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Special:

Circular Letter

TO: DISTRICT AGRICULTURAL ASSOCIATIONS, CONTRACTING PUBLIC AGENCIES, STATE COLLEGES AND UNIVERSITIES, COUNTY SUPERINTENDENT OF SCHOOLS, INDIVIDUAL SCHOOL DISTRICTS

SUBJECT: IMPORTANCE OF TIMELY REPORTING

Timely reporting of payroll is essential to ensure:

- The most up to date service and contribution information is included on Annual Member Statements
- The maximum interest gains are added to member accounts
- Your agency is not assessed administrative fees of \$200.00 per payroll for late reporting
- Your agency is in compliance with the California Code of Regulation (CCR), Article 4, §565 and §565.1
- The timely processing of retirement applications, service credit purchases, or refunds

In accordance with the California Code of Regulations (CCR), Article 4, §565.1(a) which states:

“Member and employer contributions shall be received in the System’s Sacramento office on or before 15 calendar days following the last day of the pay period to which they refer”.

Also, the California Code of Regulation §565.1(a) states:

“ . . . a complete and orderly payroll report for each pay period shall be filed with the System at its Sacramento office on or before 30 calendar days following the last day of the period to which it refers.”

This means that contributions **MUST** be received in the CalPERS Sacramento office within 15 calendar days after the end of the service period, not the date that employees are paid. In addition, a “complete” payroll **MUST** be received in the CalPERS Sacramento office within 30 calendar days after the end of the service period. A complete payroll is considered received when CalPERS has all of the following:

1. Summary report form (AESD-626, either hard copy or electronic)
2. Payroll detail (submitted via ACES, CD or diskette)
3. Payment of member and employer contributions

If your agency has an issue causing late submission of payroll, a Request for Time Extension must be received in the Sacramento CalPERS Headquarters Office at least 10 days before the payment becomes delinquent. To avoid late fees, an electronic copy of the form can be found on the CalPERS website at :

<http://www.calpers.ca.gov/eip-docs/employer/er-forms-pubs/forms/PERS01E0001.doc>

By submitting timely payroll reports, your agency will ensure members receive proper interest and service credit on their member accounts. We have included frequency charts with this letter (Appendix A) for your convenience in identifying when the service period ends.

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

Lori McGartland, Chief
Employer Services Division

APPENDIX A

FISCAL YEAR 2008 - 2009				
MTH	YEAR	TYP	BEGIN	ENDING
			DATE	DATE
7	2008	3	6/30/08	7/13/08
7	2008	4	7/14/08	7/27/08
8	2008	3	7/28/08	8/10/08
8	2008	4	8/11/08	8/24/08
9	2008	3	8/25/08	9/7/08
9	2008	4	9/8/08	9/21/08
10	2008	3	9/22/08	10/5/08
10	2008	4	10/6/08	10/19/08
11	2008	3	10/20/08	11/2/08
11	2008	4	11/3/08	11/16/08
11	2008	5	11/17/08	11/30/08
12	2008	3	12/1/08	12/14/08
12	2008	4	12/15/08	12/28/08
1	2009	3	12/29/08	1/11/09
1	2009	4	1/12/09	1/25/09
2	2009	3	1/26/09	2/8/09
2	2009	4	2/9/09	2/22/09
3	2009	3	2/23/09	3/8/09
3	2009	4	3/9/09	3/22/09
4	2009	3	3/23/09	4/5/09
4	2009	4	4/6/09	4/19/09
5	2009	3	4/20/09	5/3/09
5	2009	4	5/4/09	5/17/09
5	2009	5	5/18/09	5/31/09
6	2009	3	6/1/09	6/14/09
6	2009	4	6/15/09	6/28/09

APPENDIX B

FISCAL YEAR 2008 - 2009				
MTH	YEAR	TYP	BEGIN	ENDING
			DATE	DATE
7	2008	3	6/18/08	7/1/08
7	2008	4	7/2/08	7/15/08
7	2008	5	7/16/08	7/29/08
8	2008	3	7/30/08	8/12/08
8	2008	4	8/13/08	8/26/08
9	2008	3	8/27/08	9/9/08
9	2008	4	9/10/08	9/23/08
10	2008	3	9/24/08	10/7/08
10	2008	4	10/8/08	10/21/08
11	2008	3	10/22/08	11/4/08
11	2008	4	11/5/08	11/18/08
12	2008	3	11/19/08	12/2/08
12	2008	4	12/3/08	12/16/08
12	2008	5	12/17/08	12/30/08
1	2009	3	12/31/08	1/13/09
1	2009	4	1/14/09	1/27/09
2	2009	3	1/28/09	2/10/09
2	2009	4	2/11/09	2/24/09
3	2009	3	2/25/09	3/10/09
3	2009	4	3/11/09	3/24/09
4	2009	3	3/25/09	4/7/09
4	2009	4	4/8/09	4/21/09
5	2009	3	4/22/09	5/5/09
5	2009	4	5/6/09	5/19/09
6	2009	3	5/20/09	6/2/09
6	2009	4	6/3/09	6/16/09
6	2009	5	6/17/09	6/30/09