

The State Controller's Office
Personnel and Payroll Services Division

Title	Effective Date
Appointment Change	11/01/2025

Purpose

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

Best Practices

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

The State Controller's Office
Personnel and Payroll Services Division
myCalPERS Log in Profile

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

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

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

myCalPERS

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

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

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

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

myCalPERS

Home Profile Reporting Person Information Education Other Organizations

Summary Payments Receivables Retirement Contract Health Contract Agreements Mergers and Reorganizations

Common Tasks

Menu

- Contacts
- View BP Relationships
- Divisions
- View Service Relationships
- Health Invoice History
- Findings
- Health Email Notification

▼ Summary

Profile

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: No

Communication Information

Preferred Communication: Mail Primary Email: Primary Phone Number:

The State Controller's Office
Personnel and Payroll Services Division

Steps

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

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

Personnel and Payroll Services Division

Name.

Select the **Search** button.

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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Build: v12.3.0.c Baseline: 250728_124024_v12.3_release UID: 906

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

Summary

Profile

SSN:

CalPERS ID:

Name:

Optional Member:

Date of Birth:

Date of Death:

Prior School Membership:

Prior School Membership Date:

Membership Date:

Retirement Date:

[Update Personal Information](#)

Communication

Preferred Communication:

Mail

Primary Phone Number:

Primary Email Address:

Mailing Address:

Physical Address:

Undeliverable Date:

Update

Update

Update

Update

Pre-Retirement Benefit Information

CalPERS - Active

Account Type:

Taxed Contributions:

Tax Deferred Contributions:

Interest on Contributions:

Balance:

Posted Service Credit:

Service Credit Total:

Membership Date:

Elected Service Credit:

24-Month ARP Period:

ARP Election Period:

ARP Extract Date:

Normal Retirement Age:

Health Benefit Information

Medical - Enrolled

Account Type:

Qualifying Participant:

Plan Name:

Coverage Type:

Basic

Appointment History

Add New

View More Actions»

Appt ID	Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
29679300	State of California	Department Of Toxic Substances Control	Regular	STAFF SERVICES MANAGER I	State Miscellaneous	Active	03/07/2005	

Select the Department in hyperlink.

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The State Controller's Office

Personnel and Payroll Services Division

Summary

Health Enrollment

Common Tasks

Menu

Person Search

Appointment History

Payroll Information

Contributory Appointment History

View Service History

View Transaction History

Employee Rate Summary

Member Requests

Participant Name:

CalPERS ID:

Site Change History

Employer: State of California

Program: CalPERS

Division

Position Title

Member Category

CBU

Start Date

End Date

Department Of Toxic Substances Control

STAFF SERVICES MANAGER I

State Miscellaneous

S01

01/01/2013

12/31/2012

Department Of Motor Vehicles

MANAGER I DEPARTMENT OF MOTOR VEHICLES

State Miscellaneous

S01

03/07/2005

12/31/2012

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Build: v12.3.0.c

Baseline: 250728_124024_v12.3_release

UID: 935

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

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

Correct Event

Delete

☐ View All Site Events

Display

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

Correct Event

Delete

☐ View All Site Events

Display

Appointment Details

Programs

Program: CalPERS

Membership Status: Active

Membership Date: 03/07/2005

Enrollment Eligibility Date: 03/07/2005

Position Information

Employer: State of California

Division: Department Of Toxic Substances Control

CalPERS ID (Employer):

CalPERS ID (Division):

Non-Central Agency Appointment:

Original Hire Date: 03/07/2005

Member Category: State Miscellaneous

Position Title: STAFF SERVICES MANAGER I

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

Work Calendar: Work 12 Months/Paid 12 Months

Temporary Position: No

Retired Annuitant: No

Health Only: No

Enrollment Reason:

Contributing Appointment: Yes

Appointment Status: Active

Appointment ID: 29679300

Contributing Appointment Date: 03/07/2005

Leave Type:

Exempt Authority: None Identified

Appointment Sequence Number: 01

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

Cost Share: 0.0%

External Position Number: 8101634800001

Enrollment Level: Classic

Member Base Rate: 8.5%

Contribution Modification: 100% of \$513

Report Contributions on Monthly Earnings in Excess of: \$513.00

Rate Plan Identifier: 30982

Created by User: Employer: File Upload

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

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

Last Refreshed by: Employer: File Upload

Refunded Appointment: No

Go back to the Preprocessing Area and delete the error.

The State Controller's Office
Personnel and Payroll Services Division

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

Retirement Enrollment

Add New

Select All

Add to Process List

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

Select All

Add to Process List

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

To Process

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

Continue

You have successfully deleted the error.

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

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Last Name:

Preprocessed Status:

Program:

Event Date Range to:

Search

Clear

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

Retirement Enrollment

Add New

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

The process is complete.

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

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

Select **Add New** to key the appointment.

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Participant Name: CalPERS ID:

Member Details

Name: CalPERS ID:

Gender: Female Date of Birth: 03/29/1950

Appointment Event History Add New

Correct Event Delete View All Site Events Display

Event Date	Event	Event Details
04/01/2015	Permanent Separation	Retirement
11/02/2010	Appointment Change	View Event Details
07/28/2006	Site Change	View Event Details
05/31/2006	Site Change	View Event Details
04/11/2005	New Appointment	View Event Details

Correct Event Delete View All Site Events Display

Appointment Details

Programs

Program: CalPERS Membership Date: 04/11/2005

Membership Status: Retired Enrollment Eligibility Date: 04/11/2005

Position Information

Employer: State of California CalPERS ID (Employer): 5402440716

Division: State Teachers Retirement System CalPERS ID (Division): 2511779922

Non-Central Agency Appointment:

Original Hire Date: 07/02/1990

Member Category: State Miscellaneous

Position Title: ADMINISTRATIVE ASSISTANT II

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

Work Calendar: Work 12 Months/Paid 12 Months

Temporary Position: No

In this scenario, the effective date 6/01/08 is missing in myCalPERS and needs to be manually keyed.

Select **Add New** to key the appointment.

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Member Requests

Participant Name:

CalPERS ID:

Member Details

Name:

Gender: Female

CalPERS ID:

Date of Birth: 03/29/1950

Appointment Event History

Correct Event

Delete

View All Site Events

Display

Event Date	Event	Event Details
04/01/2015	Permanent Separation	Retirement
11/02/2010	Appointment Change	View Event Details
07/28/2006	Site Change	View Event Details
05/31/2006	Site Change	View Event Details
04/11/2005	New Appointment	View Event Details

Correct Event

Delete

View All Site Events

Display

Appointment Details

Programs

Program: CalPERS

Membership Status: Retired

Membership Date: 04/11/2005

Enrollment Eligibility Date: 04/11/2005

Position Information

Employer: State of California

Division: State Teachers Retirement System

Non-Central Agency Appointment:

Original Hire Date: 07/02/1990

Member Category: State Miscellaneous

Position Title: ADMINISTRATIVE ASSISTANT II

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

CalPERS ID (Employer): 5402440716

CalPERS ID (Division): 2511779922

Work Calendar: Work 12 Months/Paid 12 Months

Temporary Position: No

The State Controller's Office
Personnel and Payroll Services Division

Select the **Event Type** Appointment Change.

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Employee Rate Summary

Member Requests

*Required Fields

Member Details

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

Appointment Event Details

Event: Appointment Change

Event Date: Site Change

Member Category: State Miscellaneous Appointment Change

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

Position Title: ADMINISTRATIVE ASSISTANT II

Work Calendar: Work 12 Months/Paid 12 Months

PLP Participant?

Is the member subject to Social Security?

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

External Position Number:

Appointment Sequence Number: 02

Membership Information

Optional Member Election

Optional Member?

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

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Employee Rate Summary

Member Requests

*Required Fields

Member Details

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

Appointment Event Details

Event: Appointment Change

Event Date: 06/01/2008

Member Category: State Miscellaneous

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

Position Title: ADMINISTRATIVE ASSISTANT II

Work Calendar: Work 12 Months/Paid 12 Months

PLP Participant?

Is the member subject to Social Security?

Is the member participating in '59 Survivor benefits?

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

External Position Number: 8153105358001

Appointment Sequence Number: 02

Membership Information

Optional Member Election

Optional Member?

The State Controller's Office
Personnel and Payroll Services Division

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

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Contributory Appointment History

View Service History

View Transaction History

Employee Rate Summary

Member Requests

Participant Name:

CalPERS ID:

Member Details

Name:

Gender: Female

CalPERS ID:

Date of Birth: 03/29/1950

Appointment Event History

Correct Event

Delete

View All Site Events

Display

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

Correct Event

Delete

View All Site Events

Display

Appointment Details

Programs

Program: CalPERS

Membership Status: Retired

Membership Date: 04/11/2005

Enrollment Eligibility Date: 04/11/2005

Position Information

Employer: State of California

Division: State Teachers Retirement System

CalPERS ID (Employer): 5402440716

CalPERS ID (Division): 2511779922

Non-Central Agency Appointment:

Original Hire Date: 07/02/1990

Member Category: State Miscellaneous

Position Title: ADMINISTRATIVE ASSISTANT II

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

Work Calendar: Work 12 Months/Paid 12 Months

Temporary Position: No

Retired Annuitant: No

Health Only: No

Enrollment Reason:

Contributing Appointment: No

Appointment Status: Perm Sep

Appointment ID: 29767490

External Position Number:

Enrollment Level: Classic

Member Base Rate: 8.0

Contribution Modification: 100% 513

Leave Type:

Exempt Authority: None Identified

Appointment Sequence Number: 02

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

Cost Share: 0.0

Created by User: CalPERS

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

Updated by User: CalPERS

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

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

Refunded Appointment: No

Addendum

Generating Enrollment Error Report

STEP

ACTION

1.

To generate a report of your department's enrollment errors, press the **Generate 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

Select All

Add to Process List

Generate Error Report

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.

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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.

myCalPERS

Reports

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



Retirement Enrollment Preprocessing Errors Report ⓘ

Employer Cid	Employer Name	Division Name
0123156789	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.

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Reports

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

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.

Home

The State Controller’s Office
Personnel and Payroll Services Division

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

myCalPERS Reports

[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

The State Controller's Office
Personnel and Payroll Services Division

REFERENCES

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

The State Controller’s Office
Personnel and Payroll Services Division

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

REVISIONS

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

Revision	Description of Change(s)	Effective Date