



Payroll Circular Letter

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To: All CalPERS Employers

Subject: Employer Contribution Receivable (New my|CalPERS Functionality)

Purpose The purpose of this Circular Letter is to inform employers that beginning July 1, 2017, CalPERS will implement new functionality in my|CalPERS designed to change the *annual* rate plan contribution receivable to an *earned period* rate plan receivable.

New my|CalPERS pages will provide the ability to view earned periods by rate plan, contribution details by reported payroll, and appointments missing contributions. The new pages will also provide additional reconciliation tools and improve contribution transparency.

Earned Period Receivable The contribution receivables will be available at the beginning of each month for every rate plan by the number of payroll schedules and earned periods.

The table below is an example of the total number of receivables by rate plan and payroll schedules created each month.

Number of Rate Plans	Number of Payroll Schedules	Earned Periods	Total Receivables Created
1	1	Bi-Weekly ¹	2 or 3
1	2	Semi-Monthly & Monthly ²	3
1	2	Quadri-Weekly & Monthly ³	2
2	2	Semi-Monthly & Monthly ⁴	6

¹ Based on how many bi-weekly earned periods end in the month.

² One rate plan, two semi-monthly and one monthly earned period per month equals three receivables.

³ One rate plan, one quadri-weekly and one monthly earned period per month equals two receivables.

⁴ Two rate plans, two semi-monthly and two monthly earned periods per month equals six receivables.

New my|CalPERS Pages

The [View Receivable Details](#) page contains detailed information regarding the contribution receivables by earned period with the ability to easily view earned periods with missing appointment contributions, hyperlinks to maintain appointments, reported contributions, projected contributions, late payment interest, and posted and transferred payments. The projected contributions will be available January 2018, with additional details to follow this Fall.

Within the existing [Payroll Schedule Detail](#) page, there will be a new column to show reports with appointments missing contributions. Additionally, a new hyperlink will be displayed to navigate you to the [Appointments Missing Contributions](#) page where you can maintain enrollment or confirm missing payroll by earned period.

Benefits of Earned Period Receivables

- Improve reported and paid contribution reconciliation by rate plan and earned period.
- Provide transparency and contribution and appointment detail.
- Reduce the need to contact CalPERS for contribution reconciliation.

Payroll Submission Process

There are no changes to the payroll submission process. Employers will continue to use the existing my|CalPERS payroll earned period submission files, formats, and pages to submit payroll.

Student Guide

View the [my|CalPERS Retirement Appointment Reconciliation](#) guide on the CalPERS website for detailed steps on how to navigate the Employer Contribution Receivable pages.

Page Accessibility

These pages are only accessible to my|CalPERS users with Business Partner Payroll or Business Partner Retirement Enrollment access roles. To view these pages, select the [Reporting](#) global navigation tab, then the [Billing and Payment Summary](#) local tab, and filter by rate plan and earned period.

Questions

For additional questions, please call our Customer Contact Center at **888 CalPERS** (or **888-225-7377**)

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