRAN	AGY-UNT-CLAS-SER	SPB AGENCY	ENT DATE	PSD REF #	07/01/25	GEN	810-163-4800-001	TOX SUB CTL	07/23/25	992049999	07/01/25	350	810-163-4800-001	TOX SUB CTL	07/17/25	991979999	03/27/25	120	810-163-4800-001	TOX SUB CTL	04/08/25	470981005	07/01/24	GEN	810-503-4800-001	TOX SUB CTL	07/17/24	991999999	07/01/23	505V	810-503-4800-401	TOX SUB CTL	07/06/23	991879999	07/01/23	GEN	810-503-4800-001	TOX SUB CTL	12/15/23	993489999	07/01/23	505	810-503-4800-001	TOX SUB CTL	08/29/23	472411013	07/01/22	GENV	810-503-4800-401	TOX SUB CTL	01/27/23	470271002	07/01/22	GEND	810-504-4800-001	TOX SUB CTL	07/07/22	991889999	07/01/22	GEN	810-503-4800-001	TOX SUB CTL	08/29/23	472411012	02/24/22	A02V	810-503-4800-401	TOX SUB CTL	01/27/23	470271002	02/14/22	A02V	810-503-4800-401	TOX SUB CTL	01/27/23	470271002	02/14/22	120V	810-504-4800-001	TOX SUB CTL	03/21/22	470801005	02/14/22	A02	810-503-4800-001	TOX SUB CTL	08/29/23	471241010	07/01/21	GEN	810-853-4800-001	TOX SUB CTL	07/12/21	991939999
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The State Controller's Office
Personnel and Payroll Services Division

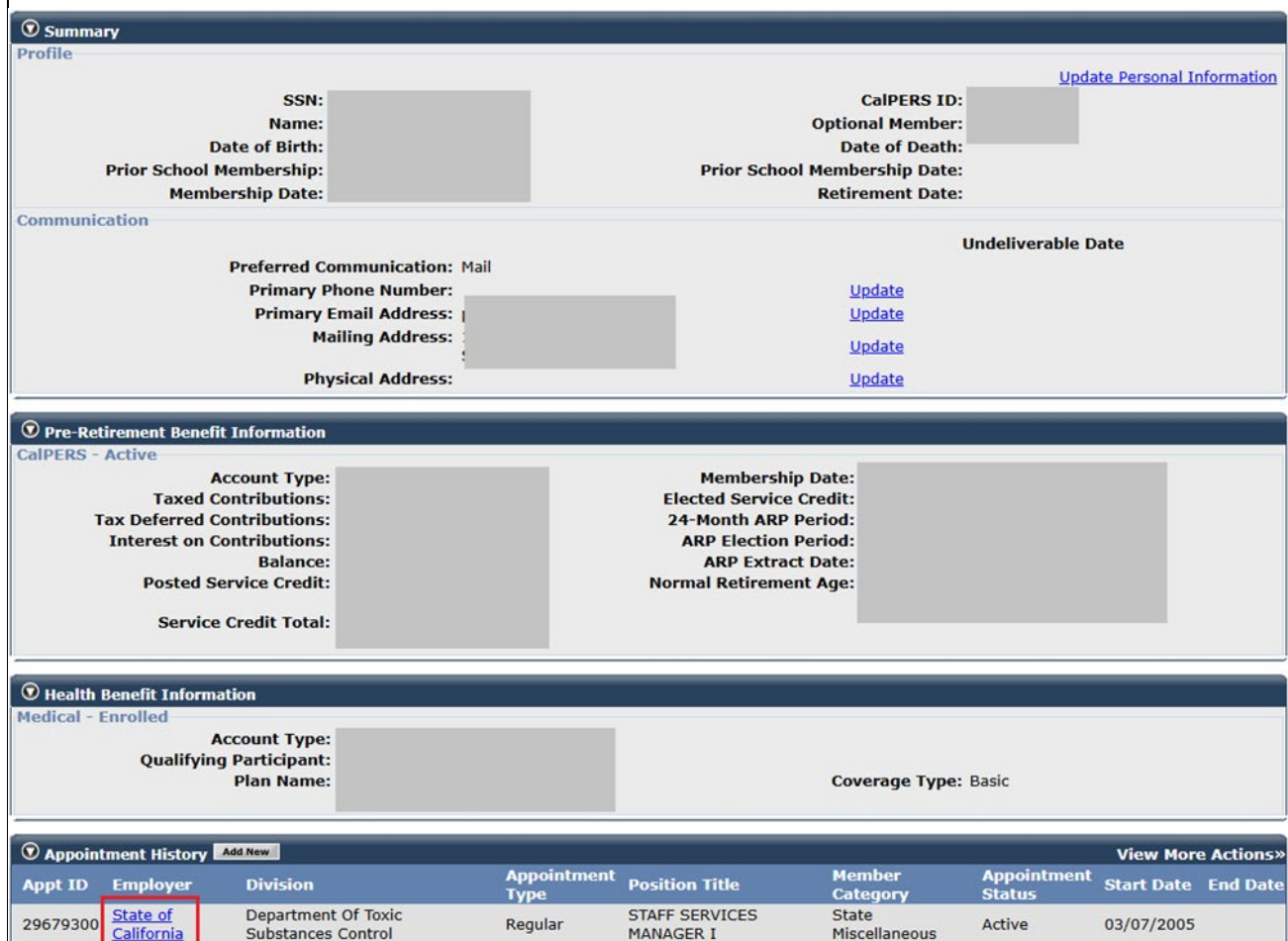
Name.

Select the **Search** button.



The image shows the 'myCalPERS' website interface. At the top, there is a navigation bar with links: Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below this is a 'Person Search' section with a heading 'Please enter the CalPERS ID or SSN and one additional search criteria of the person for whom you are searching.' The form includes input fields for 'CalPERS ID or SSN:*' (marked as required), 'Date of Birth:', 'Last Name:', and 'First Name:'. There are 'OR' options between the fields. A 'Search' button is located at the bottom left of the search section. At the bottom of the page, there is a footer with links: Contact Us, CalPERS Website, Privacy Policy, Conditions of Use, Accessibility, and Copyright © 2025 California Public Employees' Retirement System (CalPERS). Below the footer, it says 'Build: v12.3.0.c Baseline: 250728_124024_v12.3_release UID: 906'.

Select the State of California hyperlink in the Appointment History panel.



The image shows the 'myCalPERS' website interface, specifically the 'Profile' and 'Appointment History' panels. The 'Profile' panel is divided into sections: 'Summary' (with a 'Profile' sub-section), 'Communication', 'Pre-Retirement Benefit Information', and 'Health Benefit Information'. The 'Appointment History' panel is at the bottom. The 'Appointment History' panel has a table with columns: Appt ID, Employer, Division, Appointment Type, Position Title, Member Category, Appointment Status, Start Date, and End Date. The table contains one row with the following data: Appt ID: 29679300, Employer: State of California (highlighted with a red box), Division: Department Of Toxic Substances Control, Appointment Type: Regular, Position Title: STAFF SERVICES MANAGER I, Member Category: State Miscellaneous, Appointment Status: Active, Start Date: 03/07/2005, and End Date: (blank). The 'Appointment History' panel also has an 'Add New' button and a 'View More Actions»' link.

Select the Department in hyperlink.

The State Controller's Office
Personnel and Payroll Services Division

Summary

Health Enrollment

Common Tasks

Menu

Person Search

Appointment History

Payroll Information

Contributory Appointment History

View Service History

View Transaction History

Employee Rate Summary

Member Requests

Participant Name:

CalPERS ID:

Site Change History

Employer: State of California

Program: CalPERS

Division	Position Title	Member Category	CBU	Start Date	End Date
Department Of Toxic Substances Control	STAFF SERVICES MANAGER I	State Miscellaneous	S01	01/01/2013	
Department Of Motor Vehicles	MANAGER I DEPARTMENT OF MOTOR VEHICLES	State Miscellaneous	S01	03/07/2005	12/31/2012

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Build: v12.3.0.c Baseline: 250728_124024_v12.3_release UID: 935

An appointment Change with effective date of 2/14/2022 is already on file. Review PIMS and compare the information in Appointment History.

In this case, the Member's record already reflects the most recent updates and information, so the error is not needed and needs to be deleted in the preprocessing area.

Correct Event

Delete

☐ View All Site Events

Display

Event Date	Event	Event Details
☐ 03/27/2025	Appointment Change	View Event Details
☐ 02/24/2022	Appointment Change	View Event Details
☐ 02/14/2022	Appointment Change	View Event Details
☐ 01/01/2013	Site Change	View Event Details

Correct Event

Delete

☐ View All Site Events

Display

Appointment Details

Programs

Program: CalPERS

Membership Status: Active

Membership Date: 03/07/2005

Enrollment Eligibility Date: 03/07/2005

Position Information

Employer: State of California

Division: Department Of Toxic Substances Control

CalPERS ID (Employer):

CalPERS ID (Division):

Non-Central Agency Appointment:

Original Hire Date: 03/07/2005

Member Category: State Miscellaneous

Position Title: STAFF SERVICES MANAGER I

CBU: S01 - Supervisory/ Admin, Financial & Staff Svc

Work Calendar: Work 12 Months/Paid 12 Months

Temporary Position: No

Retired Annuitant: No

Health Only: No

Enrollment Reason:

Contributing Appointment: Yes

Appointment Status: Active

Appointment ID: 29679300

External Position Number: 8101634800001

Enrollment Level: Classic

Contributing Appointment Date: 03/07/2005

Leave Type:

Exempt Authority: None Identified

Appointment Sequence Number: 01

Formula Name: [2% @ 55 Formula for State, School Miscellaneous and Industrial](#)

Cost Share: 0.0%

Member Base Rate: 8.5%

Contribution Modification: 100% of \$513

Report Contributions on Monthly Earnings in Excess of:

Rate Plan Identifier: 30982

Created by User: Employer: File Upload

Created on: 04/08/2025 08:21 PM

Appointment Profile Last Refreshed: 04/08/2025 08:21 PM

Last Refreshed by: Employer: File Upload

Refunded Appointment: No

Go back to the Preprocessing Area and delete the error.

The State Controller's Office
Personnel and Payroll Services Division

Select the error and **Add to Process List**.

Retirement Enrollment

Add New

Select All

Add to Process List

Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error
☒			02/14/2022	Appointment Change	Department Of Toxic Substances Control	CalPERS	Error	ENI00064 - Two Appointment Change Events for the same appointment cannot occur on the same day. Verify and update the Event Date or review the Member's appointment history and conflicting event for accuracy.

Select All

Add to Process List

Select the **Delete** radio button and press **Continue**.

To Process

Order	Action	Name	CalPERS ID	Event Date	Event	Preprocessed Status
	☐ Process ☒ Delete ☐ None			02/14/2022	Appointment Change	ENI00064 - Two Appointment Change Events for the same appointment cannot occur on the same day. Verify and update the Event Date or review the Member's appointment history and conflicting event for accuracy.

Continue

You have successfully deleted the error.

If you want to verify if the error was successfully deleted—in the Preprocessing area, enter the CID or SSN. It should show the prompt below if the error does not exist any longer.

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Last Name:

Preprocessed Status:

Program:

Event Date Range to:

Search

Clear

To generate a report of erred transactions, select search criteria within this panel (or Clear all values if you want all records), click the Search button, then click the "Generate Error Report" button within the Retirement Enrollment panel below.

Retirement Enrollment

Add New

No results returned based on the search criteria provided. Please refine your search criteria.

The process is complete.

The State Controller's Office
Personnel and Payroll Services Division
Manual Adding of the Event Type Appointment Change

STEP	ACTION																																																																																																																
1.	Manually key an appointment change when an error in the system cannot be used and there is a missing event in myCalPERS that needs to be keyed manually.																																																																																																																
2.	Verify the appoinment effective dates in PIMS to match the appoinment history in myCalPERS. <table><tr><th>EFF DATE</th><th>TRAN</th><th>AGY-UNT-CLAS-SER</th><th>SPB AGENCY</th><th>ENT DATE</th><th>PSD REF #</th><th>TYPES</th></tr><tr><td>11/01/11</td><td>350</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>11/02/11</td><td>113069999</td><td>B C</td></tr><tr><td>06/01/11</td><td>MSA</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>05/27/11</td><td>111479990</td><td>B</td></tr><tr><td>11/02/10</td><td>350</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>11/09/10</td><td>103139999</td><td>B C</td></tr><tr><td>11/02/10</td><td>505</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>11/09/10</td><td>103139999</td><td>HC</td></tr><tr><td>08/01/10</td><td>350</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>08/19/10</td><td>102319999</td><td>B C</td></tr><tr><td>07/01/10</td><td>350</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>07/08/10</td><td>101899999</td><td>B C</td></tr><tr><td>06/01/10</td><td>MSA</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>05/27/10</td><td>101479990</td><td>B</td></tr><tr><td>07/01/09</td><td>350</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>07/06/09</td><td>091879999</td><td>B C</td></tr><tr><td>06/01/09</td><td>MSA</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>05/28/09</td><td>091489990</td><td>B</td></tr><tr><td>01/30/09</td><td>350</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>02/10/09</td><td>090419999</td><td>B C</td></tr><tr><td>06/01/08</td><td>A01</td><td>815-310-5358-001</td><td>TEACHERS RET</td><td>06/25/08</td><td>391777012</td><td>BAG</td></tr><tr><td>04/01/08</td><td>MSA</td><td>815-310-5361-001</td><td>TEACHERS RET</td><td>03/27/08</td><td>080879990</td><td>B</td></tr><tr><td>07/01/07</td><td>GEN</td><td>815-310-5361-001</td><td>TEACHERS RET</td><td>08/26/07</td><td>072389999</td><td>B</td></tr><tr><td>04/01/07</td><td>505V</td><td>815-310-5361-001</td><td>TEACHERS RET</td><td>04/03/07</td><td>070939999</td><td>HC</td></tr><tr><td>04/01/07</td><td>MSAC</td><td>815-310-5361-001</td><td>TEACHERS RET</td><td>07/22/09</td><td>092030027</td><td>B</td></tr></table> -----H I S T O R Y T Y P E S----- A = APPT C = EMP COND E = REEMP COND G = APPT CERT I = GEN PAYR B = SALARY D = SERVICE F = SEPARATION H = RETIREMENT J = SEP PAYR SELECT DETAIL _ SELECT HISTORY TYPES: _ _ _ _ _ OR MANUAL AUDITS In this scenario, the effective date 6/01/08 is missing in myCalPERS and needs to be manually keyed. Select Add New to key the appointment.	EFF DATE	TRAN	AGY-UNT-CLAS-SER	SPB AGENCY	ENT DATE	PSD REF #	TYPES	11/01/11	350	815-310-5358-001	TEACHERS RET	11/02/11	113069999	B C	06/01/11	MSA	815-310-5358-001	TEACHERS RET	05/27/11	111479990	B	11/02/10	350	815-310-5358-001	TEACHERS RET	11/09/10	103139999	B C	11/02/10	505	815-310-5358-001	TEACHERS RET	11/09/10	103139999	HC	08/01/10	350	815-310-5358-001	TEACHERS RET	08/19/10	102319999	B C	07/01/10	350	815-310-5358-001	TEACHERS RET	07/08/10	101899999	B C	06/01/10	MSA	815-310-5358-001	TEACHERS RET	05/27/10	101479990	B	07/01/09	350	815-310-5358-001	TEACHERS RET	07/06/09	091879999	B C	06/01/09	MSA	815-310-5358-001	TEACHERS RET	05/28/09	091489990	B	01/30/09	350	815-310-5358-001	TEACHERS RET	02/10/09	090419999	B C	06/01/08	A01	815-310-5358-001	TEACHERS RET	06/25/08	391777012	BAG	04/01/08	MSA	815-310-5361-001	TEACHERS RET	03/27/08	080879990	B	07/01/07	GEN	815-310-5361-001	TEACHERS RET	08/26/07	072389999	B	04/01/07	505V	815-310-5361-001	TEACHERS RET	04/03/07	070939999	HC	04/01/07	MSAC	815-310-5361-001	TEACHERS RET	07/22/09	092030027	B
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Select the **Event Type** Appointment Change.

myCalPERS

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Contributory

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View Service History

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Employee Rate Summary

Member Requests

*Required Fields

Member Details

Name: Gender: Female CalPERS ID: Date of Birth: 03/29/1950

Appointment Event Details

Event: Appointment Change

Event Date:

Member Category: State Misc

CBU: R01 - Rank

Position Title: ADMIN

Work Calendar: Work 12 Months/Paid 12 Months

Staff Svc

Begin Leave

End Leave

Permanent Separation

Exempt Authority:

PLP Rate:

PLP Participant?

☐ Yes

☒ No

Is the member subject to Social Security?*

☒ Yes

☐ No

Tier:

Is a Retirement System Election (ES 372) needed for this enrollment to elect CalPERS or CalSTRS?

☐ Yes

☒ No

External Position Number:

Appointment Sequence Number: 02

Membership Information

Optional Member Election

Optional Member?*

☐ Yes

☒ No

Key in the Event Date and Position Title and hit **Save**.

myCalPERS

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Member Requests

*Required Fields

Member Details

Name: Gender: Female CalPERS ID: Date of Birth: 03/29/1950

Appointment Event Details

Event: Appointment Change

Event Date: 06/01/2008

Member Category: State Miscellaneous

CBU: R01 - Rank & File/ Admin, Financial & Staff Svc

Position Title: ADMINISTRATIVE ASSISTANT II

Work Calendar: Work 12 Months/Paid 12 Months

Staff Svc

Begin Leave

End Leave

Permanent Separation

Exempt Authority: None Identified

PLP Participant?

☐ Yes

☒ No

Is the member subject to Social Security?*

☒ Yes

☐ No

Tier: 1st Tier

Is the member participating in '59 Survivor benefits?*

☐ Yes

☒ No

Is a Retirement System Election (ES 372) needed for this enrollment to elect CalPERS or CalSTRS?

☐ Yes

☒ No

External Position Number: 8153105358001

Appointment Sequence Number: 02

Membership Information

Optional Member Election

Optional Member?*

☐ Yes

☒ No

The State Controller's Office
Personnel and Payroll Services Division

Verify the appointment is listed in Appointment History. The process is complete.

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Employee Rate Summary

Member Requests

Participant Name:

CalPERS ID:

Member Details

Name:

Gender: Female

CalPERS ID:

Date of Birth: 03/29/1950

Appointment Event History

Correct Event

Delete

View All Site Events

Display

Event Date	Event	Event Details
04/01/2015	Permanent Separation	Retirement
11/02/2010	Appointment Change	View Event Details
06/01/2008	Appointment Change	View Event Details
07/28/2006	Site Change	View Event Details

Correct Event

Delete

View All Site Events

Display

Appointment Details

Programs

Program: CalPERS

Membership Status: Retired

Membership Date: 04/11/2005

Enrollment Eligibility Date: 04/11/2005

Position Information

Employer: State of California

CalPERS ID (Employer): 5402440716

Division: State Teachers Retirement System

CalPERS ID (Division): 2511779922

Non-Central Agency Appointment:

Original Hire Date: 07/02/1990

Member Category: State Miscellaneous

Position Title: ADMINISTRATIVE ASSISTANT II

CBU: R01 - Rank & File/ Admin, Financial & Staff Svc

Work Calendar: Work 12 Months/Paid 12 Months

Temporary Position: No

Retired Annuitant: No

Health Only: No

Enrollment Reason:

Contributing Appointment: No

Appointment Status: Perm Sep

Appointment ID: 29767490

External Position Number:

Enrollment Level: Classic

Member Base Rate: 8.0

Contribution Modification: 100% 513

Leave Type:

Exempt Authority: None Identified

Appointment Sequence Number: 02

Formula Name: 2% @ 55 Formula for State, School Miscellaneous and Industrial

Cost Share: 0.0

Created by User: CalPERS

Updated by User: CalPERS

Created on: 09/05/2011 05:50 AM

Updated on: 09/05/2011 05:50 AM

Appointment Profile Last Refreshed: 06/07/2023 02:57 PM

Refunded Appointment: No

Addendum

Generating Enrollment Error Report

STEP	ACTION																		
1.	To generate a report of your department's enrollment errors, press the Generate Report on the Preprocessing Data Panel. Search Preprocessing Data CalPERS ID: SSN: Event: Event Date Range from: Division: Error: Last Name: Preprocessed Status: Program: Event Date Range to: Search Clear To generate a report of erred transactions, select search criteria within this panel (or Clear all values if you want all records), click the Search button, then click the "Generate Error Report" button within the Retirement Enrollment panel below. Retirement Enrollment Select All Add to Process List Generate Error Report <table> <thead> <tr> <th>Process</th><th>Name</th><th>CalPERS ID</th><th>Event Date</th><th>Event</th><th>Division</th><th>Program</th><th>Preprocessed Status</th><th>Error</th></tr> </thead> <tbody> <tr> <td>☐</td><td></td><td></td><td>07/01/2024</td><td>Permanent Separation</td><td>Department Of Corrections Mule Creek State Prison</td><td>CalPERS</td><td>Error</td><td> EN100047 - Two Permanent Separation Events for the same appointment may not occur. Verify and update the event date. EN100085 - The appointment has contributions reported after the event date of the permanent separation event. Extend the Event Date past the contribution reporting date or back out the contributions to continue. </td></tr> </tbody> </table>	Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error	☐			07/01/2024	Permanent Separation	Department Of Corrections Mule Creek State Prison	CalPERS	Error	EN100047 - Two Permanent Separation Events for the same appointment may not occur. Verify and update the event date. EN100085 - The appointment has contributions reported after the event date of the permanent separation event. Extend the Event Date past the contribution reporting date or back out the contributions to continue.
Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error											
☐			07/01/2024	Permanent Separation	Department Of Corrections Mule Creek State Prison	CalPERS	Error	EN100047 - Two Permanent Separation Events for the same appointment may not occur. Verify and update the event date. EN100085 - The appointment has contributions reported after the event date of the permanent separation event. Extend the Event Date past the contribution reporting date or back out the contributions to continue.											

Select the format you’d like your report to convert into.

Person ID Number	Total Errors in Preprocessing	Error Parameters	Error Message (From SPS1631)	Person Records Found	Start Date
	5		Two Permanent Separation Events for the same appointment may not occur. Verify and update the event date.		*****
ENI00029	PID	5	The event correction or deletion was not applied because the corresponding event to be corrected or deleted does not exist.		*****
ENI00045	PID	5	The event occurs on or after the appointment		*****

Once generated, the report automatically downloads to your local **Downloads** folder.

Your report is ready and will download to your Web browser in a few moments.

Downloads

Retirement Enrollment Preprocessing Errors (1).xlsx
1,024 KB/s - 4.0 MB

See more

REFERENCES

- CalPERS [myCalPERS Student Guides & Resources | CalPERS](#)
- CalPERS [State Reference Guide \(ca.gov\)](#)
- Public Employees' Retirement Law (PERL) calpers.ca.gov/docs/forms-publications/california-public-employees-retirement-law-2023.pdf

The State Controller’s Office
Personnel and Payroll Services Division

Document	Title	Effective Date
Job aid 2	Appointment Change	11/01/2025

REVISIONS

- 1.0 Revisions pages remain with procedure.
- 2.0 Each updated procedure is assigned a new revision number, chronological order.
- 3.0 Multiple changes made together require one revision number.
- 4.0 A short description of each change is entered on the Revisions’ page.

Revision	Description of Change(s)	Effective Date