2025 CPERS File Loading Schedule

Pay Period	Pay Date	CPERS File Report Date in EDX	*HR Data* *WD DTL1 file date parameters*	*PR Data* *WD DTL2 file date parameters*	Workday File Creation (1PM of run 2 pay date)	PERS PERS retrieves CPERS file and loads it in EDX (mid-day.)	EDX CPERS file is now viewable in EDX
December 2024	1/2/2025 1/15/2025	1/31/2025	12/1/2024-1/15/2025 entry dates with Dec	12/14/2023 - 1/15/2025 pay dates	1/15/2025	1/16/2025	1/17/2025
January 2025	1/31/2025 2/14/2025	2/28/2025	1/1/2025 - 2/14/2025 entry dates with Jan effective dates	1/16/2025 - 2/14/2025 pay dates	2/14/2025	2/18/2025	2/19/2025
February 2025	2/28/2025 3/14/2025	3/31/2025	2/1/2025 - 3/14/2025 entry dates with Feb effective dates	2/15/2025 - 3/14/2025 pay dates	3/14/2025	~~3/17/2025~~ 3/18/2025	~~3/18/2025~~ 3/19/2025
March 2025	4/1/2025 4/15/2025	4/30/2025	3/1/2025 - 4/15/2025 entries with March effective dates	3/15/2025 - 4/15/2025 pay dates	4/15/2025	4/16/2025	4/17/2025
April 2025	5/1/2025 5/15/2025	5/31/2025	4/1/2025 - 5/15/2025 entries with April effective dates	4/16/2025 - 5/15/2025 pay dates	5/15/2025	5/16/2025	5/17/2025
May 2025	5/30/2025 6/13/2025	6/30/2025	5/1/2025-6/13/2025 entries with May effective dates	5/16/2025 - 6/13/2025 pay dates	6/13/2025	6/16/2025	6/17/2025
June 2025	7/1/2025 7/15/2025	7/31/2025	6/1/2025 - 7/15/2025 entries with June effective dates	6/14/2025 - 7/15/2025 pay dates	7/15/2025	7/16/2025	7/17/2025
July 2025	8/1/2025 8/15/2025	8/31/2025	7/1/2025 - 8/15/2025 entries with July effective dates	7/16/2025 - 8/15/2025 pay dates	8/15/2025	8/18/2025	8/19/2025
August 2025	8/29/2025 9/15/2025	9/30/2025	8/1/2025 - 9/15/2025 entries with August effective dates	8/16/2025 - 9/15/2025 pay dates	9/15/2025	9/16/2025	9/17/2025
September 2025	10/1/2025 10/15/2025	10/31/2025	9/1/2025 - 10/15/2025 entries with September effective dates	9/16/2025 - 10/15/2025 pay dates	10/15/2025	10/16/2025	10/17/2025
October 2025	10/31/2025 11/14/2025	11/30/2025	10/1/2025-11/14/2025 entries with October effective dates	10/16/2025 - 11/14/2025 pay dates	11/14/2025	11/17/2025	11/18/2025
November 2025	12/1/2025 12/15/2025	12/31/2025	11/1/2025-12/15/2025 entries with November effective dates	11/15/2025 - 12/15/2025 pay dates	12/15/2025	12/16/2025	12/17/2025
December 2025	1/2/2026 1/15/2026	1/31/2026	12/1/2025-1/15/2026 entries with December effective dates	12/16/2025 - 1/15/2026 pay dates	1/15/2026	1/16/2026	1/17/2026

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 fils is then put on the server for PERS to retrieve. WD sends an auto-gnerated 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.