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Reference No.:
Circular Letter No.: 200-070-11
Distribution: V, VI, XII, XVI, & Special
Special:

Circular Letter

October 28, 2011

TO: **PUBLIC AGENCIES, SCHOOL EMPLOYERS, NON-CENTRAL STATE AGENCIES, AGRICULTURAL DISTRICTS, SENATE RULES COMMITTEE, AND ASSEMBLY RULES COMMITTEE**

SUBJECT: **PERMANENT SEPARATION DATES IN my|CalPERS**

The purpose of this Circular Letter is to inform you of important information regarding the appropriate use of permanent separation dates in my|CalPERS. With the implementation of my|CalPERS and the integration of our membership, health, payroll, and benefit systems, an employee's permanent separation date must be reported consistently and uniformly by all Business Partners.

Prior to my|CalPERS, the permanent separation date reported was used differently by the many unique systems throughout the organization and did not impact downstream processing. In the past, many Business Partners understood the permanent separation date to be the last day an employee worked for your agency or equal to the last day on payroll and the day before an employee's retirement date.

Proper Reporting

In the integrated my|CalPERS system, the permanent separation date is now part of a series of system validations. **Therefore, the permanent separation date must be reported as the day after the last day an employee works for your agency, which is often the day after the last day on payroll.** The permanent separation date will frequently be the same day as a member's retirement date or start date of a new appointment. It is imperative that all Business Partners follow this important business rule to avoid transaction errors due to automatic system validations.

A permanent separation date must also be reported for all employees who end employment with your agency, regardless of the reason. This is required in my|CalPERS to ensure benefits are administered timely and accurately, especially for those employees nearing retirement. All transactions within my|CalPERS, including health and retirement, rely on the permanent separation date to be reported in this manner.

In the near future, CalPERS forms and publications will be updated to reflect this information, but may contain conflicting information until the updates have been completed.

Correcting Failed Transactions

Certain permanent separation transactions will fail and payroll transactions will be rejected if a permanent separation date is entered as the day that equals the last day on payroll. For separation transactions that fail because of an incorrect permanent separation date, please correct the separation date to the day *after* the last day on payroll.

For additional information about how to submit or correct a permanent separation, please go to the PERT area of CalPERS On-Line at www.calpers.ca.gov/pert and select the [my|CalPERS User Information & Tips](#) page and then select "Permanent Separations" and view the "Submitting Permanent Separations" document.

Key Employer Web Resources

As a reminder, please utilize our available Web resources to obtain the latest and most up-to-date information about my|CalPERS. These are available in the PERT area of CalPERS On-Line at www.calpers.ca.gov/pert. In addition, we have the [my|CalPERS News for Employers](#) page, which will provide you with the latest news, updates, and information about the my|CalPERS system, and the [my|CalPERS User Information & Tips](#) page to provide you with information about known issues and tips for using the system. In addition, if you select "Training and Education", you will be able to view the training resources available to you.

Thank you for your continued patience as we all transition and become accustomed to the new system.

KAREN DEFRANK, Project Manager
Public Employer Readiness Team (PERT)