

The State Controller's Office
Personnel and Payroll Services Division

Title	Effective Date
Begin Leave and End Leave	11/01/2025

Purpose

This job aid will help the user in their thought process when clearing Enrollment errors, specifically the Event type *Begin Leave and End Leave (Leave of Absence, NDI, FMLA, etc.)*. This job aid does not cover all the scenarios surrounding the Event type *Begin Leave and End Leave*, but this job aid should be able to give the user an idea on what to engage with, like references/sources, in order to reach a conclusion before an action is to be taken for future handling of errors.

Best Practices

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

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

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

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

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

myCalPERS

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

Primary Roles

Business Partner	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

[Continue](#)

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

myCalPERS

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

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

Common Tasks

Menu

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

Summary

Profile

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

Addresses

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

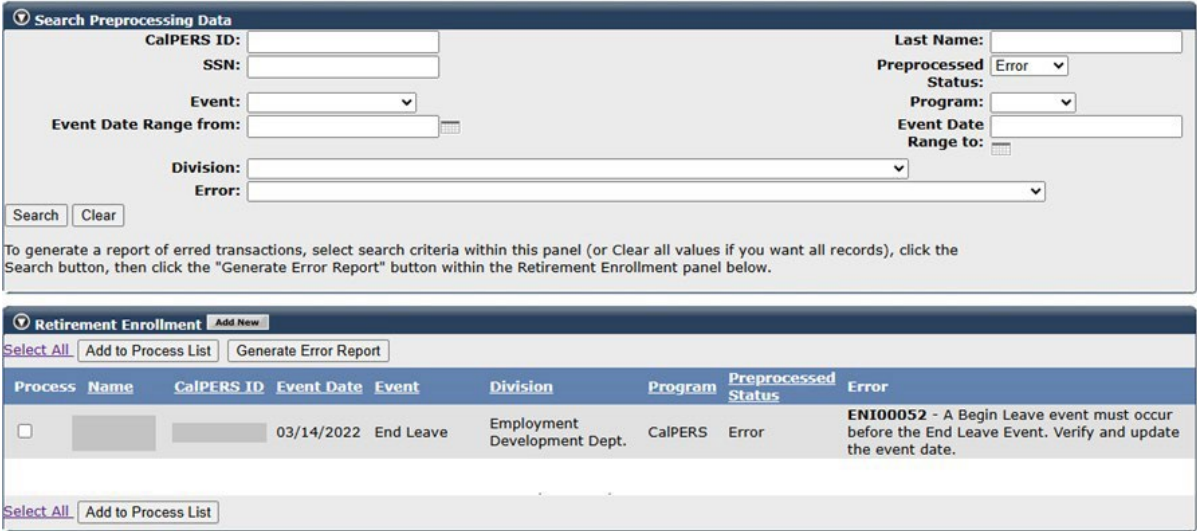
Communication Information

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

The State Controller's Office
Personnel and Payroll Services Division

Steps

Verifying Leave Status in Employment History against myCalPERS records

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

The State Controller's Office
Personnel and Payroll Services Division

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

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

Review the member's appointment history.

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

Select the **Search** button.

The State Controller's Office
Personnel and Payroll Services Division

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.

CalPERS ID or SSN: * AND Date of Birth:

Last Name: OR First Name:

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

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

Summary

Profile

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

Name: Optional Member: No

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

Prior School Membership: No Prior School Membership Date:

Membership Date: 03/02/2022 Retirement Date:

Communication

Preferred Communication: Mail Undeliverable Date

Primary Phone Number: [Update](#)

Primary Email Address: [Update](#)

Mailing Address: [Update](#)

Physical Address: [Update](#)

Pre-Retirement Benefit Information

CalPERS - Active

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

Taxed Contributions: \$0.00 Elected Service Credit: 0.000

Tax Deferred Contributions: \$12,983.94

Interest on Contributions: \$1,260.44

Balance: \$14,244.38

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

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

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

Appt ID	Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date
93229429	State of California	Employment Development Dept.	Regular	EMPLOYMENT PROGRAM REPRESENTATIVE	State Miscellaneous	Active	03/02/2022	

Select the Employment Development Dept hyperlink.

Participant Name: CalPERS ID:

Site Change History

Employer: State of California Program: CalPERS

Division	Position Title	Member Category	CBU	Start Date	End Date
Employment Development Dept.	EMPLOYMENT PROGRAM REPRESENTATIVE	State Miscellaneous	R01	03/02/2022	

3.

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

The State Controller’s Office
Personnel and Payroll Services Division

▼ Member Details

Name:

Gender: Female

CalPERS ID:

Date of Birth: 01/03/1980

▼ Appointment Event History

Add New

Appointment Event Details

Correct Event

Delete

☐ View All Site Events

Display

Event Date	Event	Event Details
☐ 10/31/2024	Appointment Change	View Event Details
☐ 01/01/2024	Appointment Change	View Event Details
☐ 01/01/2023	Appointment Change	View Event Details
☒ 03/02/2022	New Appointment	View Event Details

Correct Event

Delete

☐ View All Site Events

Display

▼ Appointment Details

Programs

Program: CalPERS

Membership Status: Active

Membership Date: 03/02/2022

Enrollment Eligibility Date: 03/02/2022

Position Information

Employer: State of California

Division: Employment Development Dept.

CalPERS ID (Employer):

CalPERS ID (Division):

Non-Central Agency Appointment:

Original Hire Date: 03/02/2022

Member Category: State Miscellaneous

Position Title: EMPLOYMENT PROGRAM REPRESENTATIVE

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

Work Calendar: Work 12 Months/Paid 12 Months

Temporary Position: No

Retired Annuitant: No

Health Only: No

Enrollment Reason:

Contributing Appointment: Yes

Appointment Status: Active

Appointment ID: 93229429

External Position Number: 2800069194976

Enrollment Level: PEPR New

Contributing Appointment Date: 03/02/2022

Leave Type:

Exempt Authority: None Identified

Appointment Sequence Number: 01

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

Cost Share: 0.0%

Member Base Rate: 8.5%

Contribution Modification: 100% of \$513

Report Contributions on Monthly \$513.00

Earnings in Excess of:

Rate Plan Identifier: 28523

Created by User: Employer: File Upload

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

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

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

The State Controller's Office Personnel and Payroll Services Division

myCalPERS

Home

Profile

Reporting

Person Information

Education

Other Organizations

Manage Reports

Billing and Payments

Payroll Schedule

Out-of-Class Validation

Member Requests

Health Reconciliation

Retirement Appointment Reconciliation

Common Tasks

Menu

Adjustment Reports

Search Payroll Records by Participant

Maintain Payroll Records

Preprocessing Area

File Upload History

Furlough Reduction

Retirement Contract Summary

Maintain Employer Supporting Documents

Name: State of California

CalPERS ID:

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Search

Clear

Last Name:

Preprocessed Status: Error

Program:

Event Date Range to:

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

Retirement Enrollment

Select All

Add to Process List

Generate Error Report

Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error
☒			03/14/2022	End Leave	Employment Development Dept.	CalPERS	Error	ENI00052 - A Begin Leave event must occur before the End Leave Event. Verify and update the event date.

Select All

Add to Process List

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

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Search

Clear

Last Name:

Preprocessed Status: Error

Program:

Event Date Range to:

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

Retirement Enrollment

Select All

Add to Process List

Generate Error Report

Process	Name	CalPERS ID	Event Date	Event	Division	Program	Preprocessed Status	Error
☐			03/14/2022	End Leave Correction	Employment Development Dept.	CalPERS	Error	ENI00029 - A transaction was not applied because the event does not exist.

Select All

Add to Process List

To Process

Order	Action	Name	CalPERS ID	Event Date	Event	Preprocessed Status
	☐ Process ☒ Delete ☐ None			03/14/2022	End Leave	ENI00052 - A Begin Leave Event must occur before the End Leave Event. Verify and update the Event Date or submit a corresponding Begin Leave Event before submitting this End Leave Event.

Continue

You have successfully deleted the error.

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

Page 7 of 12

Search Preprocessing Data

CalPERS ID:

SSN:

Event:

Event Date Range from:

Division:

Error:

Last Name:

Preprocessed Status:

Program:

Event Date Range to:

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

Retirement Enrollment

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

Generating Enrollment Error Report

Page 8 of 12

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 Calendars 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 it's complete to your Generated Reports page.

myCalPERS

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.

Home

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
Personnel and Payroll Services Division

Document	Title	Effective Date
Job aid 3	Begin Leave and End Leave	11/01/2025

REVISIONS

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

Revision	Description of Change(s)	Effective Date