



Retirement Arrears and Account Code Determination Guide

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General Overview

[CalPERS Circular Letter 200-031-22](#) dated May 24, 2022, provides information regarding employer responsibilities when an employee's appointment information in the Personnel Information Management System (PIMS) and myCalPERS do not match or requires correction. This guidance was created by the State Controller's Office to assist campuses.

Campuses are expected to ensure the information reported in PIMS is consistent with the information reflected in myCalPERS. If the information is incorrect, campuses must update the required data elements in PIMS for CalPERS to enroll an employee under the appropriate retirement benefit provisions based on their eligibility. When assistance is required, campuses need to contact the SCO for support with corrections. Also, campuses need to contact the SCO when the information is in PIMS/keyed timely, but it is not in my|CalPERS.

The following letters may be received by campuses when these discrepancies are identified by CalPERS:

- Notification of Arrears Determination (myCalPERS 2785)
- Notification of Reported Late Appointment (myCalPERS 0847)
- Notification of Appointment Change by CalPERS (myCalPERS 2394)
- Notification of Corrections due to Reciprocal Membership (myCalPERS 1026 – "Unknown")
- Notification of Reciprocal Membership (myCalPERS 1026 – "Unknown")

Reporting of Late Appointment and Arrears Notification of Membership Eligibility

1. If a Notification of Reported Late Appointment is received, what is the next step?

- a. If the notification of late appointment is accurate (the appointment was keyed AFTER 90 days), see **b 1)**. If the appointment was keyed within 90 days, see **b 2)**.
- b. 1) If a campus does not wish to appeal the decision, refer to the CalPERS Student Guide for the Appeal Waiver process— myCalPERS Employment Certification Functionality (See Scenario 2 – Waive Appeal Process, page 27). If the campus does not proactively waive the appeal, CalPERS will move forward with sending the invoice for payment of contributions and late fee.

2) If a campus does wish to appeal, refer to the CalPERS Student Guide for the Submit Reconsideration process – myCalPERS Employment Certification Functionality (See Scenario 3 – Submit Reconsideration, page 29). Campuses have 30 calendar days from the date of the letter to waive or appeal; otherwise, CalPERS will move forward with processing the arrears determination and invoice the campus.

2. If a Notification of Arrears Determination is received regarding membership reporting, what is the next step? This form usually follows after a Request for Employment Information (myCalPERS 2783/2784) is sent by CalPERS and responded to by the campus.

- a. Review PIMS and Employment History to determine if corrections are necessary. This notification may be related to a prior Request for Employment Information letter previously received. If yes, the campus is responsible for making the required changes/corrections if not done so already (i.e., correct in PIMS). See **b 1), c, d, and e** below for further guidance. If no, and the campus determines that PIMS is accurate but the appointment and/or payroll have not been posted in

myCalPERS, see **b and d** below.

- b. 1) If a campus does not wish to appeal the decision, refer to the CalPERS Student Guide for the Appeal Waiver process — myCalPERS [Employment Certification Functionality](#) (See Scenario 2 – Waive Appeal Process, page 27).

2) If the campus wishes to appeal, refer to the CalPERS Student Guide for the Submit Reconsideration process – myCalPERS [Employment Certification Functionality](#) (See Scenario 3 – Submit Reconsideration, page 29). Campuses have 30 calendar days from the date of the letter to waive or appeal; otherwise, CalPERS will move forward with processing the arrears determination and invoice the campus.
- c. If the arrears determination changed the enrollment level from PEPPRA/Classic, notify CalPERS at MemberElectionTeam@calpers.ca.gov to ensure financials post to the correct enrollment level and rate plan.
- d. Confirm changes were reported correctly in myCalPERS.
- e. Work with the SCO to ensure adjustments are made in PIMS/Pay History to reflect the change of retirement code. Work with the employee to resolve any accounts receivables that may be due as a result of adjustments.

Retirement Account Code Change – Notification of Appointment Change by CalPERS

3. When CalPERS determines that an employee is in the incorrect Retirement System Account Code and sends a Notification of Appointment Change, what are the next possible steps?

- a. When the campus receives a notification letter from CalPERS because the campus placed the employee in the incorrect Retirement System Account Code in error, employer action likely necessary.
- b. If a correction needs to be made, process a 505, follow the directions from the [PIMS Manual](#), Transaction 505 – Retirement System Member Status.
- c. If the correction is dated before an R01 transaction, the PPT must be corrected by CSU Audits at SCO. Make the corrections and send the [Transaction Package to CSU Audits](#).
- d. If the correction is dated back to the initial appointment, correct the original appointment PPT. If this causes an out-of-sequence situation, use the PIMS Manual – [Adding Transaction Out-Of-Sequence](#) in order to process the package. If more space is needed in item 215 (previous information must remain on original PPT), process a 215 to identify the CalPERS letter in the original appointment.

Retirement Account Code Change – Notification of Corrections due to Reciprocal Membership

4. When CalPERS determines that an employee is in the incorrect Retirement System Account Code and sends a notification letter to the campus, what are the possible next steps [Reciprocal Self-Certification Form (PERS-EAMD-801) is on file but is not accurate]?

- a. When the campus receives a notification letter from CalPERS because of reciprocal membership, it is often for information purposes only, unless employer actions are identified.

- b. If a correction needs to be made, process a 505, follow the directions from the [PIMS Manual](#), Transaction 505 – Retirement System Member Status.
- c. If the correction is dated before an R01 transaction, the PPT must be corrected by CSU Audits at SCO. Make the corrections and send the [Transaction Package to CSU Audits](#).
- d. If the correction is dated back to the initial appointment, correct the original appointment PPT. If this causes an out-of-sequence situation, use the PIMS Manual – [Adding Transaction Out-Of-Sequence](#) in order to process the package. If more space is needed in item 215 (previous information must remain on original PPT), process a 215 to identify the CalPERS letter in the original appointment.
- e. Work with the SCO to ensure adjustments are made in PIMS/Pay History to reflect the change of retirement code. Work with the employee to resolve any accounts receivables that may be due as a result of adjustments.
- f. Retain the notification letter in employee's file to validate changes to employee history. This change will result in the employee's appointment reflecting different information than what the employee self-certified on the Reciprocal Self-Certification Form (PERS-EAMD 801).

Retirement Account Code Change – Notification of Reciprocal Membership (first and second notification) [No Reciprocal Self-Certification Form (PERS-EAMD-801) on file]

5. When a Notification of Reciprocal Membership (first notification) has been received, what are the next steps?

- a. The employee will have had received a Reciprocal Self-Certification Form (PERS-EAMD-801) from CalPERS. Ensure the campus receives this form from the employee within 10 business days of the date of the letter. Process the form within 30 days of the date of the letter (see the [CalPERS State Reference Guide](#) for processing instructions). Submit the completed Reciprocal Self-Certification Form to the SCO for processing via email at PPSDreciprocity@SCO.CA.GOV. For further direction regarding forwarding the form to the SCO, refer to SCO Personnel Letter # 17-001, [SCO LETTER 17-001 \(ca.gov\)](#).
- b. Once the form is forwarded to the SCO, notify CalPERS via email at MemberElectionTeam@calpers.ca.gov so CalPERS can monitor the account for adjustments.
- c. Confirm the employee is correctly enrolled in CalPERS membership.
- d. If the campus receives the **second notification**, follow the instructions in the letter.
- e. Make any necessary corrections in PIMS to update the employee's retirement code. The Employee will automatically be issued a refund by the SCO if monies are owed to the employee. An accounts receivable must be established to collect monies owed by the employee.
- f. If the employee already completed the Reciprocal Self-Certification Form (PERS-EAMD-801) correctly and the campus already forwarded to the SCO, contact the SCO via PPSDreciprocity@SCO.CA.GOV for clarification.

Additional helpful information related to the guidance above.

6. Where can information be found to complete an Item 215?

- a. [Transaction 215](#) – Employment History Remarks section of the PIMS Manual.

7. Why does the transaction need to be keyed as a 505 instead of an R01?

- a. In order to allow campuses to update their employee records, the SCO has determined that a 505 can be keyed. Refer to the Personnel Letter #21-009 [SCO LETTER \(ca.gov\)](#).

8. Where can I find a current list of Retirement System Account Codes?

- a. The Retirement Code Index can be found in the PIMS Manual Item 505 – Retirement System Account Code — [PIMS Manual](#).

9. How do I determine the Enrollment Level of a Retirement System Account Code?

- a. Refer to the [CalPERS State Reference Guide](#) and the CSU [Benefits Insider Retirement site](#) (restricted access).

10. Who do I contact for assistance with determining Retirement System Account Codes, if needed?

- a. If additional information is needed, contact the Statewide Customer Contact Center (SCCC) at (916) 372-7200 and follow the prompts for [CSU Retirement](#).

11. Who do I contact for assistance with PPT documentation?

- a. Contact the Statewide Customer Contact Center (SCCC) at (916) 372-7200 and follow the prompts for [CSU Audits](#).

12. If I have questions on the letters received from CalPERS and they are not related to the other information provided in this guidance, what agency should the campus contact?

- a. For questions regarding the letters, call CalPERS at 888 CalPERS (or 888-225-7377) or email Membership_Reporting@CalPERS.ca.gov.

For questions or concerns, please contact the Personnel and Payroll Services Division, [Statewide Customer Contact Center](#) at (916) 372-7200.

The purpose of this publication is to provide general information about personnel and payroll topics and is meant solely as a reference source. This publication does not supersede current applicable laws or regulations and is not intended for purposes of providing legal advice. If there is a conflict between applicable law or regulation and the contents of this publication, the law or regulation shall prevail.