

# Adding Roth Contributions to a CalPERS 457 Plan Payroll Report

## Congratulations on adding the Roth provision to your CalPERS 457 Plan!

Now that CalPERS has approved your Roth adoption request, your employees may elect to make after-tax Roth contributions. After the contributions are deducted from the employees' payroll, Roth contributions are processed in MyCalPERS in the same manner as pre-tax CalPERS 457 Plan contributions. We've integrated Roth contributions to be seamless within your existing MyCalPERS reporting process. For your convenience, we've outlined submission of Roth contributions below.

**Important:** Once Voya has activated the Roth Provision, contributions can be recorded on the next full earned period after activation.

## Add a 457 Plan Participant Roth Contribution Step-By-Step

The following steps detail how to add a Roth contribution record to a 457 Plan payroll report in MyCalPERS. This procedure begins with a 457 Plan payroll report opened and ready for editing.

Step	Action
1	<p>If... you are adding a new participant with a Roth contribution, <b>then...</b> enter the participant's CalPERS ID in the <b>Search and Add New Record</b> to the Report panel then select <b>Add New</b>.</p> <p>If... you are adding a Roth contribution to an existing participant, <b>then...</b> enter the participant's CalPERS ID in the <b>Search and Add New Record</b> to the Report panel then select <b>Search</b>. You may also locate the participant in the <b>Records Present in the Report</b> panel and select their SSN link.</p>
2	Select the <b>Display</b> button in the lower right corner of the <b>Maintain Payroll Record Details</b> panel.
3	Enter the participant's Roth contribution amount in the <b>After Tax Member Paid Roth Contributions</b> field then select <b>Save &amp; Exit</b> .

**Maintain Payroll Record Details**

Begin Date:\* 03/01/2019 End Date:\* 03/15/2019

Payroll Record Memo:

**Reported Name and CalPERS ID**

CalPERS ID:\* 5555555555

First Name:\* Jane Last Name:\* Doe Middle Name: M

**CalPERS 457 Plan**

Plan: 452999

Tax Deferred \$0.0

Member Paid Contributions: \$0.0

Tax Deferred Employer Paid Member Contributions: \$0.0

SIP After Tax Loan Payment: \$0.0

After Tax Member Paid Roth Contributions: \$0.0

Save & Continue Clear Save & Exit

If we may be of assistance with 457 Plan payroll, please contact us at **800-696-3907**.