



# Transaction Supervisors' Forum

Presented By: Natalia Saferson

Contact: [SCOTransactionSupervisors@sco.ca.gov](mailto:SCOTransactionSupervisors@sco.ca.gov)

Office of State Controller Malia M. Cohen

August 14, 2025



# Survey Questions





# Question

Presenter: Kim Herlache

Contact: [PSB@calhr.ca.gov](mailto:PSB@calhr.ca.gov)

Do the disability supplementation hours given for State Disability Insurance (SDI) or Enhanced Non-Industrial Disability Leave (ENDI) count toward an employee's "Hours Worked During Pay Period" when determining how many Personal Leave Program (PLP) hours should be earned for a pay period?

**Answer:** No, supplementation will not be reduced by the PLP reduction and will not earn PLP hours. Follow the State Controller's Office processing instructions for full months of disability. When the employee is on disability for a partial pay period, only the pay during the non-disability period will be reduced and the employee will receive a prorated amount of PLP per the intermittent chart.



# SCO KEY INITIATIVES

# CSPS Status – August 2025

Presenter: Dominick Mullane, ACE

Contact: [CSPSHelp@sco.ca.gov](mailto:CSPSHelp@sco.ca.gov)

# Project Information:



**2025 Current Activities:** System Integrator (CGI) onboarding; Project Kick Off; Project Planning; Project Schedule Development

**Objective:** To modernize and integrate the State’s Human Resource and Payroll systems

**Goals:** Manager and employee self-service, reduction in manual/paper submissions, improved reporting capabilities, efficiencies in processes/workflow

# Status/Progress:

- **Organizational Change Management** completed project team training sessions on Advantage, the CSPA solution, and Implementation Methods and revised OCM Plans based on SI recommendations.
- **Functional Team** began Scope Validation Sessions to confirm requirements and business rules.
- **Project Management Office** will incorporate SI changes to the Project Management Plans and route all revised plans for signatures.
- **Technical Team** released version 1.0 of the **Holistic Enterprise Registry Management System (HERMES)** to manage and track current interfaces between SCO and other agencies.

# CGI Overview Video

[CGI Advantage Self Service Video](#)





# **STATEWIDE BENEFITS ADMINISTRATION**

# Savings Plus Lump Sum Separation Pay Form

Presented by Sarah Reeder  
[LeaveRollover@calhr.ca.gov](mailto:LeaveRollover@calhr.ca.gov)





Transaction Supervisors'

Forum: August 14, 2025

# CalHR Benefits Division Updates

*Benefits That Support  
a Life Well Lived.*

# About the Benefits Division

The Benefits Division is responsible for the design, acquisition, and oversight of the various statewide benefit programs administered by the California Department of Human Resources (CalHR) offered to state employees, retirees and dependents. Our goal is to ensure access to competitive, quality and affordable benefits. Successful delivery of these responsibilities enables the state, as an employer, to offer optimal benefits packages for recruiting and maintaining a top-performing workforce.





# Open Enrollment Reminders and Updates

Presenter: Bobby Saetern

# Open Enrollment (OE)

Presenter: Bobby Saetern

Contact: [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)

## General Open Enrollment Reminders

- The 2025 OE period will take place September 15 to October 10, 2025.
- Eligible state employees and retirees have the option to enroll, change, or remove benefit options for health, dental, vision, FlexElect, COBRA, long-term disability and legal insurance.
- All changes made during the 2025 OE period will be effective January 1, 2026.
- CalHR is coordinating an in-person Open Enrollment fair at the CA State Capitol on Tuesday, September 16, 2025, from 10 a.m. to 1:00 p.m.
- View upcoming Virtual and In-Person OE events on the [Benefits Fair webpage](#) located on the CalHR Benefits website.

# Open Enrollment (OE)

Presenter: Bobby Saetern

Contact: [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)



- The Virtual Lunch and Learn Session for HR Professionals will be on Thursday, September 25, 2025. The official Virtual Lunch and Learn Session Announcement will be released soon.
- HR Professionals are highly encouraged to subscribe to the HR Professionals subscription list found on the [Benefits website](#). Subscribers will receive notifications for Open Enrollment and benefits information.

# Open Enrollment (OE)

Presenter: Bobby Saetern

Contact: [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)

## General Open Enrollment Reminders

- The Open Enrollment Save the Date was released on July 16, 2025. Visit the [Open Enrollment Resources](#) webpage for a copy of the flyer.
- The Instructions for Completing Open Enrollment Forms has been converted to a webpage. Visit the [Open Enrollment Resources](#) webpage to view the updated information.
- Open Enrollment Official Announcement will be the next communication release coming soon.
- Reminder: To receive OE communication, subscribe to the Personnel Officers subscription list on the [CalHR Subscriptions webpage](#).





# Affordable Care Act (ACA) Updates

Presenter: Lisa Hatten

# Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: [aca.policy@calhr.ca.gov](mailto:aca.policy@calhr.ca.gov)

## ACA Quarterly Compliance Review

- Departments who were notified of their outstanding errors in the Affordable Care Act System (ACAS) have until **September 12, 2025**, to certify that the errors were corrected by returning the Quarterly ACA Compliance Review Notification document to [ACA.Policy@calhr.ca.gov](mailto:ACA.Policy@calhr.ca.gov).
- As we approach the end of the year, it is important that all errors on the compliance reports are corrected. Information that is incorrectly reported to the Internal Revenue Service (IRS) could result in information reporting penalties.

# Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: [aca.policy@calhr.ca.gov](mailto:aca.policy@calhr.ca.gov)

## Information Reporting Penalties

- Information Reporting Penalties up to \$680 for incorrect reporting for the 2025 Reporting Year
  - Failure to file a correct information return (1095-C) with the IRS: \$340
  - Failure to furnish a correct employee statement (1095-C): \$340
- Note: Departments will be responsible for 100 percent of any information penalties assessed for the 2025 reporting year.

# Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: [aca.policy@calhr.ca.gov](mailto:aca.policy@calhr.ca.gov)

## Observations from the August ACA Quarterly Compliance Reports

- Total errors on the August quarterly compliance report of employees with a 2D ACA status code (indicating employee is newly eligible for health benefits) and no health benefits offer (e.g., 1A ACA status code) increased by 95 percent from the errors reflected on the May quarterly compliance report.
  - While the SCO system may automatically populate the 2D ACA status code for employees in the ACAS, departments need to key the offer of health coverage in the ACAS. The effective date of an offer of health coverage (e.g., 1A ACA status code) should reflect the first day of the month following the effective date of the employee's 2D ACA status code.

# Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: [aca.policy@calhr.ca.gov](mailto:aca.policy@calhr.ca.gov)

## Observations from the August ACA Quarterly Compliance Reports

- Departments can use the “Health Event Transaction” COGNOS Report in myCalPERS to help identify ACAS updates for employees that have elected to enroll health benefits and the effective date of coverage.
- Total errors on the August quarterly compliance report of active employees with a separation code (e.g., 6A ACA status code) keyed in the ACAS increased by 50 percent from the errors reflected on the May quarterly compliance report.
  - Departments should review employment history and key the appropriate ACA status codes in the ACAS.
- Total errors on the August quarterly compliance report of employees with a 350 deduction in pay history without an “acceptance of health coverage” (e.g., 3A ACA status code) in ACAS increased by 160 percent from the errors reflected on the May Quarterly Compliance reports. This report also has the greatest number of errors on the most recent monthly compliance report.

# Affordable Care Act (ACA)

Presenter: Lisa Hatten

Contact: [aca.policy@calhr.ca.gov](mailto:aca.policy@calhr.ca.gov)

## ACA Training

- CalHR and SCO will facilitate the next ACA training on:
  - Monday, September 15, 9:00 a.m. to 10:30 a.m. (Part I Module) and
  - Tuesday, September 16, 9:00 a.m. 11:30 a.m. (Part II Module)

Departments can send their training requests to SCO at: [ppsdacatraining@sco.ca.gov](mailto:ppsdacatraining@sco.ca.gov).

- Additional training dates for 2025 are available on SCO's [Affordable Care Act \(ACA\) Training](#) webpage.



# Third Party Pre-Tax Parking Reimbursement Program Updates and Reminders

Presenter: Alex Smith

# Third-Party Pre-Tax Parking Reimbursement Account Program Updates and Reminders

Presenter: Alex Smith

Contact: [Pre-TaxParking@calhr.ca.gov](mailto:Pre-TaxParking@calhr.ca.gov)

## Program Reminders:

- **Important deduction timeframes**

- **New enrollments, changes, or cancellations** - Deductions will start/stop in the current pay period if SCO's Miscellaneous Deduction Unit receives the CalHR 682 form **by the 10<sup>th</sup> of the month and it is processed successfully**.
  - Retroactive enrollment is **not** permitted with this program which makes it essential that enrollment forms are accurately completed and submitted to SCO timely. Enrollment is effective the first of the month after SCO processes the form and a deduction is taken.
  - Employees should submit CalHR 682 forms to their departmental personnel office, **not** CalHR.
  - Employees can request an increase or decrease to deductions at any time by submitting the CalHR 682 form to their departmental personnel office. These changes are effective the first of the month after SCO processes the enrollment form and the deduction is updated. Retroactive changes are **not** permitted.

- **Cancellations**

- If an employee requests a cancellation after the 10<sup>th</sup> of the month, but before the next period of eligibility (the first of the next month), they may be eligible for a refund for the month in question.



# Third-Party Pre-Tax Parking Reimbursement Account Program Updates and Reminders

Presenter: Alex Smith

Contact: [Pre-TaxParking@calhr.ca.gov](mailto:Pre-TaxParking@calhr.ca.gov)

## Program Reminders:

**We will be making updates and improvements to the Benefits Administration Manual (BAM). We will share updates when available.**

- **There is no open enrollment, eligible employees can enroll at any time of the year!**
- **Where can you learn more?**
  - Resources are available at the following links:
    - [BAM - Pre-Tax Parking Program - CalHR Benefits Website](#)
    - [Third Party Pre-Tax Parking Reimbursement Account Program - CalHR Benefits Website](#)
    - [Human Resources Manual – CalHR](#)



# Vision Dental Authorization Portal Update

Presenter: Marisa McKain

# Vision Dental Authorization Portal Updates

Presenter: Marisa McKain

Contact: [VisionDental.Authorization@calhr.ca.gov](mailto:VisionDental.Authorization@calhr.ca.gov)

## **Vision Dental Authorization Portal Updates**

- The Benefits Division will be decommissioning the current Vision Dental Authorization Portal (VDP) in SharePoint by the end of the year.
- The Vision Dental Authorization list will be transitioned to the Family Connect Portal (FCP).
- This change is anticipated to be completed by the end of 2025.
- Effective July 1, 2025, no new request will be processed in the current VDP. The list of authorized personnel at that time will be provided to the carriers to use during the transition of VDP to FCP.

# Resources – CalHR Benefits Webpages

- [Benefits Website](#)
- [State HR Professionals](#)
- [State HR Professionals Benefits Toolkit](#)
- [State HR Professionals OE Resources](#)
- [HR Manual](#)
- [Open Enrollment](#)
- [CalPERS Open Enrollment for Active Members](#)
- [Virtual Library](#)
- [Benefits Calculator](#)
- [State Employees](#)
- [Health](#)
- [Dental](#)
- [Vision](#)
- [Insurance Benefits](#)
- [Consolidated Benefits \(CoBen\)](#)
- [FlexElect Reimbursement Account](#)
- [Life Insurance for Excluded Employees](#)
- [Group Legal Services](#)
- [Group Long-Term Disability Insurance \(LTD\) – Excluded Employees Only](#)
- [Work Resources](#)
- [Engagement Resources](#)

## Resources – CalHR Benefits Contacts

- ACA Program [ACA.Policy@calhr.ca.gov](mailto:ACA.Policy@calhr.ca.gov)
- BAM Training [BenefitsInquiries@calhr.ca.gov](mailto:BenefitsInquiries@calhr.ca.gov)
- COBRA [COBRA@calhr.ca.gov](mailto:COBRA@calhr.ca.gov)
- Dental Program [dental@calhr.ca.gov](mailto:dental@calhr.ca.gov)
- Dependent Re-verification (DRV) Program [DRV@calhr.ca.gov](mailto:DRV@calhr.ca.gov)
- FlexElect Program [FlexElect@calhr.ca.gov](mailto:FlexElect@calhr.ca.gov)
- CoBen Program [CoBen@calhr.ca.gov](mailto:CoBen@calhr.ca.gov)
- Group Legal [Grouplegal@calhr.ca.gov](mailto:Grouplegal@calhr.ca.gov)
- Life Insurance [LifeInsurance@calhr.ca.gov](mailto:LifeInsurance@calhr.ca.gov)
- Long-Term Disability [LTD@calhr.ca.gov](mailto:LTD@calhr.ca.gov)
- Third Party Pre-Tax Parking Reimbursement Account [Pre-TaxParking@calhr.ca.gov](mailto:Pre-TaxParking@calhr.ca.gov)
- Vision/Dental Authorization Portal [VisionDental.Authorization@calhr.ca.gov](mailto:VisionDental.Authorization@calhr.ca.gov)
- Vision Program [vision@calhr.ca.gov](mailto:vision@calhr.ca.gov)
- Open Enrollment [OpenEnrollment@calhr.ca.gov](mailto:OpenEnrollment@calhr.ca.gov)
- General Questions [BenefitsInquiries@calhr.ca.gov](mailto:BenefitsInquiries@calhr.ca.gov)



# Statewide Benefits Program

Presenter: Ryan Baughman

Contact: [ppsdcsbenefits@sco.ca.gov](mailto:ppsdcsbenefits@sco.ca.gov)

## SCO Open Enrollment Resources Overview

The following is available on the [SCO's Open Enrollment Resources Webpage](#):

- Checklists: FlexElect/CoBen Cash Option, FlexElect Reimbursements, Dental
- Examples and Common Errors: FlexElect/CoBen Cash Option, Dental
- SCO Tips for 2025 Open Enrollment STD. 701C, 702, and 701R
- Open Enrollment Frequently Asked Questions (FAQs)
- Processing Videos: STD. 701R, STD.692

## Coming Soon:

- Examples and Common Errors - FlexElect Reimbursements



# Statewide Benefits Program

Presenter: Ryan Baughman

Contact: [ppsdcsbenefits@sco.ca.gov](mailto:ppsdcsbenefits@sco.ca.gov)

## FlexElect Medical Reimbursement Accounts STD. 701R

- **Monthly Medical Reimbursement Minimum: \$10.00**
- **Annual Medical Reimbursement Minimum: \$120.00**
- **Monthly Medical Reimbursement Maximum: \$275.00**
- **Annual Medical Reimbursement Maximum: \$3,300.00**

| Reimbursement Account | Minimum Monthly Amount | Maximum Monthly Amount |
|-----------------------|------------------------|------------------------|
| Medical               | \$10                   | \$275                  |





# Statewide Benefits Program

Presenter: Ryan Baughman

Contact: [ppsdcsbenefits@sco.ca.gov](mailto:ppsdcsbenefits@sco.ca.gov)

## FlexElect Dependent Care Reimbursement Accounts STD. 701R

- **Monthly Dependent Care Reimbursement Minimum: \$20.00**
- **Annual Dependent Care Reimbursement Minimum: \$240.00**
- **Monthly Dependent Care Reimbursement Maximum: \$625.00**
- **Annual Dependent Care Reimbursement Maximum: \$7,500.00**

| Reimbursement Account | Minimum Monthly Amount | Maximum Monthly Amount |
|-----------------------|------------------------|------------------------|
| Dependent Care        | \$20                   | \$625                  |





# Statewide Benefits Program

Presenter: Ryan Baughman

Contact: [ppsdcsbenefits@sco.ca.gov](mailto:ppsdcsbenefits@sco.ca.gov)

## Important Dates

- 2025 Open Enrollment Period: **September 15 to October 10, 2025**
- Permitting Event Date: **September 15, 2025**
- Effective Date: **January 1, 2026**
- Last day to upload Open Enrollment forms: **November 1, 2025**
- Last day to upload corrected forms because of PR250: **November 19, 2025**
- Last day for employees to submit cancellation/changes to Cash Option or Reimbursement Accounts: **December 31, 2025**
- Last day for agencies to submit cancellation/changes to Cash Option or Reimbursement Accounts: **January 2, 2026**



# STATEWIDE PROGRAM UPDATES



# Department Enrollment Error Resolution Project

Presented by: Gundy Pinero and Natasha Washington

Contact: [Statewide Customer Contact Center](#) (916) 372-7200

# Project Scope



The purpose of the Department Enrollment Error Resolution Effort is to transition the role and responsibility of the clearing of enrollment errors in myCalPERS to all departmental Human Resources.



# Why Are We Doing This?

As the Employer (defined in [Public Employees' Retirement Law Article 2 Section 20030](#), [Government code 20030](#)), you will be able to:

- Have instant access to verify retirement appointment details, which is pertinent to an employee's benefit provisions such as health coverage.
- Avoid late enrollment administrative fees.
- Prevent inaccurate retirement contributions that could lead to costly disputes or corrections.
- Avoid future complications, such as lawsuits from an employee, by ensuring timely and accurate retirement appointment reporting from day one.





# What Can You Expect?

- myCalPERS training opportunities provided by CalPERS.
- myCalPERS Retirement Enrollment Student Guide - will be available on the CalPERS webpage beginning January 2026.
- Step-by-step job aid “*Retirement Enrollment Preprocessing Toolkit*” to help navigate error correction processes - will be available soon on the [SCO Statewide Civil Service Retirement Program webpage](#).
- Assistance from SCO will be available for any enrollment errors that cannot be cleared after necessary steps were taken.
- Access to escalation pathways when more complex issues arise beyond departmental control.



# Preparation

Preparation is crucial prior to implementation of this project; so, we ask the departments' HR:

- To ensure Personnel Specialists (PSs) have access to [California Public Employees' Retirement System](#) at which your designated myCalPERS system administrator can provide.
  - Verify that the PSs have permissions including access levels needed to clear errors, update appointment information, and view error reports via COGNOS.
- To work with their satellite offices (if applicable) and organize/coordinate delegation and permission roles to the rosters assigned.
- If your department manages HR work of another agency, then ensure that the PSs have access to the information of the employees in the other department in myCalPERS.



# Implementation Strategy

There are 200+ departments that will be participating in this transition phase; we envision a seamless transition by implementing it in waves. This means that departments would have to immerse themselves in the clearing of the enrollment errors during their assigned “Immersion Period” by availing and/or using the:

- [CalPERS Online or In-person Trainings](#)
- [myCalPERS Student Guides & Resources](#)
- [SCO Job aid Toolkit](#)





# Implementation Strategy

- This also means that SCO-CalPERS Payroll Reporting Unit will prioritize inquiries related to errors that cannot be cleared (even after following the steps in the procedure) during this assigned “Immersion Period”. (This information will be added in a Broadcast Email)
- All other myCalPERS membership related inquiries will be handled by CalPERS Membership Team.
  - You can contact the CalPERS Membership Team at 888-225-7377.
- SCO will send a Broadcast Email to keep departments apprised of their “Immersion Period” schedule.



# Implementation Timelines

| Events                   | Assigned To | Target Completion Date          |
|--------------------------|-------------|---------------------------------|
| Batch 1 (50 Departments) | CalPERS/SCO | 1 <sup>st</sup> Quarter of 2026 |
| Batch 2 (50 Departments) | CalPERS/SCO | 2 <sup>nd</sup> Quarter of 2026 |
| Batch 3 (50 Departments) | CalPERS/SCO | 3 <sup>rd</sup> Quarter of 2026 |
| Batch 4 (50 Departments) | CalPERS/SCO | 1 <sup>st</sup> Quarter of 2027 |

# Retirement Enrollment Errors

Veronica Silva-Gil

Employer Account Management Division

# Topics

- What are pre-processing errors
- How to access pre-processing errors
- Resources

# What are Enrollment Pre-Processing Errors

- Nightly Personnel Information Management System (PIMS) generates a file to send new information keyed in by all state agencies to myCalPERS.
- The file is designed to translate PIMS transaction codes to myCalPERS terminology.
- If multiple changes are reported in one day for one appointment, myCalPERS might not be able to determine what action to post and sends the transaction to the pre-processing area.

# Why do they occur?

myCalPERS will move the new appointment into the enrollment pre-processing area for various reasons:

- Is unable to identify the correct transaction that should be updated.
- myCalPERS has conflicting information.
- Information sent contains corrections to original data sent the same day.

# What happens to the Pre-Processing Errors?

When the appointment is in the pre-processing area, the member's appointment/transaction is not officially posted and it requires manual intervention to verify information in PIMS and match it in myCalPERS, once that happens the appointment/transaction will be officially posted.



# Tools needed to correct

Employees assigned to correct the pre-processing errors will need to have the following:

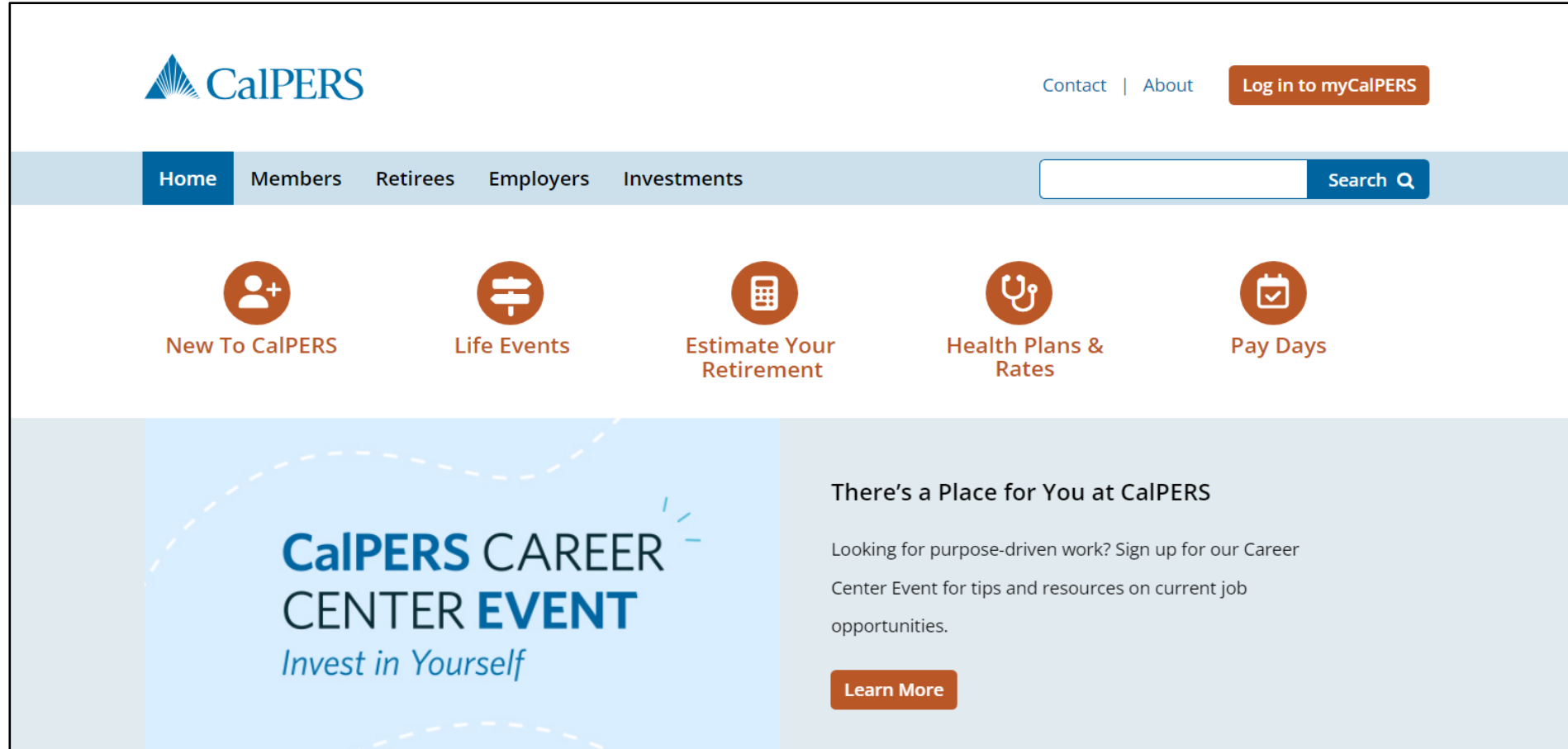
- myCalPERS Permission set: Business Partner Retirement Enrollment
- Knowledge of PIMS
- Knowledge of myCalPERS

If you do not have the permission set, consult with your agency's System Access Administrator to provide you with the permission set that you need.

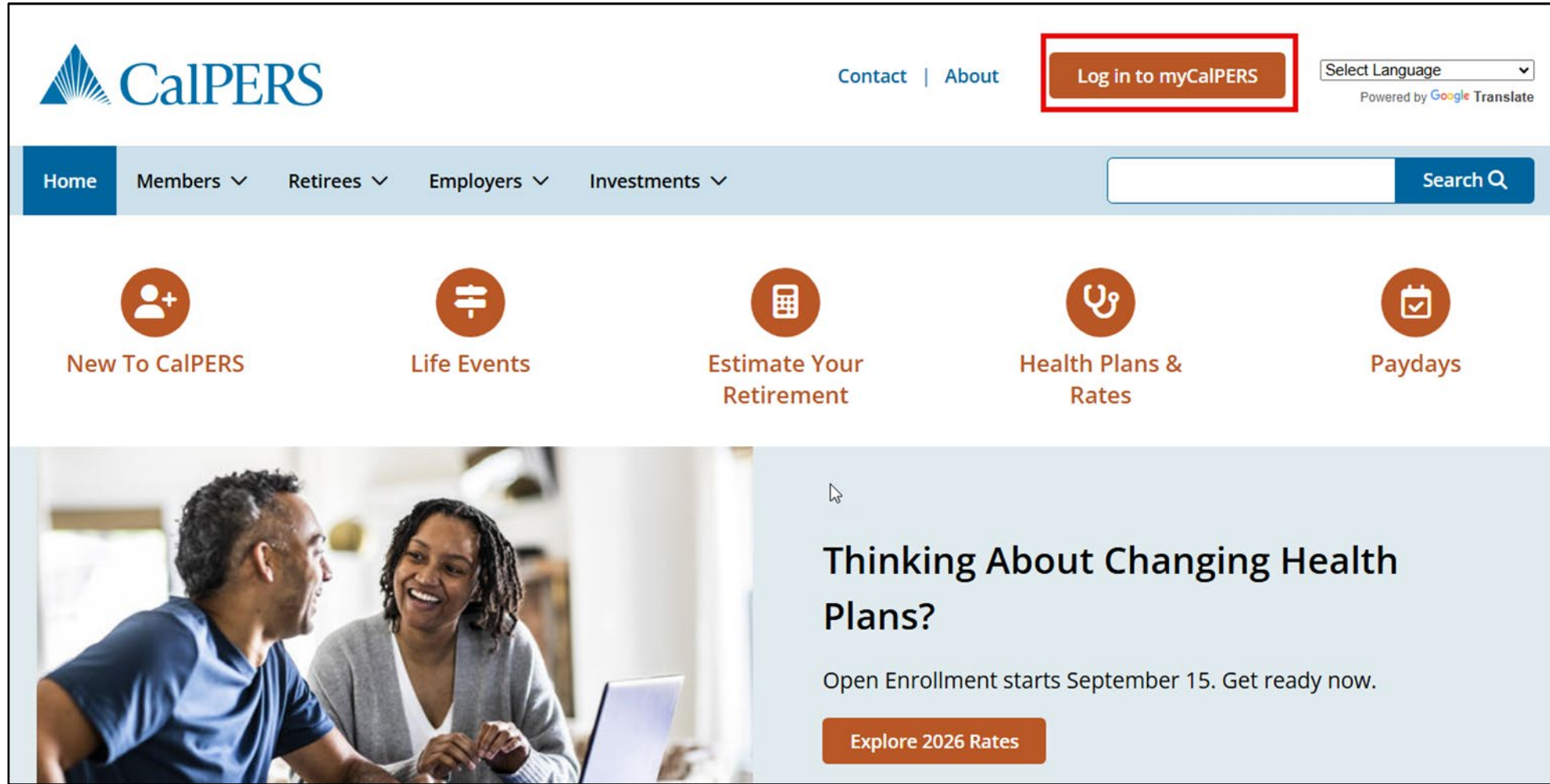
myCalPERS login

# How to access Pre-Processing Area 1 of 2

[www.calpers.ca.gov](http://www.calpers.ca.gov)

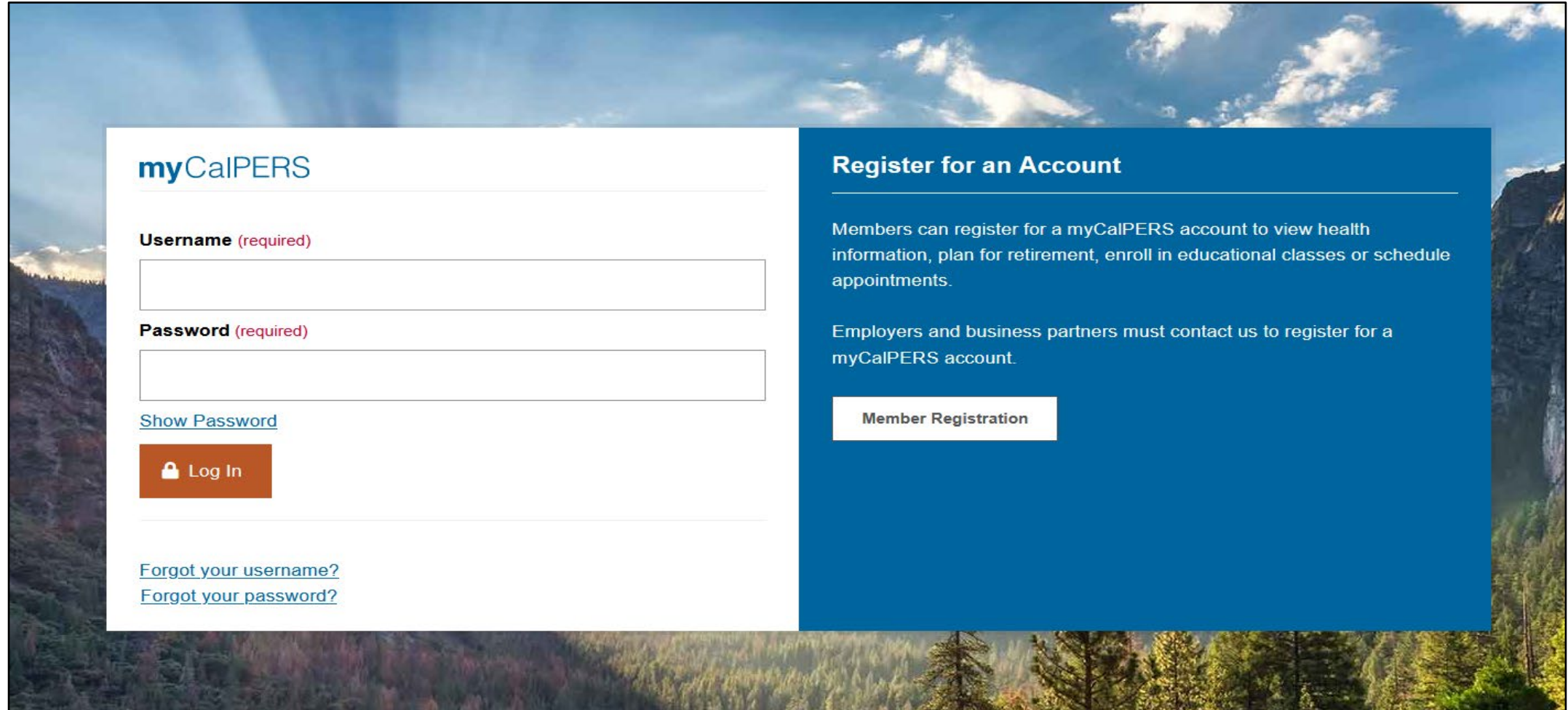


# How to access Pre-Processing Area 2 of 2



The screenshot displays the CalPERS website interface. At the top left is the CalPERS logo. To its right are links for "Contact" and "About". A red rectangular box highlights the "Log in to myCalPERS" button. Further right is a "Select Language" dropdown menu with a small downward arrow, and below it, the text "Powered by Google Translate". A horizontal navigation bar below the header contains links for "Home", "Members", "Retirees", "Employers", and "Investments", each followed by a downward arrow. To the right of these links is a search bar with a "Search Q" button. Below the navigation bar are five circular icons with corresponding text: "New To CalPERS" (person icon), "Life Events" (calendar icon), "Estimate Your Retirement" (calculator icon), "Health Plans & Rates" (stethoscope icon), and "Paydays" (calendar with checkmark icon). At the bottom of the page is a large banner. The left side of the banner features a photograph of a man and a woman smiling while looking at a laptop. The right side of the banner has a light blue background with the text "Thinking About Changing Health Plans?" in bold, followed by "Open Enrollment starts September 15. Get ready now." and a button labeled "Explore 2026 Rates".

# myCalPERS log in 1 of 3

The image shows a screenshot of the myCalPERS website. The background is a scenic landscape with mountains and a forest. The website is divided into two main sections. The left section is a white box containing the myCalPERS logo, a login form with fields for Username (required) and Password (required), a 'Show Password' link, a 'Log In' button with a lock icon, and links for 'Forgot your username?' and 'Forgot your password?'. The right section is a blue box with the heading 'Register for an Account'. It contains text explaining that members can register to view health information, plan for retirement, enroll in educational classes, or schedule appointments. It also states that employers and business partners must contact the organization to register. A 'Member Registration' button is located at the bottom of this section.

**myCalPERS**

**Username** (required)

**Password** (required)

[Show Password](#)

 **Log In**

[Forgot your username?](#)  
[Forgot your password?](#)

**Register for an Account**

Members can register for a myCalPERS account to view health information, plan for retirement, enroll in educational classes or schedule appointments.

Employers and business partners must contact us to register for a myCalPERS account.

**Member Registration**

# myCalPERS log in 2 of 3

**i Security Reminder**

By logging into our secure services on myCalPERS, you're acknowledging that you've read and understood our [security policy](#) and are attesting that you're the CalPERS member of this account.

**myCalPERS**

**Username** (required)

**Password** (required)

[Show Password](#)

 **Log In**

[Forgot your username?](#)  
[Forgot your password?](#)

**Register for an Account**

Members can register for a myCalPERS account to view health information, plan for retirement, enroll in educational classes or schedule appointments.

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**Member Registration**

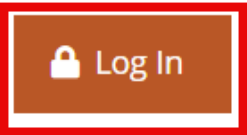
# myCalPERS log in 3 of 3

**myCalPERS**

**Username** (required)

**Password** (required)

[Show Password](#)



[Forgot your username?](#)

[Forgot your password?](#)

## Register for an Account

Members can register for a myCalPERS account to view health information, plan for retirement, enroll in educational classes or schedule appointments.

Employers and business partners must contact us to register for a myCalPERS account.

Member Registration



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 |
|---------------------------------------------------------------------|---------------------|------------------|
| <input checked="" type="radio"/> Department Of Food And Agriculture |                     | Default          |

▼ **Other Roles**

| Business Partner                                                                                | Business Partner ID | Service Provided                                                                     |
|-------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------|
| <input type="radio"/> Department Of Food And Agriculture 10-A District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 10th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 12th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 13th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 14th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 15th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 16th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 17th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 18th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 19th District Agricultural Association |                     | Enrollment Services - Health<br>Enrollment Services - Retirement<br>Payroll Services |
| <input type="radio"/> Department Of Food And Agriculture 1-A District Agricultural Association  |                     | Enrollment Services - Health<br>Enrollment Services - Retirement                     |



# myCalPERS log in

**myCalPERS**

**Conditions of Use for Business Partners (Employers)**

To help you submit and maintain accurate information, as well as ensure compliance, CalPERS provides Retirement Business Rules, Health Business Rules, and myCalPERS system training. For more information, select the Education tab within myCalPERS or visit the Education Center on the CalPERS website.

By accessing this application, you acknowledge that training is available to you. In addition, all information accessible to you will be used only to assist you in conducting official business with CalPERS.

[Contact Us](#) | [CalPERS Website](#) | [Privacy Policy](#) | [Conditions of Use](#) | [Accessibility](#) | Copyright © 2025 California Public Employees' Retirement System (CalPERS)

[DataSource Shifter](#) | [Time Shifter](#) | [Dev Console](#)

Build: v12.5 Baseline: 250808\_152056\_v12.5\_release **UID: 897**

Username: SCOLogin4 Datasource: env91\_s1ds Schema owner: ENV91\_S1\_PSRAPPXA Server: Env91\_node3

Last imported dataset name: 2025/08/08 00:01:08 FULL UNMASKED

Current patch level: UNKNOWN Database: MYC91\_S1.CALPERS.CA.GOV

Action class :

psr.web.mvc.general.login.BpEmployerConditionsAction

JSP : general/login/bpEmployerConditions.jsp

SQL query executed by this page: 3 in seconds with 199 rows received.

Duplicate queries executed by this page: 0 in seconds with 0 rows received.

Action execution time: seconds

# Accessing Enrollment Pre-Processing Area 1 of 3

The screenshot displays the myCalPERS web application interface. At the top, the 'myCalPERS' logo is on the left, and a navigation bar contains tabs for 'Home', 'Profile', 'Reporting' (highlighted with a red box), 'Person Information', 'Education', and 'Other Organizations'. Below the navigation bar, a sidebar on the left lists 'My Home', 'Common Tasks', and 'Menu'. The main content area features a 'My Cases' section and a 'Health Plan Search by ZIP Code' form. The form includes instructions, a 'Search Year' dropdown, a 'Member Category' with radio buttons for 'State/CSU' and 'Public Agency/School', a 'Zip Code' text input, and a 'Search' button. A red asterisk indicates required fields. The footer contains links for 'Contact Us', 'CalPERS Website', 'Privacy Policy', 'Conditions of Use', and 'Accessibility', along with copyright information for 2024. Technical details like 'DataSource Shifter', 'Time Shifter', 'Dev Console', and various system parameters are also visible at the bottom.

myCalPERS

Home Profile **Reporting** Person Information Education Other Organizations

My Home

Common Tasks

Menu

Person Search

Contact Personal Security Settings

My Cases

Health Plan Search by ZIP Code

To find out which CalPERS health plans are available in your area, enter the information below and select Search to display results.

Search Year:\*

Member Category:\* ☐ State/CSU ☐ Public Agency/School

Zip Code:\*

Search

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DataSource Shifter | Time Shifter | Dev Console

Build: v11.8 Baseline: 241015\_165303\_v11.8\_Int.2049 UID: 832

Username: StateofCaliforniaVSG Datasource: env91\_s1ds Schema owner: ENV91\_S1\_PSRAPPXA Server: Env91\_node4

Last imported dataset name: 2024/09/06 00:01:02 FULL UNMASKED

Current patch level: UNKNOWN Database: MYC91\_S1.CALPERS.CA.GOV

Action class :  
psr.web.mvc.general.login.HomePageExternalAction

# Accessing Enrollment Pre-Processing Area 2 of 3

The screenshot displays the myCalPERS web application interface. At the top, the 'myCalPERS' logo is visible. Below it, a navigation bar contains tabs for 'Home', 'Profile', 'Reporting', 'Person Information', 'Education', and 'Other Organizations'. Under the 'Reporting' tab, there are sub-tabs: 'Manage Reports', 'Out-of-Class Validation', 'Member Requests', and 'Retirement Appointment Reconciliation'. On the left side, a 'Common Tasks' menu is shown, with 'Preprocessing Area' highlighted by a red rectangle. The main content area features a form with fields for 'Name:' and 'CalPERS ID:', both followed by input boxes. To the right of these fields is a red asterisk and the text '\*Required'. Below the form, there is a section titled 'Create or Edit Report' with a 'Method:' dropdown menu and a 'Continue' button. At the bottom of the page, there is a footer containing various links and system information.

myCalPERS

Home Profile Reporting Person Information Education Other Organizations

Manage Reports Out-of-Class Validation Member Requests Retirement Appointment Reconciliation

Common Tasks

Menu

Adjustment Reports

Preprocessing Area

File Upload History

Furlough Reduction

Retirement Contract Summary

Maintain Employer Supporting Documents

Name: CalPERS ID:

\*Required

Create or Edit Report

Method: Continue

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DataSource Shifter | Time Shifter | Dev Console

Build: v11.8 Baseline: 241015\_165303\_v11.8\_Int.2049 UID: 385

Username: StateofCaliforniaVSG Datasource: env91\_s1ds Schema owner: ENV91\_S1\_PSRAPPA Server: Env91\_node4

Last imported dataset name: 2024/09/06 00:01:02 FULL UNMASKED

Current patch level: UNKNOWN Database: MYC91\_S1.CALPERS.CA.GOV

Action class :

psr.web.mvc.contributions.common.employerreporting.ViewExistingPayrollReportsAction

JSP : employerreporting/common/ViewExistingReports.jsp

SQL query executed by this page: 175 in seconds with 272 rows received.

Duplicate queries executed by this page: 4 in seconds with 4 rows received.

Action execution time: seconds

# Accessing Enrollment Pre-Processing Area 3 of 3

**myCalPERS**

Home Profile Reporting Person Information Education Other Organizations

Manage Reports Out-of-Class Validation Member Requests Retirement Appointment Reconciliation

**Common Tasks**

**Menu**

- Adjustment Reports
- Preprocessing Area
- File Upload History
- Furlough Reduction
- Retirement Contract Summary
- Maintain Employer Supporting Documents

**Name:**  **CalPERS ID:**

**Preprocessing Area**

| Preprocessed Data                                | Error |
|--------------------------------------------------|-------|
| Affected Subscriber List                         | No    |
| <a href="#">Census</a>                           | No    |
| <a href="#">Direct Authorization</a>             | No    |
| Health Carrier Rate Data                         | No    |
| Health Carrier ZIP Code Plan Relationship Data   | No    |
| Health Enrollment                                | No    |
| Medical Group Assignment List                    | No    |
| Non-PERS Health Eligibility and Appointment Data | No    |
| Out-of-Class Appointments                        | No    |
| <a href="#">Payroll - CalPERS Review</a>         | No    |
| <a href="#">Payroll Reporting</a>                | Yes   |
| <a href="#">Reciprocal Salary</a>                | No    |
| <a href="#">Retirement Enrollment</a>            | Yes   |

**Preprocessing Record Counts**

[Upload Data File](#) [View Upload H](#)

<https://env91-int.mycalpers.calpers.ca.gov/web/ebp/profile/retirementcontract/preprocessingAreas.html?psr.param69=WsTnwWtDiAXnufXdkRe-nyCcxdf8G9DwhqLcZC8NTnP3RMltDPdX9g#footer>

# Pre-Processing Errors screen

myCalPERS

HomeProfileReportingPerson InformationEducationOther Organizations

Manage ReportsBilling and PaymentsPayroll ScheduleOut-of-Class ValidationMember RequestsHealth ReconciliationRetirement Appointment Reconciliation

Common Tasks

Menu

Organization Search

Adjustment Reports

Search Payroll Records by Participant

Maintain Payroll Records

Preprocessing Area

File Upload History

Furlough Reduction

Retirement Contract Summary

Maintain DA Deductions

Current DA Errors

Unresolved Historical DA Errors

Maintain Employer Supporting Documents

Name:CalPERS ID:

Search Preprocessing Data

CalPERS ID:SSN:Event:Event Date Range from:Last Name:Preprocessed Status:Program:Event Date Range to:

Error:

SearchClear

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 EnrollmentAdd New

Select AllAdd to Process ListGenerate Error Report

| Process                  | Name | CalPERS ID | Event Date | Event                | Program | Preprocessed Status | Error                                                                                                                                                                                                                                                                       |
|--------------------------|------|------------|------------|----------------------|---------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> |      |            | 02/21/2025 | Begin Leave          | CalPERS | Error - Held        | ENB00012 - Other erred transaction(s) for this person prevented this transaction from processing. Please review and correct the other erred transaction(s) for this person before continuing.                                                                               |
| <input type="checkbox"/> |      |            | 02/21/2025 | Begin Leave Deletion | CalPERS | Error               | ENI00060 - A Begin Leave Event cannot be deleted when a corresponding End Leave Event exists. Please review the Member's appointment history and remove the corresponding End Leave event first, or if you are trying to correct the Begin Leave date, submit a Begin Leave |

# Resources

# Resources available

- [System Access Administrators](#)
- [Retirement Enrollment Student Guide](#)
- [State Reference Guide](#)



# Business System Support and Maintenance Section

Presenter: Tracy Gutierrez

Contact: [Statewide Customer Contact Center](#) (916) 372-7200

## 2025 Contract Implementation

- The State completed negotiations for a historic number of bargaining contracts during June in response to the State's current economic climate
- The Department of Human Resources (CalHR) and the State Controller's Office (SCO) had a record-setting amount of contract implementation work to process a combination of:
  - Salary reductions/Personal Leave Program (PLP)
  - General Salary Increases (GSIs)
  - Retirement rate changes
  - Other Post-Employment Benefits (OPEB) suspensions





# Business System Support and Maintenance Section

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Contact: [Statewide Customer Contact Center](#) (916) 372-7200

## 2025 Contract Implementation

- SCO processed:
  - Approximately 199,000 GSI transactions
  - Approximately 201,000 PLP transactions
  - Retirement contribution changes for Bargaining Units (BU) 5, 12, 16, and 19
  - July 2025 OPEB suspensions for BUs 2, 7, 8, 9, 12, 13, 18, 19, and Exempt and Excluded employees with Rank and File OPEB CBIDs
  - August 2025 OPEB suspensions for BUs 1, 3, 4, 5, 11, 14, 15, 16, 17, 20, 21, and Exempt and Excluded employees with Excluded OPEB CBIDs



# Business System Support and Maintenance Section

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## 2025 Contract Implementation Reminders

- SCO has processed all the GSI and PLP transactions that could be processed in mass with a July 1, 2025, effective date.
  - Departments are responsible for validating that all eligible employees received appropriate Employment History (EH) updates and correct July 2025 pay
  - Departments are responsible for keying appropriate EH updates for the July pay period that were not included in a mass update



# Business System Support and Maintenance Section

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## 2025 Contract Implementation Reminders

- July 2025 Payroll
  - SCO processed some mass updates after Payroll Cutoff; this created a supplemental pay warrant for impacted employees
  - If supplemental pay is suspended for employees included in mass updates after Payroll Cutoff, keying Monthly Payroll Certification (MPC) will release it
  - July 2025 gross pay will differ slightly from June 2025
    - PLP is rounded to the penny, while salary increases are rounded to the dollar, which impacts total gross pay
    - PLP is applied after the GSI to the new, higher Base Pay



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## 2025 Contract Implementation Reminders

- References
  - PLP: [Personnel Letter #25-009](#)
  - BU 06 GSI: [Personnel Letter #25-010](#)
  - Exempt and Statutory Exempt GSI: [Personnel Letter #25-011](#)
  - SEIU GSI: [Personnel Letter #25-013](#)
  - BU 05 and 07 GSI: [Personnel Letter #25-014](#)
  - BU 02 and 19 GSI: [Personnel Letter #25-015](#)
  - BU 09, S 10, and M 10 GSI: [Personnel Letter #25-016](#)
  - BU 12 and 13 GSI: [Personnel Letter #25-017](#)
  - July 2025 OPEB Suspension: [Payroll Letter #25-005](#)
  - August 2025 OPEB Suspension: [Payroll Letter #25-008](#)





# PPSD General Reminders

When you reconcile payroll, check that these *details* are correct:

- Withholdings and deductions
- Employer taxes
- Hours worked, including overtime, vacation time, sick days, etc.
- Wages and salaries

Make sure the numbers recorded are reasonable. Look at past payrolls to see if current pay period is similar. If there is a large difference, learn the cause. Then, make sure each transaction you entered is correct.

Resource: Payroll Procedures Manual (PPM) [Section M](#)



# PPSD General Reminders

- Utilize ConnectHR to submit documents or upload data
- Please **do not** email forms that include employees' social security number (SSN) to the ConnectHR Team. All attachments containing SSNs are automatically deleted.
- Check [Weekly Processing Dates](#) before utilizing the [Escalation Email](#) process
- Update [California Personnel Office Directory \(CPOD\)](#)
- All HR Offices must promptly address all email messages that come through their Departmental Universal Email established with SCO (e.g., Ding Notices, ConnectHR Direct Deposit Feature – Approval Required, etc.)
- The [PPSD Register](#) – PSD's Monthly Newsletter
- Check out our recommended Human Resources [subscriptions](#)
- HR offices calling the [Statewide Customer Contact Center](#) (916) 372-7200 must listen to the prompts carefully and patiently to select the appropriate program area who may best assist with their inquiry.
- Share this information with your Human Resources Team!



# SCO Resources

## Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)

## Contacts:

- Affordable Care Act (ACA) | [Contact Email](#)
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)
- California Leave Accounting System (CLAS) | [Contact Email](#)
- Civil Service Escalation Email (HR Supervisors and Managers) | [Contact Email](#)
- Decentralized Security Administration & ViewDirect Access | [Contact Email](#)
- PPSD HR suggestions (All HR Staff) | [Contact Email](#)
- Management Information Retrieval System (MIRS) | [Contact Email](#)
- [PPSD Contacts and Additional Information](#)