

**The State Controller's Office**  
**Personnel and Payroll Services Division**

| <b>Title</b>              | <b>Effective Date</b> |
|---------------------------|-----------------------|
| Begin Leave and End Leave | 11/01/2025            |

**Purpose**

This job aid will help the user in their thought process when clearing Enrollment errors, specifically the Event type *Begin Leave and End Leave (Leave of Absence, NDI, FMLA, etc.)*. This job aid does not cover all the scenarios surrounding the Event type *Begin Leave and End Leave*, but this job aid should be able to give the user an idea on what to engage with, like references/sources, 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) transactions 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.
- 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 ID | Service Provided |
|-----------------------------------------------|---------------------|------------------|
| <input type="radio"/> Business Partner        |                     | Default          |
| <input type="radio"/> State Controller Office |                     | Default          |

| Other Roles                                                               | Business Partner ID | Service Provided                                                                                                  |
|---------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="radio"/> Board of State and Community Corrections |                     | Billing Services - Health<br>Enrollment Services - Health<br>Payroll Services                                     |
| <input type="radio"/> Colorado River Board Of California                  |                     | Billing Services - Health                                                                                         |
| <input type="radio"/> Conservation, Department Of                         |                     | Enrollment Services - Health<br>Payroll Services                                                                  |
| <input type="radio"/> Department Of Conservation                          |                     | Enrollment Services - Health<br>Payroll Services                                                                  |
| <input type="radio"/> Department of Conservation, Division of Oil And Gas |                     | Enrollment Services - Health<br>Payroll Services                                                                  |
| <input type="radio"/> Department Of Youth Authority El Paso De Robles     |                     | Enrollment Services - Health<br>Payroll Services                                                                  |
| <input type="radio"/> Financial Information System for California Office  |                     | Enrollment Services - Health<br>Payroll Services                                                                  |
| <input type="radio"/> Legislature                                         |                     | Billing Services - Health<br>Enrollment Services - Health<br>Payroll Services                                     |
| <input type="radio"/> State of California                                 |                     | Billing Services - Health<br>Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |

[Continue](#)

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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

**Common Tasks**

**Menu**

- Contacts
- 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

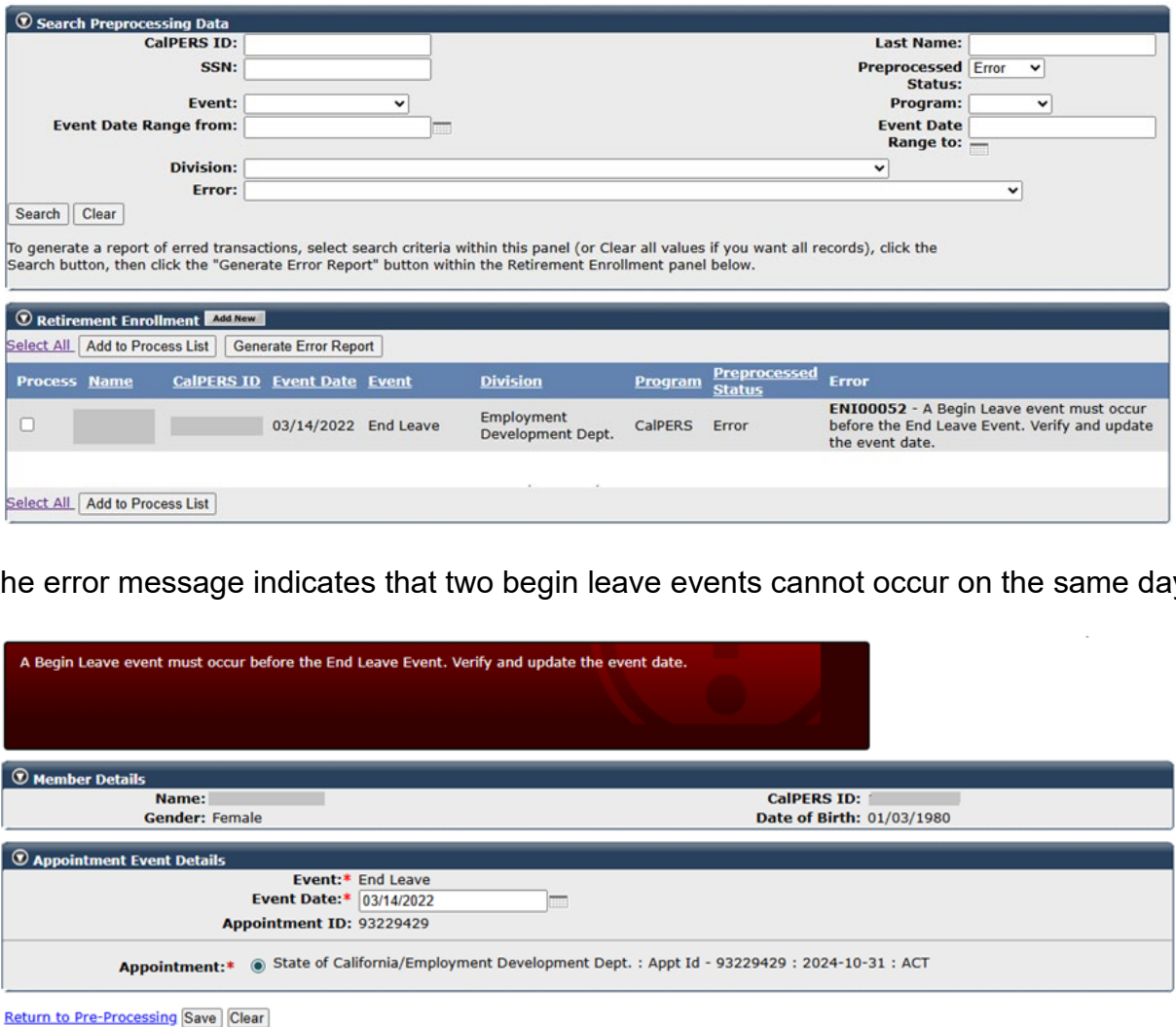
**Communication Information**

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

**The State Controller's Office**  
**Personnel and Payroll Services Division**

**Steps**

*Verifying Leave Status in Employment History against myCalPERS records*

| STEP | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <p>In the Preprocessing Area, search by CID.</p> <p>If there is a Begin Leave error, it will display in the Preprocessing data panel.</p> <p>Select the member's name hyperlink to view the error message.</p> <div data-bbox="323 579 1524 1627">  </div> <p>The error message indicates that two begin leave events cannot occur on the same day.</p>                       |
| 2.   | <p>Review PIMS to verify the Begin Leave.</p> <p>In this scenario, the transaction S50 effective date of 02/25/2022 is the start date of a Leave of Absence. If you look further, this begin leave S50 belongs to when the employee is not a CalPERS member as it has a retirement code "TM". Therefore, the S50 and the end leave A03 transactions should not matter as far as being an event type as this started during "CalPERS non-eligibility" period.</p> |

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| SSA# | NAME     |      |                  |        |        |          |           |     |   |  |
|------|----------|------|------------------|--------|--------|----------|-----------|-----|---|--|
|      | EFF DATE | TRAN | AGY-UNT-CLAS-SER | SPB    | AGENCY | ENT DATE | PSD       | REF | # |  |
| —    | 07/01/23 | 505  | 280-186-9194-906 | EDD/NO | REGN   | 07/06/23 | 991879999 |     |   |  |
| —    | 01/03/23 | A01V | 280-186-9194-906 | EDD/NO | REGN   | 01/09/23 | HR0092643 |     |   |  |
| —    | 01/01/23 | A01C | 280-186-9194-906 | EDD/NO | REGN   | 01/20/23 | HR0203034 |     |   |  |
| —    | 01/01/23 | A01D | 280-186-9194-906 | EDD/NO | REGN   | 01/18/23 | HR0182935 |     |   |  |
| —    | 09/01/22 | 335  | 280-180-9194-946 | EDD/NO | REGN   | 09/15/22 | HR2587316 |     |   |  |
| —    | 09/01/22 | MSA  | 280-180-9194-946 | EDD/NO | REGN   | 09/15/22 | HR2587315 |     |   |  |
| —    | 07/01/22 | GENC | 280-180-9194-946 | EDD/NO | REGN   | 08/09/22 | HR2214217 |     |   |  |
| —    | 07/01/22 | GEND | 280-180-9194-946 | EDD/NO | REGN   | 08/09/22 | HR2214217 |     |   |  |
| —    | 07/01/22 | GEND | 280-180-9194-946 | EDD/NO | REGN   | 07/07/22 | 991889999 |     |   |  |
| —    | 03/14/22 | A03C | 280-180-9194-946 | EDD/NO | REGN   | 08/09/22 | HR2214217 |     |   |  |
| —    | 03/14/22 | A03D | 280-180-9194-946 | EDD/NO | REGN   | 03/16/22 | HR0753872 |     |   |  |
| —    | 03/02/22 | 505C | 280-180-9194-946 | EDD/NO | REGN   | 08/09/22 | HR2214217 |     |   |  |
| —    | 03/02/22 | 505D | 280-180-9194-946 | EDD/NO | REGN   | 03/11/22 | HR0703678 |     |   |  |
| —    | 02/25/22 | S50C | 280-180-9194-946 | EDD/NO | REGN   | 08/09/22 | HR2214217 |     |   |  |
| —    | 02/25/22 | S50D | 280-180-9194-946 | EDD/NO | REGN   | 02/22/22 | HR0532730 |     |   |  |

|     |          |      |      |        |                  |       |       |     |      |           |               |
|-----|----------|------|------|--------|------------------|-------|-------|-----|------|-----------|---------------|
| EFF | 07/01/23 | TRAN | GEN  | POS#   | 280-186-9194-906 | SPBAY | 2804  | SYS | 1    | COV-GP    | 1             |
| SAF | MIS      | SUR  | NO   | SS/MED | YES              | RATE  | .0850 | EX  | AUTH | ACCT CODE | RB EMPLR 5650 |
| EFF | 07/01/23 | TRAN | 505  | POS#   | 280-186-9194-906 | SPBAY | 2804  | SYS | 1    | COV-GP    | 1             |
| SAF | MIS      | SUR  | NO   | SS/MED | YES              | RATE  | .0850 | EX  | AUTH | ACCT CODE | RB EMPLR 5650 |
| EFF | 01/01/23 | TRAN | A01C | POS#   | 280-186-9194-906 | SPBAY | 2804  | SYS | 1    | COV-GP    | 10043         |
| SAF | MIS      | SUR  | NO   | SS/MED | YES              | RATE  | .0800 | EX  | AUTH | ACCT CODE | DM EMPLR 5650 |
| EFF | 09/01/22 | TRAN | 335  | POS#   | 280-180-9194-946 | SPBAY | 2804  | SYS | 1    | COV-GP    | 10043         |
| SAF | MIS      | SUR  | NO   | SS/MED | YES              | RATE  | .0800 | EX  | AUTH | ACCT CODE | DM EMPLR 5650 |
| EFF | 09/01/22 | TRAN | MSA  | POS#   | 280-180-9194-946 | SPBAY | 2804  | SYS | 1    | COV-GP    | 10043         |
| SAF | MIS      | SUR  | NO   | SS/MED | YES              | RATE  | .0800 | EX  | AUTH | ACCT CODE | DM EMPLR 5650 |
| EFF | 07/01/22 | TRAN | GENC | POS#   | 280-180-9194-946 | SPBAY | 2804  | SYS | 1    | COV-GP    | 10043         |
| SAF | MIS      | SUR  | NO   | SS/MED | YES              | RATE  | .0800 | EX  | AUTH | ACCT CODE | DM EMPLR 5650 |
| EFF | 03/14/22 | TRAN | A03C | POS#   | 280-180-9194-946 | SPBAY | 2804  | SYS | 1    | COV-GP    | 10043         |
| SAF | MIS      | SUR  | NO   | SS/MED | YES              | RATE  | .0800 | EX  | AUTH | ACCT CODE | DM EMPLR 5650 |
| EFF | 03/02/22 | TRAN | 505C | POS#   | 280-180-9194-946 | SPBAY | 2804  | SYS | 1    | COV-GP    | 10043         |
| SAF | MIS      | SUR  | NO   | SS/MED | YES              | RATE  | .0800 | EX  | AUTH | ACCT CODE | DM EMPLR 5650 |
| EFF | 02/25/22 | TRAN | S50C | POS#   | 280-180-9194-946 | SPBAY | 2804  | SYS | N    | COV-GP    | 00000         |
| SAF | NO       | SUR  | NO   | SS/MED | MED              | RATE  | .0750 | EX  | AUTH | ACCT CODE | TM EMPLR 5650 |
| EFF | 08/16/21 | TRAN | 350C | POS#   | 280-180-9194-946 | SPBAY | 2804  | SYS | N    | COV-GP    | 00000         |
| SAF | NO       | SUR  | NO   | SS/MED | MED              | RATE  | .0750 | EX  | AUTH | ACCT CODE | TM EMPLR 5650 |

Review the member's appointment history.

Select the Person Information tab, enter the member's CID and Last Name.

Select the **Search** button.

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**myCalPERS**

Home Profile Reporting Person Information Education Other Organizations

**\*Required Fields**

**Person Search**

Please enter the CalPERS ID or SSN and one additional search criteria of the person for whom you are searching.

Date of Birth:

OR

CalPERS ID or SSN: \*  AND Last Name:

OR

First Name:

Search

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Please note: CalPERS employers have up to 90 days after a member qualifies for membership to enroll a member in the myCalPERS system.

CalPERS can only provide information based on what is reported by the employer. The information displayed is subject to change.

**Summary**

**Profile**

SSN:  CalPERS ID:  [Update Personal Information](#)

Name:  Optional Member: No

Date of Birth: 01/03/1980 Date of Death:

Prior School Membership: No Prior School Membership Date:

Membership Date: 03/02/2022 Retirement Date:

**Communication**

Preferred Communication: Mail Undeliverable Date:

Primary Phone Number:  [Update](#)

Primary Email Address:  [Update](#)

Mailing Address:  [Update](#)

Physical Address:  [Update](#)

**Pre-Retirement Benefit Information**

CalPERS - Active

Account Type: Member Membership Date: 03/02/2022

Taxed Contributions: \$0.00 Elected Service Credit: 0.000

Tax Deferred Contributions: \$12,983.94

Interest on Contributions: \$1,260.44

Balance: \$14,244.38

Posted Service Credit: 3.366 Normal Retirement Age: 62 (2% @ 62 Formula for Miscellaneous/Industrial Members)

Service Credit Total: 3.366 as of 08/13/2025 2:53 PM

**Appointment History** [Add New](#) [View More Actions >>](#)

| Appt ID  | Employer                            | Division                     | Appointment Type | Position Title                    | Member Category     | Appointment Status | Start Date | End Date |
|----------|-------------------------------------|------------------------------|------------------|-----------------------------------|---------------------|--------------------|------------|----------|
| 93229429 | <a href="#">State of California</a> | Employment Development Dept. | Regular          | EMPLOYMENT PROGRAM REPRESENTATIVE | State Miscellaneous | Active             | 03/02/2022 |          |

Select the Employment Development Dept hyperlink.

Participant Name:  CalPERS ID:

**Site Change History**

Employer: State of California Program: CalPERS

| Division                                     | Position Title                    | Member Category     | CBU | Start Date | End Date |
|----------------------------------------------|-----------------------------------|---------------------|-----|------------|----------|
| <a href="#">Employment Development Dept.</a> | EMPLOYMENT PROGRAM REPRESENTATIVE | State Miscellaneous | R01 | 03/02/2022 |          |

3. The below shows that all the Events reflect the Employment History changes in PIMS.

The State Controller’s Office  
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▼ Member Details

Name:

Gender: Female

CalPERS ID:

Date of Birth: 01/03/1980

▼ Appointment Event History

Add New

Correct Event

Delete

☐ View All Site Events

Display

Appointment Event Details

| Event Date▼                                 | Event              | Event Details                      |
|---------------------------------------------|--------------------|------------------------------------|
| <input type="radio"/> 10/31/2024            | Appointment Change | <a href="#">View Event Details</a> |
| <input type="radio"/> 01/01/2024            | Appointment Change | <a href="#">View Event Details</a> |
| <input type="radio"/> 01/01/2023            | Appointment Change | <a href="#">View Event Details</a> |
| <input checked="" type="radio"/> 03/02/2022 | New Appointment    | <a href="#">View Event Details</a> |

Correct Event

Delete

☐ View All Site Events

Display

▼ Appointment Details

Programs

Program: CalPERS

Membership Status: Active

Membership Date: 03/02/2022

Enrollment Eligibility Date: 03/02/2022

Position Information

Employer: State of California

Division: Employment Development Dept.

CalPERS ID (Employer):

CalPERS ID (Division):

Non-Central Agency Appointment:

Original Hire Date: 03/02/2022

Member Category: State Miscellaneous

Position Title: EMPLOYMENT PROGRAM REPRESENTATIVE

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: Yes

Appointment Status: Active

Appointment ID: 93229429

External Position Number: 2800069194976

Enrollment Level: PEPPRA New

Contributing Appointment Date: 03/02/2022

Leave Type:

Exempt Authority: None Identified

Appointment Sequence Number: 01

Formula Name: [2% @ 62 Formula for Miscellaneous/Industrial Members](#)

Member Base Rate: 8.5%

Contribution Modification: 100% of \$513

Report Contributions on Monthly Earnings in Excess of:

Rate Plan Identifier: 28523

Cost Share: 0.0%

Created by User: Employer: File Upload

Created on: 11/18/2024 08:22 PM

Since the A03 End of Leave transaction was during the “CalPERS non-eligibility period”, return to the Preprocessing Area, select **Delete** to delete the error.

Select the Error and press **Add to Process List**.

The State Controller's Office  
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myCalPERS

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Profile

Reporting

Person Information

Education

Other Organizations

Manage Reports

Billing and Payments

Payroll Schedule

Out-of-Class Validation

Member Requests

Health Reconciliation

Retirement Appointment Reconciliation

Common Tasks

Name: State of California

CalPERS ID:

Menu

Adjustment Reports

Search Payroll Records by Participant

Maintain Payroll Records

Preprocessing Area

File Upload History

Furlough Reduction

Retirement Contract Summary

Maintain Employer Supporting Documents

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Search

Clear

Last Name:

Preprocessed Status:

Program:

Event Date Range to:

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

| Process                             | Name | CalPERS ID | Event Date | Event     | Division                     | Program | Preprocessed Status | Error                                                                                                   |
|-------------------------------------|------|------------|------------|-----------|------------------------------|---------|---------------------|---------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> |      |            | 03/14/2022 | End Leave | Employment Development Dept. | CalPERS | Error               | ENI00052 - A Begin Leave event must occur before the End Leave Event. Verify and update the event date. |

Select All

Add to Process List

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

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Search

Clear

Last Name:

Preprocessed Status:

Program:

Event Date Range to:

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

| Process                  | Name | CalPERS ID | Event Date | Event                | Division                     | Program | Preprocessed Status | Error                                                                      |
|--------------------------|------|------------|------------|----------------------|------------------------------|---------|---------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> |      |            | 03/14/2022 | End Leave Correction | Employment Development Dept. | CalPERS | Error               | ENI00029 - A transaction was not applied because the event does not exist. |

Select All

Add to Process List

To Process

| Order | Action                                                                                                 | Name | CalPERS ID | Event Date | Event     | Preprocessed Status                                                                                                                                                                        |
|-------|--------------------------------------------------------------------------------------------------------|------|------------|------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <input type="radio"/> Process<br><input checked="" type="radio"/> Delete<br><input type="radio"/> None |      |            | 03/14/2022 | End Leave | ENI00052 - A Begin Leave Event must occur before the End Leave Event. Verify and update the Event Date or submit a corresponding Begin Leave Event before submitting this End Leave Event. |

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:

Search

Clear

Last Name:

Preprocessed Status:

Program:

Event Date Range to:

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.

## Generating Enrollment Error Report

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Retirement Enrollment Preprocessing Errors - Work - Microsoft Edge

https://my.calpers.ca.gov/reports/bi/?perspective=classicviewer&pathRef=.public\_folders%2FSPSR\_REPORTS\_EN...

Retirement Enrollment Preprocessing Errors

- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Run XML
- Reset prompts and run

State of California

| Person ID Number | Total Errors in Preprocessing | Error Parameters | Error Message (From SPS1631)                                                                                                | Person Records Found | Star PP_RET_da |
|------------------|-------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|
|                  | 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.

Retirement Enrollment Preprocessing Errors - IBM Cognos Viewer - Work - Microsoft Edge

https://my.calpers.ca.gov/reports/bi/v1/disp

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](https://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 3 | Begin Leave and End Leave | 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 |
|----------|--------------------------|----------------|
|          |                          |                |
|          |                          |                |
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