

2024 CPERS File Loading Schedule & Process

Pay Period	Pay Date	CPERS File Report Date	*WD DTL1 file date parameters	*WD DTL2 file date parameters	Workday	PERS	EDX
					CPERS WD File creation date (PM of run 2 pay date)	PERS retrieves CPERS file and loads it in EDX (mid-day,)	CPES file becomes a "report" and is now viewable in EDX
December 2023	1/2/2024 1/12/2024	1/31/2024	12/1/2023-1/12/2024 entry dates with Dec effective dates	12/16/2023 - 1/12/2024 pay dates	1/12/2024	1/16/2024	1/17/2024
January 2024	2/1/2024 2/15/2024	2/29/2024	1/1/2024 - 2/15/2024 entry dates with Jan effective dates	1/13/2024 - 2/15/2024 pay dates	2/15/2023	2/16/2023	2/17/2023
February 2024	3/1/2024 3/15/2024	3/31/2024	2/1/2024 - 3/15/2024 entry dates with Feb effective dates	2/16/2024 - 3/15/2024 pay dates	3/15/2024	3/18/2024	3/19/2024
March 2024	4/1/2024 4/15/2024	4/30/2024	3/1/2024 - 4/15/2024 entries with March effective dates	3/16/2024 - 4/15/2024 pay dates	4/15/2024	4/16/2024	4/17/2024
April 2024	5/1/2024 5/15/2024	5/31/2024	4/1/2024 - 5/15/2024 entries with April effective dates	4/16/2024 - 5/15/2024 pay dates	5/15/2024	5/16/2024	5/17/2024
May 2024	5/31/2024 6/14/2024	6/30/2024	5/1/2024-6/14/2024 entries with May effective dates	5/16/2024 - 6/14/2024 pay dates	6/14/2024	6/17/2024	6/18/2024
June 2024	7/1/2024 7/15/2024	7/31/2024	6/1/2024 - 7/15/2024 entries with June effective dates	6/15/2024 - 7/15/2024 pay dates	7/15/2024	7/16/2024	7/17/2024
July 2024	8/1/2024 8/15/2024	8/31/2024	7/1/2024 - 8/15/2024 entries with July effective dates	7/16/2024 - 8/15/2024 pay dates	8/15/2024	8/16/2024	8/17/2024
August 2024	8/30/2024 9/13/2024	9/30/2024	8/1/2024 - 9/13/2024 entries with August effective dates	8/16/2024 - 9/13/2024 pay dates	9/13/2024	9/16/2024	9/17/2024
September 2024	10/1/2024 10/15/2024	10/31/2024	9/1/2024 - 10/15/2024 entries with September effective dates	9/14/2024 - 10/15/2024 pay dates	10/15/2024	10/16/2024	10/17/2024
October 2024	11/1/2024 11/15/2024	11/30/2024	10/1/2024-11/15/2024 entries with October effective dates	10/16/2024 - 11/15/2024 pay dates	11/15/2024	11/18/2024	11/19/2024
November 2024	11/27/2024 12/13/2024	12/31/2024	11/1/2024-12/13/2024 entries with November effective dates	11/16/2024 - 12/13/2024 pay dates	12/13/2024	12/16/2024	12/17/2024
December 2024	1/2/2025 1/15/2025	1/31/2025	12/1/2024-1/15/2025 entries with December effective dates	12/14/2024 - 1/15/2025 pay dates	1/15/2025	1/16/2025	1/17/2025

CPERS Job Process:

1. (Column F) Workday PR (Geri or Matt) starts the job to run the file after the settlement job is done running. This is usually around 1:00 PM, but can be delayed if the settlement job takes longer. The WD job generates the DTL2 records, pulls in the DTL1 file, adds headers, footers and USL on all term 02 and 10 records. The completed file is then put on the server for PERS to retrieve. WD sends an auto-generated notification to Shauna & Chris when the file completes. We usually expect to receive this by 3:00 and if we do not, we inquire PR.
2. (Column G) PERS- PERS retrieves the file from the server. This is a manual process. PERS then runs a job to split the file into individual employer files and then each file is loaded into JClarety during the batch process that night. The CPERS file adds about 1.5 hours to PERS's batch process.
3. (Column H) EDX Report Available- this is the day after PERS loads the file in Jclarety. This is when Analysts & PERS can see the data loaded into EDX.