



California Public Employees' Retirement System
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Circular Letter

June 2, 2016

**TO: ALL CONTRACTING PUBLIC AGENCIES, SCHOOL EMPLOYERS,
AND NON-CENTRAL STATE AGENCIES**

SUBJECT: PAYROLL REPORTING DEADLINES, 2015-16 FISCAL YEAR

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, 2016.

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.

By 12:00 p.m. July 29, 2016, all payroll reports for the last complete earned period with an ending date in June 2016, must be created and posted in my|CalPERS by the original due date, or before 12:00 p.m. July 29, 2016, using whichever is earlier.

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
- 100 percent payment for posted member and employer contributions for the 2015-16 Fiscal Year is completed

Note: On July 1, 2016, the 2016-17 Fiscal Year receivable will become available in my|CalPERS. To ensure proper reporting, please make sure the appropriate fiscal year is selected when paying contributions.

Members have access to their own records through my|CalPERS self-service. 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 with their CalPERS participant account and the information provided by your agency.

Importance of Reporting

The timeliness and accuracy of your payroll 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:

- Delays retirement requests
- Delays refund requests
- Delays service credit purchase requests
- Inaccurate service credit balance on CalPERS Annual Member Statement
- Inaccurate answers to detailed service credit questions
- Reduced interest to the member's account

Your accuracy and promptness in reporting payroll will also help alleviate concerns brought about when members sign into their my|CalPERS self-service account and see discrepancies because of late or incorrect reporting.

We would like to thank you in advance for your attention to this matter and for your cooperation in submitting your employees' payroll records timely and accurately.

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