



Payroll Circular Letter

California Public Employees' Retirement System
P.O. Box 942715
Sacramento, CA 94229-2715
(888) CalPERS (or 888-225-7377)
TTY: (877) 249-7442
www.calpers.ca.gov

June 14, 2017

Circular Letter No: 200-030-17
Distribution: V, VI, X, XII, XVI

To: All Contracting Public Agencies, School; Employers, and Non-Central State Agencies

Subject: Payroll Reporting Deadlines, 2016-17 Fiscal Year

Purpose The purpose of this Circular Letter is to inform your agency of the deadlines for closing CalPERS accounts and records for the fiscal year ending June 30, 2017.

Adhering to the following schedule allows for timely processing of Payroll Earned Period and Adjustment Reports and provides for proper service, contributions, and interest to be credited to member accounts.

All payroll reports for the last complete earned period with an ending date in June 2017 must be created and posted in my|CalPERS by the original due date or before 5:00 p.m. July 30, 2017, using whichever is earlier.

**Incomplete
Payroll Reports**

A payroll report is not considered complete until:

- An Earned Period Report has been created and posted for each earned period
- Any Adjustment Report(s) that may contain corrections for an Earned Period Report are completed and posted
- A 100 percent payment for posted member and employer contributions for the 2016-17 Fiscal Year is completed

Note: To ensure proper reporting, please make sure the appropriate fiscal year is selected when paying contributions.

Importance of Reporting

Members have access to their own records through my|CalPERS. This feature allows members to see what their employers are submitting to CalPERS on their behalf. Therefore, your accuracy and promptness in reporting payroll will alleviate future concerns or questions your employees may have regarding their CalPERS participant account and the information provided by your agency.

The timeliness and accuracy of your reporting lay the foundation for members to receive accurate information from CalPERS. Non-reporting or irregular reporting of payroll can result in several negative impacts to your employees, such as but not limited to the following:

- Delayed retirement requests
- Delayed refund requests
- Delayed service credit purchase requests
- Inaccurate service credit balance on CalPERS Annual Member Statements
- Inaccurate answers to detailed service credit questions
- Reduced interest to members' accounts

Submitting your employees' payroll records timely and accurately is important. We would like to thank you in advance for your cooperation.

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

Renee Ostrander
Chief
Employer Account Management Division