

The State Controller's Office
Personnel and Payroll Services Division

Title	Effective Date
New Appointment & Handling Health Appointment Issues	11/01/2025

Purpose

This job aid will help the user in their thought process when clearing Enrollment errors, specifically the Event type *New Appointment (NAP)*. This job aid does not cover all the scenarios surrounding the Event type *New Appointment (NAP)*, 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
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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
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☐ Department of Conservation, Division of Oil And Gas

Enrollment Services - Health
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☐ Department Of Youth Authority El Paso De Robles

Enrollment Services - Health
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☐ 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

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.

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CalPERS ID:

Federal Tax ID:

Category:

Regional Office:

Merged Agency:

Status: Active

Name: State Controller Office

Division Of: State of California

County: Sacramento

Addresses

Physical:

Mailing:

Undeliverable:

Undeliverable: No

Communication Information

Preferred Communication: Mail

Primary Email:

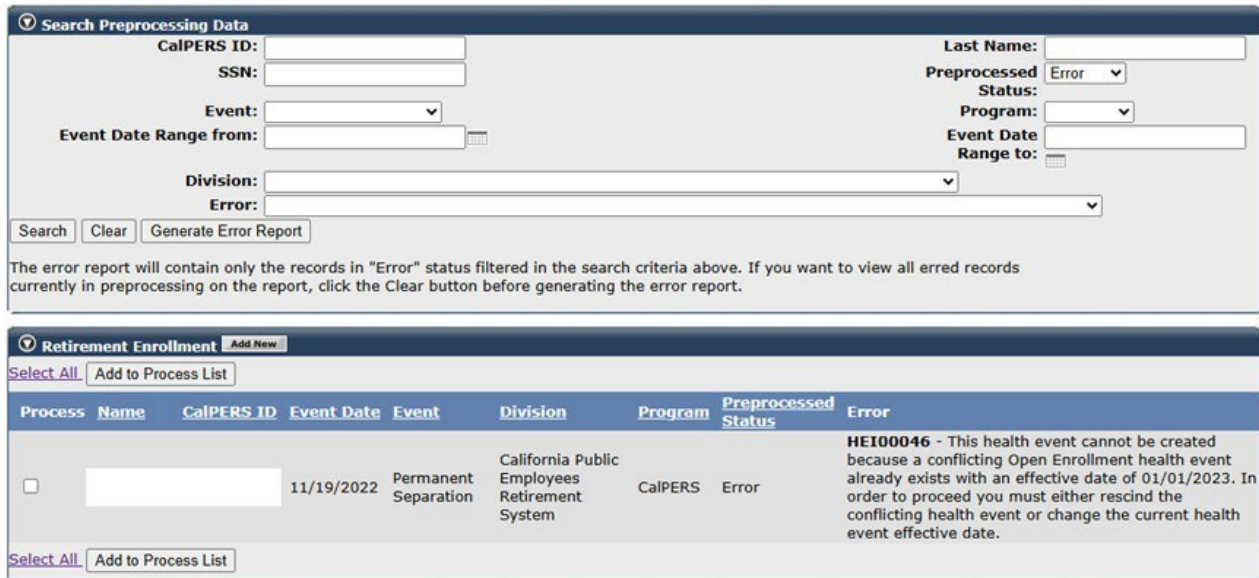
Primary Phone Number:

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Steps

Handling Health Appointment Issues

STEP	ACTION
1.	This section describes how to clear new appointment errors associated with Health Issues. In this section, the error message below will be tackled to show the steps and the thought process when clearing an error of this nature. ERROR HEI00046: This health event cannot be created because a conflicting Change Health Plan health event already exists with an effective date of 01/01/2022. To proceed, you must either rescind the conflicting health event or change the current health event's effective date. These health-related errors are most likely due to a prior appointment permanently separated on the same month/day as the effective date of the New Appointment.
2.	Example A – The previous appointment was permanently separated (S01 transaction code). Enter the member's CID in the Search Preprocessing Data panel. A Permanent Separation error will display, select the member's name in hyperlink.  The following error message will populate: ERROR HEI00046: This health event cannot be created because a conflicting Open Enrollment health event already exists with an effective date of 01/01/2023. In order to proceed you must either rescind the conflicting health event or change the current health event effective date.

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This health event cannot be created because a conflicting Open Enrollment health event already exists with an effective date of 01/01/2023. In order to proceed you must either rescind the conflicting health event or change the current health event effective date.

Member Details

Name:

Gender: Female

CalPERS ID:

Date of Birth: 06/01/1982

Appointment Event Details

Event: Permanent Separation

Event Date: 11/19/2022

Appointment ID: 44702940

Appointment: State of California/California Public Employees Retirement System : Appt Id - 44702940 : 2018-11-12 : SEP

Separation Reason: Resigned

Unused Sick Leave

Time Format: Days Hours

Unused Sick Leave: 0.0 Hours

(or 0.000 Days)

Unused Education Leave

Time Format: Days Hours

Unused Education Leave: 0.0 Hours

(or 0.000 Days)

Select a time format (days or hours) to enter any remaining leave balance for each type listed above that was earned but unused during the member's period of employment with California Public Employees Retirement System. Do not include any unused leave balances that were earned during non-membership periods, under non-CalPERS reportable positions, or during periods of overtime.

Program: CalPERS

CalPERS ID(Employer):

CalPERS ID (Division): 0

Position: DEFAULT CLASS TITLE

CBU:

Appointment Sequence Number: 01

Date Updated:

Agency Code: 275

Temporary Position No

User Name:

Position Information

Return to Pre-Processing

Save

Clear

Open the PIMS screen and review the employee’s employment history transactions. Compare the fields if it is a reflection in PIMS.

SSA#	NAME	HISTORY SPB									
EFF DATE	TRAN	AGY-UNT-CLAS-SER	SPB AGENCY	ENT DATE	PSD REF #	TYPES	ID				
11/18/22	S01C	275-635-4633-004	EMPLEES RET	02/06/23	990370054	AG F IJ					
11/18/22	S01D	275-635-4633-004	EMPLEES RET	11/29/22	993330016	AG F IJ					
11/18/22	S01D	275-635-4633-004	EMPLEES RET	11/16/22	PA3200008	AG F IJ					
07/01/22	SAL	275-635-4633-004	EMPLEES RET	11/08/22	PA3120046	B					
07/01/21	SAL	275-635-4633-004	EMPLEES RET	11/04/21	PA3080059	B					
07/01/21	350	275-635-4633-004	EMPLEES RET	07/07/21	991879999	B C					
05/01/21	R01	275-635-4633-004	EMPLEES RET	04/30/21	991209999	B					
07/01/20	SAL	275-635-4633-004	EMPLEES RET	11/07/20	PA3120065	B					
07/01/20	350	275-635-4633-004	EMPLEES RET	07/13/20	201959999	B C					
A 07/01/19	SAL	275-635-4633-004	EMPLEES RET	11/02/19	193050096	B					
01/31/19	126	275-635-4633-004	EMPLEES RET	01/31/19	190319999	BA C					
A 11/12/18	A01	275-635-4633-004	EMPLEES RET	12/06/18	183400132	BAG FD					
07/01/18	GEN	275-635-4695-009	EMPLEES RET	07/06/18	181879999	B C					
11/17/17	A03	275-635-4695-009	EMPLEES RET	11/20/17	PA3240086	D IJ					
11/03/17	S50	275-635-4695-009	EMPLEES RET	11/20/17	PA3240086	F IJ					

The example above shows that the member has a permanent separation effective date of 11/20/22 in the myCalPERS Appointment Details, which is in discrepancy with the PIMS that shows 11/18/2022.

Note: For permanent separations, the event date in myCalPERS is always a day after the effective date in PIMS.

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Open another session to review the member's record.
Select the Person Information tab, search by CID or SSN.

Review the member's record to confirm that there is a prior appointment separated on the same day as the new appointment.

Click on the Appt hyperlink for Appt ID 44702940 below as it is the Appt ID the error pertained to.

Appt ID	Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
94024678	State of California	California State Polytechnic University, Humboldt	Regular	ADMINISTRATIVE ANALYST/SPECIALIST -12 MONTH	State Miscellaneous	Active	03/17/2025	
44702940	State of California	California Public Employees Retirement System	Regular	DEFAULT CLASS TITLE	State Miscellaneous	Perm Sep	08/09/2010	11/20/2022

Select the radio button pertaining to the Permanent Separation, then click **Correct Event** as the intent is to correct the Event Date to 11/19/2022.

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Participant Name:

CalPERS ID:

Member Details

Name:

Gender: Female

CalPERS ID:

Date of Birth: 06/01/1982

Appointment Event History

Correct Event

Delete

☐ View All Site Events

Display

Appointment Event Details

	Event Date	Event	Event Details
☒ 1	11/20/2022	Permanent Separation	Other
☐	11/12/2018	Appointment Change	View Event Details
☐	11/17/2017	End Leave	
☐	11/03/2017	Begin Leave	State Disability Leave
☐	09/19/2017	Begin Leave	State Disability Leave
☐	08/17/2017	End Leave	
☐	06/10/2017	Begin Leave	State Disability Leave
☐	07/31/2015	End Leave	
☐	07/22/2015	Begin Leave	Other Leave
☐	06/16/2015	End Leave	
☐	06/01/2015	Begin Leave	State Disability Leave
☐	05/15/2015	End Leave	
☐	03/21/2015	Begin Leave	State Disability Leave
☐	08/01/2012	Appointment Change	View Event Details
☐	03/01/2012	Appointment Change	View Event Details
☐	11/02/2010	Appointment Change	View Event Details
☐	08/09/2010	New Appointment	View Event Details

Correct Event

Delete

☐ View All Site Events

Display

Member Details

Name:

Gender: Female

CalPERS ID:

Date of Birth: 06/01/1982

Appointment Event Details

Event: Permanent Separation

Event Date: 11/19/2022

Separation Reason: Other

Unused Sick Leave

Time Format: Days

Unused Sick Leave: 0.0 Days

Unused Education Leave

Time Format: Days

Unused Education Leave: 0.0 Days

Select a time format (days or hours) to enter any remaining leave balance for each type listed above that was earned but unused during the member's period of employment with California Public Employees Retirement System. Do not include any unused leave balances that were earned during non-membership periods, under non-CalPERS reportable positions, or during periods of overtime.

Created by User: CalPERS

Created on: 06/30/2023 09:16 AM

Appointment Profile

Last Refreshed: 03/05/2025 08:20 PM

Last Refreshed by: Employer: File Upload

Save

Clear

Now that the date was corrected in the appointment detail, go back to the pre-processing area to delete the error.

Search Preprocessing Data

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

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
Add New

[Select All](#)
[Add to Process List](#)

Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error
Select All	Add to Process List							

To Process

Order	Action	Name	CalPERS ID	Event Date	Event	Preprocessed Status
	☐ Process ☒ Delete ☐ None			11/19/2022	Permanent Separation :Resigned	ENI00047 - Two Permanent Separation Events for the same appointment may not occur. Verify and update the event date.

Continue

You could verify if the error was successfully deleted by entering again either SSN or CID in the Pre-processing Data Panel. The message below signifies you have successfully deleted the error.

Search Preprocessing Data

CalPERS ID:

Last Name:

SSN:

Preprocessed Status:

Error

Event:

Program:

Event Date Range from:

Event Date Range to:

Division:

Error:

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.

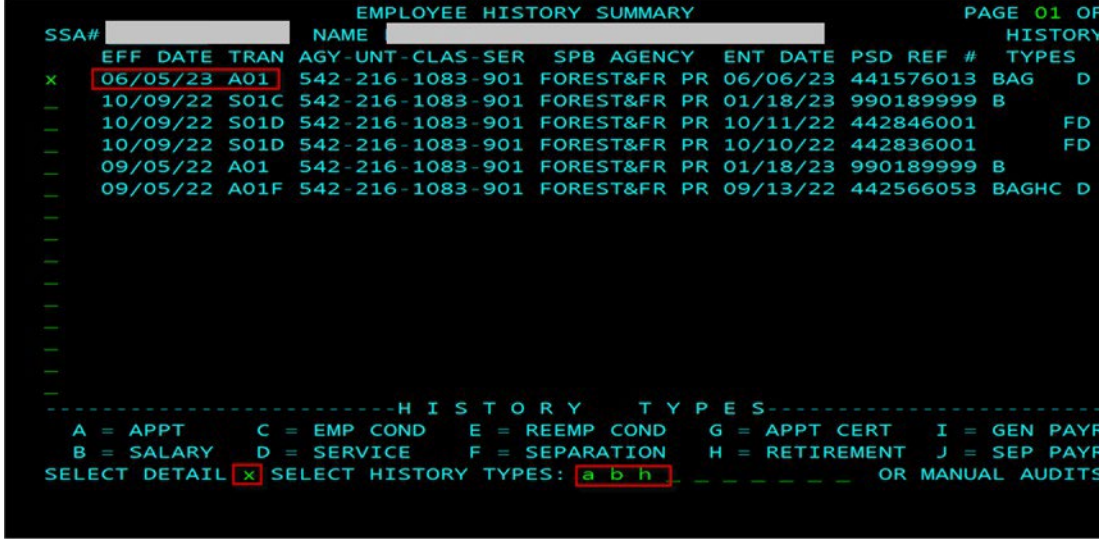
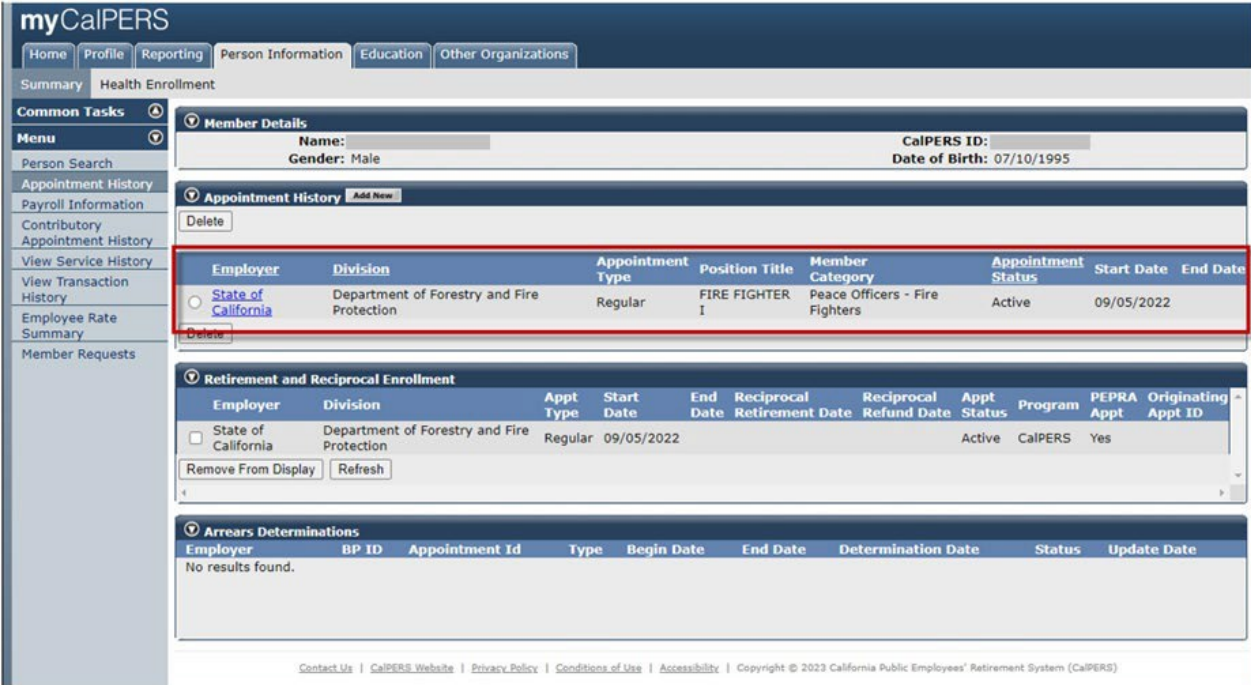
Retirement Enrollment

Add New

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

3. *Note:* If you are not able to clear a Health Error (**HEI*******) even after you have exhausted the steps in reviewing, comparing, and correcting the fields required, call CalPERS contact center: 916-795-3000 for assistance.

Adding the Event Type New Appointment

STEP	ACTION
1.	Follow instructions to open employment history in PIMS. Compare the appointment history in PIMS to the appointment in myCalPERS.
2.	Open the PIMS to view employment history.  -----HISTORY TYPES----- A = APPT C = EMP COND E = REEMP COND G = APPT CERT I = GEN PAYROLL B = SALARY D = SERVICE F = SEPARATION H = RETIREMENT J = SEP PAYROLL SELECT DETAIL ☒ SELECT HISTORY TYPES: ☒ a ☒ b ☒ h OR MANUAL AUDITS
	In this scenario, the appointment is missing in myCalPERS and will need to be manually keyed.
	

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To add a new appointment, select **Add New**.

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Member Details

Name:

Gender: Male

CalPERS ID:

Date of Birth: 07/10/1995

Appointment History

Add New

Delete

Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
☐ State of California	Department of Forestry and Fire Protection	Regular	FIRE FIGHTER I	Peace Officers - Fire Fighters	Active	09/05/2022	

Delete

Retirement and Reciprocal Enrollment

Employer	Division	Appt Type	Start Date	End Date	Reciprocal Retirement Date	Reciprocal Refund Date	Appt Status	Program	PEPRA Appt	Originating Appt ID
☐ State of California	Department of Forestry and Fire Protection	Regular	09/05/2022				Active	CalPERS	Yes	

Remove From Display

Refresh

Arrears Determinations

Employer	BP ID	Appointment Id	Type	Begin Date	End Date	Determination Date	Status	Update Date
No results found.								

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EMPLOYEE HISTORY TYPES

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SSA#

NAME

EFF 06/05/23

TRAN A01

POS# 542-216-1083-901

SPBAY 5410 TEN T TB FT

BPAY 3600.00 PR M FREQ M PLUS

EXP 00/00/00 AN NO/NE AR

AL RG CR

ACSAL 3600.00 SALTOT 3600.00 SALFUL 3600.00 PR S

SHD SPAY 2ND AN 00/00

SAL INC CERT 000000

SAL INC DENIED

HAM SUBSTN

COMMTMT 00/00/00

FIRE SEAS

HEAR DECIS

CTYPE

MHR

APT-TYP K GSI

EE-CBID R08

OP-CBID R08 PS-CBID

ESTABLISHED EARNINGS

0.00

0.00

0.00

EFF 06/05/23

TRAN A01

POS# 542-216-1083-901

SPBAY 5410 TEN T CERT 1083NT

LST TB FT

CO 31 #MO 09 APEXP 03/04/24

PROB N END 00/00/00

WWGRP 2D PL#

PL EXP 00/00/00 LEGAL REF ANN

RGRET RMPL

DMOTN REAS

EX AUTH

LT JUST

00/00/00 ADD POS SUBSTN

00/00/00 TBSUBSTN

OTHER SUBSTN

EMER QULFY

REORG SUBSTN

LAST DA PAY

EMPLOY LOA

TRNG SUBSTN

HEAR DECIS

INT HRS EXP

BKUP INFO X

RMPL DT 00/00/00

CLASS TITLE FIRE FIGHTER I

CLASS TITLE VARIATION

TAU CLEAR 2 CTYPE

EE-CBID R08 OPEB-CBID R08 PS-CBID

EFF 06/05/23

TRAN A01

POS# 542-216-1083-901

SPBAY 5410 SYS 1 COV-GP 12069

SAF

POF

SUR YES

SS/MED MED RATE .1300

EX AUTH

ACCT CODE EB

EMPLR 5898

Use the highlighted information in PIMS, to complete the fields with a red asterisk in myCalPERS as shown below.

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Member Details

Name:

Gender: Male

CalPERS ID:

Date of Birth: 07/10/1995

Appointment Details

Program:

Enrollment Eligibility Date: *

Position Information

Employer: State of California

Division: *

CalPERS ID (Employer): 5402440716

CalPERS ID (Division): 0

Non-Central Agency Appointment? ☐ Yes ☐ No

Original Hire Date: *

Member Category: *

Position Title:

Work Calendar: *

Retired Annuitant? * ☐ Yes ☐ No

CBU: *

Enrollment Reason:

External Position Number:

Appointment Sequence Number:

Refunded Appointment * ☐ Yes ☐ No

Membership Information

Member Information

PLP Participant? * ☐ Yes ☐ No

Peace Officer Status: * ☐ Yes ☒ No

Optional Member Election

Optional Member? * ☐ Yes ☐ No

Retirement System Election (ES 372)

Is a Retirement System Election (ES 372) needed for this enrollment to elect CalPERS or CalSTRS? ☐ Yes ☐ No

Select a division by entering the division name.

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Member Requests

Participant Name:

CalPERS ID:

Divisions to Display

CalPERS ID:

Division Name:

Display

Divisions

Employer:

CalPERS ID:

The Divisions that were active as of the Appointment Effective Date are displayed below.

Excel Print

Search:

Name	CalPERS ID	Category	Type	Address
☐ Department Of Food And Agriculture 21-A District Agricultural Association		State of California	Agricultural District	1850 W. CLEVELAND AVE. MADERA CA 93637
☐ State Public Defender		State of California	Civil Service	770 L ST STE 1000 SACRAMENTO CA 95814
☐ California State Library		State of California	Civil Service	900 N STREET, STE. 400 SACRAMENTO CA 95814
☐ California State University at Monterey Bay		State of California	California State University	HUMAN RESOURCES 100 CAMPUS CTR SEASIDE CA 93955
☐ Department of Veterans Affairs Barstow Veterans Home		State of California	Civil Service	100 VETERANS PKWY BARSTOW CA 92311
☐ Department of Corrections DJJ Ventura Youth Correctional Facility		State of California	Civil Service	3100 WRIGHT RD CAMARILLO CA 93010
☐ Department of Corrections DJJ O.H. Close Youth Correctional Facility		State of California	Civil Service	PO BOX 213004 STOCKTON CA 95213
☐ Department Of Corrections Institution For Men		State of California	Civil Service	P.O. BOX 128 CHINO CA 91708

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Select the radio button for the correct division and hit select.

myCalPERS

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Member Requests

Participant Name: _____ CalPERS ID: _____

Divisions to Display

CalPERS ID: _____

Division Name: forestry and fire

Display

Divisions

Employer: State of California CalPERS ID: 5402440716

The Divisions that were active as of the Appointment Effective Date are displayed below.

Excel Print

Search: _____

Name	CalPERS ID	Category	Type	Address
☒ Department of Forestry and Fire Protection		State of California	Civil Service	

Showing 1 to 1 of 1 entries

Previous 1 Next

Select Return

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Build: v10.8.1 Baseline: 230504_102239_v10.8.1_int.535 UID: 926

Select Member Category.

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Member Requests

Member Details

Name: _____ CalPERS ID: _____

Gender: Male Date of Birth: 07/10/1995

Appointment Details

Program

Program: CalPERS Enrollment Eligibility Date: * 06/05/2023

Position Information

Employer: State of California

Division: * Department of Forestry and Fire Protection Select

CalPERS ID (Employer): _____

CalPERS ID (Division): _____

Non-Central Agency Appointment? ☒ Yes ☐ No

Original Hire Date: * 06/05/2023

Member Category: * Peace Officers - Fire Fighters

Position Title: California Highway Patrol

Work Calendar: * National Guard

Retired Annuitant? * Peace Officers - Fire Fighters

CBU: * State Industrial

Enrollment Reason: * State Miscellaneous

State Safety

External Position Number: _____

Appointment Sequence Number: _____

Refunded Appointment? ☐ Yes ☒ No

Membership Information

Member Information

PLP Participant? *

☐ Yes ☒ No

Is the member participating in '59 Survivor benefits? *

☐ Yes ☒ No

Peace Officer Status: *

☐ Yes ☒ No

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Enter the position number found in PIMS. Select the radio button with the correct Position Name.

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- Member Requests

Appointment Details

Employer: State of California
Division: Department of Forestry and Fire Protection
Effective Date: 06/05/2023

Search Positions

Position Code: state1083
Position Name:
Status:
Effective Date: 06/05/2023

Search

Positions

Position Code	Position Name	Status	Start Date	End Date	Tied to Provisions
STATE1083	FIRE FIGHTER I	ACTIVE	01/01/1800		N

Select Return

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Build: v10.8.1 Baseline: 230504_102239_v10.8.1_Int.535 UID: 1724

Hit **Select**.

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Appointment Details

Employer: State of California
Division: Department of Forestry and Fire Protection
Effective Date: 06/05/2023

Search Positions

Position Code: state1083
Position Name:
Status:
Effective Date: 06/05/2023

Search

Positions

Position Code	Position Name	Status	Start Date	End Date	Tied to Provisions
STATE0000	LEGISLATOR	ACTIVE	01/01/1800		N
STATE0002	DEPUTY DIRECTOR, BENEFITS AND QUALITY MONITORING DIVISION	ACTIVE	01/01/1800		N
STATE0003	SECRETARY, STATE AND CONSUMER SERVICES AGENCY	ACTIVE	01/01/1800		N
STATE0004	DEPUTY SECRETARY FOR GOODS MOVEMENT	ACTIVE	01/01/1800		N
STATE0005	SECRETARY OF FOOD AND AGRICULTURE	ACTIVE	01/01/1800		N
STATE0006	UNDERSECRETARY/DEPARTMENT OF FOOD AND AGRICULTURE	ACTIVE	01/01/1800		N
STATE0007	ASSISTANT SECRETARY FOR PUBLIC OUTREACH	ACTIVE	01/01/1800		N
STATE0008	CHIEF, CALIFORNIA STATE ARCHIVES AND MUSEUM	ACTIVE	01/01/1800		N
STATE0010	COUNTY/STATE LIAISON	ACTIVE	01/01/1800		N
STATE0016	SECRETARY II/LIEUTENANT GOVERNOR'S OFFICE	ACTIVE	01/01/1800		N
STATE0019	SENIOR SECRETARY/LIEUTENANT GOVERNOR'S OFFICE	ACTIVE	01/01/1800		N
STATE0020	EXECUTIVE OFFICER/ADVISORY COUNCIL ON NARCOTICS & DRUG ABUSE	ACTIVE	01/01/1800		N
STATE0028	BRANCH CHIEF I, INSPECTION SERVICES	ACTIVE	01/01/1800		N
STATE0029	EXECUTIVE OFFICER, BOARD OF GUIDE DOGS FOR THE BLIND	ACTIVE	01/01/1800		N
STATE0030	DIRECTOR OF COMMUNICATION FOR EMPLOYMENT ISSUES/LABOR AGENCY	ACTIVE	01/01/1800		N
STATE0031	ASSOCIATE DIRECTOR, GENERAL POPULATION (LEVEL III/IV) INSTITUTIONS, DIVISION OF ADULT INSTITUTIONS	ACTIVE	01/01/1800		N
STATE0032	AGRICULTURAL TECHNICIAN III (SEASONAL)	ACTIVE	01/01/1800		N
STATE0033	AGRICULTURAL TECHNICIAN II (SEASONAL)	ACTIVE	01/01/1800		N
STATE0034	AGRICULTURAL TECHNICIAN I (SEASONAL)	ACTIVE	01/01/1800		N
STATE0043	PRESS SECRETARY	ACTIVE	01/01/1800		N
STATE0046	FRUIT AND VEGETABLE QUALITY CONTROL SUPERVISOR II	ACTIVE	01/01/1800		N
STATE0047	FRUIT AND VEGETABLE QUALITY CONTROL SUPERVISOR I	ACTIVE	01/01/1800		N
STATE0051	PROCESSING FRUIT AND VEGETABLE INSPECTOR III (SEASONAL)	ACTIVE	01/01/1800		N
STATE0052	PROCESSING FRUIT AND VEGETABLE INSPECTOR II (SEASONAL)	ACTIVE	01/01/1800		N
STATE0054	PROCESSING FRUIT AND VEGETABLE INSPECTOR I (SEASONAL)	ACTIVE	01/01/1800		N

Showing records 1 - 25 | First << Previous 1 2 3 4 5 6 7 8 9 10 11 Next >> Last | View Max

Select Return

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Make sure all the fields with an asterisk are complete.

The State Controller's Office
Personnel and Payroll Services Division

Person Search Appointment History Payroll Information Contributory Appointment History View Service History View Transaction History Employee Rate Summary Member Requests	Name: [Redacted] Gender: Male		CalPERS ID: [Redacted] Date of Birth: 07/10/1995	
	Appointment Details			
	Program: CalPERS		Enrollment Eligibility Date: 06/05/2023	
	Position Information			
	Employer: State of California Division: Department of Forestry and Fire Protection Select Non-Central Agency Appointment? ☒ No Original Hire Date: 06/05/2023 Member Category: Peace Officers - Fire Fighters Position Title: FIRE FIGHTER 1 Select Clear Update Work Calendar: Work 12 Months/Paid 12 Months Retired Annuitant? ☒ No CBU: R18 - Rank & File/ Psychiatric Technician Enrollment Reason: [Redacted] External Position Number: 5422161083901 Appointment Sequence Number: [Redacted] Refunded Appointment? ☐ Yes ☒ No			
Membership Information				
Member Information PLP Participant? ☒ No Is the member participating in '59 Survivor benefits? ☒ No Peace Officer Status: ☒ No Optional Member Election Optional Member? ☒ No Retirement System Election (ES 372) Is a Retirement System Election (ES 372) needed for this enrollment to elect CalPERS or CalSTRS? ☒ No				
Reciprocity The information entered is used to determine retirement enrollment level only, it will not establish reciprocity for the participant. For auditing purposes, the employer must sign and retain the completed Reciprocal Self-Certification form for their records. Do not send a copy of the form to CalPERS. Reciprocal Member Indicator: ☐ Yes ☒ No				
Save Clear				

Click **Save**.

The message highlighted in yellow is just a reminder prompt, thus, can be disregarded.

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Participant Name:

CalPERS ID:

An appointment with the same employer has been previously submitted with a different Original Hire Date. Verify your entry. The oldest original hire date will be kept in the system.

Member Details

Name:

Gender: Male

CalPERS ID:

Date of Birth: 07/10/1995

Appointment Event History

Correct Event

Delete

View All Site Events

Display

Event Date	Event	Event Details
06/05/2023	New Appointment	View Event Details

Correct Event

Delete

View All Site Events

Display

Appointment Details

Programs

Program: CalPERS

Membership Status: Active

Membership Date: 09/05/2022

Enrollment Eligibility Date: 06/05/2023

Position Information

Employer: State of California

Division: Department of Forestry and Fire Protection

CalPERS ID (Employer):

CalPERS ID (Division):

Non-Central Agency Appointment: No

Original Hire Date: 09/05/2022

Member Category: Peace Officers - Fire Fighters

Position Title: FIRE FIGHTER I

CBU: R18 - Rank & File/ Psychiatric Technician

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: 93521590

External Position Number: 5422161083901

Enrollment Level: PEPPRA New

Member Base Rate: 13.0

Contribution Modification: 100% 238

Contributing Appointment Date: 06/05/2023

Leave Type:

Exempt Authority: None Identified

Appointment Sequence Number:

Formula Name: 2.5% @ 57 Formula for Safety Members

Cost Share: 0.0

Created by User: Employer

Created on: 06/12/2023 02:03 PM

Appointment Profile Last Refreshed: 06/12/2023 02:03 PM

Last Refreshed by: Employer

Refunded Appointment: No

As you can see above, the appointment has been successfully added. Go back to appointment history and verify the manual appointment is listed. If the appointment is present, the process is complete.

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Member Details

Name:

Gender: Male

CalPERS ID:

Date of Birth: 07/10/1995

Appointment History

Delete

Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
☒ State of California	Department of Forestry and Fire Protection	Regular	FIRE FIGHTER I	Peace Officers - Fire Fighters	Active	06/05/2023	
☐ State of California	Department of Forestry and Fire Protection	Regular	FIRE FIGHTER I	Peace Officers - Fire Fighters	Active	09/05/2022	

Delete

Retirement and Reciprocal Enrollment

Employer	Division	Appt Type	Start Date	End Date	Reciprocal Retirement Date	Reciprocal Refund Date	Appt Status	Program	PEPPRA Appt	Originating Appt ID
☐ State of California	Department of Forestry and Fire Protection	Regular	06/05/2023				Active	CalPERS	Yes	
☐ State of California	Department of Forestry and Fire Protection	Regular	09/05/2022				Active	CalPERS	Yes	

Remove From Display

Refresh

Arrears Determinations

Employer	BP ID	Appointment Id	Type	Begin Date	End Date	Determination Date	Status	Update Date
No results found.								

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The State Controller's Office
Personnel and Payroll Services Division
Deleting an Appointment

STEP

1.

In this example, you will be deleting a new appointment error. The first step will be to view the error in the preprocessing area as shown below.

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Name: State of California

CalPERS ID:

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Last Name:

Preprocessed Status:

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

Add New

Select All

Add to Process List

Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error
☐			05/01/2021	New Appointment Deletion	Department Of Corrections Men's Colony	CalPERS	Error	EN100029 - The event correction or deletion was not applied because the corresponding event to be corrected or deleted does not exist.

Select All

Add to Process List

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Build: v10.8.1

Baseline: 230504_102239_v10.8.1_Int.535

UID: 146

Verify if there is a new appointment matching the error event date.

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Name:

Prior School Membership: Yes

Date of Birth: 01/12/1968

Member: Yes

Membership Date: 09/10/2007

Last Reporting Date: 03/01/2021

Separation Date: 05/01/2021

Prior School Membership Date: 02/01/2000

Date of Death:

Retired: Yes

Retirement Date: 05/01/2021

Post-Retirement Benefit Information

CalPERS - Retired

Account Type: Member

Option: Unmodified Allowance

Direct Deposit: Yes

Last Pay Period: 02/01/2021 - 03/01/2021

Current Fiscal Year: 0.00

Hours Reported:

Retirement Type: Disability Retirement

Normal Retirement Age: 55 (2.5% @ 55 State Safety)

Date Eligible as Retired Annuitant: 10/29/2021

Health Benefit Information

Medical - Enrolled

Account Type:

Qualifying Participant:

Plan Name:

Coverage Type: Basic

Dental - Enrolled

Account Type:

Qualifying Participant:

Plan Name:

Appointment History

Add New

View More Actions

Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
State of California	Department Of Corrections Men's Colony	Regular	PSYCHOLOGIST-CLINICAL, CORRECTIONAL FACILITY	State Safety	Perm Sep	09/10/2007	05/01/2021

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Compare appointment details in myCalPERS to PIMS. Find the transaction that matches the enrollment error event.

The State Controller's Office
Personnel and Payroll Services Division

The Transaction on 5/01/2021 RO1V has been voided.

A new appointment is not required and the error can be deleted.

EMPLOYEE HISTORY SUMMARY											PAGE 01 OF 05	
SSA#	EFF DATE	TRAN	NAME	AGY-UNT-CLAS-SER	SPB AGENCY	ENT DATE	PSD REF #	HISTORY TYPES	SPE	ID		
	05/01/21	R01V	056-220-9283-920	C&R/MENS	COL	04/30/21	991209999		FD IJ	2		
	04/30/21	S70V	056-220-9283-920	C&R/MENS	COL	06/16/21	341672001	B	D IJ			
	04/30/21	S71	056-220-9283-920	C&R/MENS	COL	01/26/22	340262006	B	FD IJ			
	03/02/21	S50	056-220-9283-920	C&R/MENS	COL	03/19/21	340782011		FD IJ	2		
	03/01/21	715	056-220-9283-920	C&R/MENS	COL	03/10/21	340682021		D IJ	2		
	01/23/21	A03	056-220-9283-920	C&R/MENS	COL	02/26/21	340572007	B	D IJ			
	12/21/20	120	056-220-9283-920	C&R/MENS	COL	12/23/20	343582005					
	08/01/20	350V	056-220-9283-025	C&R/MENS	COL	08/21/20	342342017	B				
	07/31/20	350V	056-220-9283-025	C&R/MENS	COL	08/06/20	202199999	B C				
	07/31/20	350	056-220-9283-025	C&R/MENS	COL	08/26/20	342392010	B				
	07/25/20	S49C	056-220-9283-025	C&R/MENS	COL	08/21/20	342342017	A	D IJ			
	07/25/20	S49D	056-220-9283-025	C&R/MENS	COL	08/21/20	342342017	A	D IJ			
	07/01/20	350	056-220-9283-025	C&R/MENS	COL	07/13/20	201959999	B C				
	03/01/20	560	056-220-9283-025	C&R/MENS	COL	03/11/20	340712016		C			
	08/12/19	120	056-220-9283-025	C&R/MENS	COL	08/13/19	342252005					
----- 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 PAYROLL				
B = SALARY		D = SERVICE		F = SEPARATION		H = RETIREMENT		J = SEP PAYROLL				
SELECT DETAIL		SELECT HISTORY TYPES:						OR MANUAL AUDITS				

Return to the preprocessing area and follow the steps to delete the error.

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CalPERS ID:

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Last Name:

Preprocessed Status:

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

Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error
☒			05/01/2021	New Appointment Deletion	Department Of Corrections Men's Colony	CalPERS	Error	EN100029 - The event correction or deletion was not applied because the corresponding event to be corrected or deleted does not exist.

Select All

Add to Process List

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Select the radio button **Delete** to delete the error and hit **Continue**.

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Name: State of California

CalPERS ID:

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Last Name:

Preprocessed Status:

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

Add New

Select All

Add to Process List

Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error
Select All	Add to Process List							

To Process

Order	Action	Name	CalPERS ID	Event Date	Event	Preprocessed Status
	☐ Process ☒ Delete ☐ None			05/01/2021	New Appointment Deletion	ENI00029 - The event correction or deletion was not applied because the corresponding event to be corrected or deleted does not exist.

Continue

The process is complete.

Addendum

Generating Enrollment Error Report

STEP	ACTION																		
1.	To generate a report of your department's enrollment errors, press the Generate Error Report button 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 Add New 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> ENI00047 - Two Permanent Separation Events for the same appointment may not occur. Verify and update the event date. ENI00085 - 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	ENI00047 - Two Permanent Separation Events for the same appointment may not occur. Verify and update the event date. ENI00085 - 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	ENI00047 - Two Permanent Separation Events for the same appointment may not occur. Verify and update the event date. ENI00085 - 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.											

2. The report will be displayed in an online, view-only HTML format. You can download the report from the HTML view as either a CSV or XML file.

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Retirement Enrollment Preprocessing Errors Report ⓘ

Employer Cld	Employer Name	Division Name
0123456789	State of California	State Agency

Error Code	Person ID Type Code	Person ID Number	Total Errors in Preprocessing	Error Parameters	Error Message (From SPS1631)	Person Records Found	Start Of PP_RET_ENROLL Data	Error Record Create Date	Employer CalPERS ID	Employer Name	Division CalPERS ID	Division Name	Member Category Code	Original Hire Date	Appointment ID	Work Calendar Code
					The address provided is missing the County and could not be verified by the address validation process and											

Records Per Page: 25 Update

123...96→

Go To Page: Go

CSV

Excel

Download

Print

3. Once you select the format, the report will begin to generate in the background. The status will display as **Running**. The report will automatically save when complete to your Generated Reports page.

myCalPERS

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Report Run Status

Report Name

Retirement Enrollment Preprocessing Errors Report

Submitted

June 11, 2026 12:17 PM

Run Option

Download (.xls)

Status

Running ↻

Status Last Updated

June 11, 2026 12:17:08 PM

The report is generating in the background. You may safely navigate away from this page.
When the report is ready, the status will display "Generated" and you can access the report from here or from the Home page.

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4. Once the report is complete, the status changes to **Generated**. Select the **Generated** link to download the report to your local **Downloads** folder.

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[Home](#)[Run Report](#)[Generated Reports](#)

Report Run Status

Report Name

Retirement Enrollment Preprocessing Errors Report

Submitted

June 11, 2026 01:59 PM

Run Option

Download (.xls)

Status

[Generated](#)

Status Last Updated

June 11, 2026 01:59:35 PM

The report is generating in the background. You may safely navigate away from this page.
When the report is ready, the status will display "Generated" and you can access the report from here or from the Home page.

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Recent download history

 Retirement Enrollment Preprocessing Errors Report-2026-06-11-13-59-43.xlsx

1,012 KB • Done

Full download history

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
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Document	Title	Effective Date
Job aid 1	New Appointment & Handling Health Appointment Issues	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