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Circular Letter

TO: PUBLIC AGENCIES REPORTING BY PRE-LIST METHOD

SUBJECT: MODIFIED PRE-LISTS FOR JULY 2005

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 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. **However, because CalPERS offers more efficient options to report payroll for our employers, we will no longer be sending the modified pre-lists in the future.** Your regular pre-lists will continue to be supplied for the time being.

CalPERS is making every effort to transition our pre-list employers to an automated method of reporting payroll. CalPERS currently has the CalPERS' Payroll Reporting System software available to download from our website at 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 related to creating and mailing CalPERS' payroll data.

Both of these 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, allow 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**).

Lori McGartland, Acting Chief
Actuarial & Employer Services Branch

Attachment