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# Circular Letter

**TO: PUBLIC AGENCIES REPORTING BY PRE-LIST METHOD**

**SUBJECT: MODIFIED PRE-LISTS FOR JULY 2004**

Attached are two modified "A" pre-lists for your use in anticipation of the salary increases which normally take effect on July 1. Note that the pay rate, earnings and contribution amount columns are blank. These listings are based upon your most recently processed payroll report at the time of this mailing.

The use of these modified pre-lists is not mandatory. If a general salary adjustment is not effective within your agency, you should use the regular pre-list in the usual manner. If your agency requires additional modified pre-lists or duplicate pre-lists during the year, please send the attached Pre-List Request Form to California Public Employees' Retirement System (CalPERS) or fax your request to (916) 795-3005 indicating the quantity and type of pre-lists you require.

CalPERS is making every effort to transition our pre-list employers to an automated method of reporting payroll. CalPERS currently has available the CalPERS' Payroll Reporting System software available to download from our website at [www.CalPERS.Ca.Gov](http://www.CalPERS.Ca.Gov). This software creates a payroll file that contains all the data you currently report on your pre-list. The file can be sent to us on a diskette and the database can be re-used each month to simplify and expedite your payroll reporting. The Automated Communications Exchange System (ACES) is also available for you to electronically submit your payroll file via the internet, which further expedites the payroll process and eliminates any costs relating to creating and mailing CalPERS' payroll data.

Both of the CalPERS' systems are available to all employers free of charge and while they are user friendly and can be self taught, on-site training is always available from CalPERS' staff upon your request. These systems, as opposed to the pre-list method, allows us to provide better customer service to your employees, and reduce the workload and administrative costs for your agency related to CalPERS' payroll reporting.

If you have any questions, please call the Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

Kenneth W. Marzion, Chief  
Actuarial & Employer Services Division

Attachments (All Attachments not online - Attachments mailed to affected agencies)

California Public Employees' Retirement System  
Lincoln Plaza - 400 P Street - Sacramento, CA 95814