CALIFORNIA
≡PERS

Circular Letter

Date: May 18, 1998

California Public Employees' Retirement System   Reference No:
P.O. Box 942709
Sacramento, CA 94229-2709   Circular Letter No: 200-065
888 CalPERS (or 888-225-7377)   Distribution: I, IA, IB, VI
Telecommunication Device for the Deaf
No Voice (916) 795-3240   Special:

TO: **ALL CONTRACTING PUBLIC AGENCIES**

SUBJECT: **YEAR 2000 COMPLIANCE INFORMATION**

Many organizations are addressing the potential Year 2000 date problems in various ways. CalPERS will be utilizing a "fixed date window routine" to expand two-digit years to a four-digit year. This is a temporary solution being used while our legacy systems are being replaced with the new CalPERS On-line Member and Employer Transaction (COMET) project which will be Year 2000 compliant and will include the use of four-digit years. Use of this windowing technique means that payroll data files currently being submitted to CalPERS will continue to be accepted in the current format with two-digit years. However, if your agency is also undergoing Year 2000 modifications and you prefer to submit data files with a four-digit year, you can do so by using the attached record formats. We will begin accepting the four-digit year format on September 1, 1998. However, please notify our Payroll Processing Unit in writing before you begin submitting your files with this format. Include in the letter your employer name, employer code, the first service period (including service period month, year, and type) that you will be reporting using the new format, and the media you report on (diskette or tape).

While no format changes will be required at this time, certain format changes will be required for the implementation of COMET, including the use of four-digit years. You will receive further information as we begin developing COMET Phase IV, which encompasses our Employer and Contribution Reporting systems.

If you have any questions or need additional clarification, please contact the Actuarial & Employer Services Division at the listed address above or telephone number.

Sincerely,

Kenneth W. Marzion, Chief
Actuarial & Employer Services Division

New Record Layouts for PERSFILE.TXT – using 4-digit Service Period Years

Header Record	Length	Beginning Column	Ending Column	Required Value
Record ID	1	1	1	0
Employer Code	4	2	5	
Unit Code	3	6	8	
Filler	9	9	17	zero-filled
Service Period Month	2	18	19	
Service Period Year	**4**	**20**	**23**	
Service Period Type	1	24	24	
Identifier	12	25	36	CONT.PAYROLL
Creation Date	5	37	41	
Office Code	3	42	44	
Special Payroll Code	1	45	45	
Filler	51	46	96	Space or zero-filled

Detail Records	Length	Beginning Column	Ending Column	Required Value
Record ID	1	1	1	1
Employer Code	4	2	5	
Unit Code	3	6	8	
Social Security Number	9	9	17	
Service Period Month	2	18	19	
Service Period Year	**4**	**20**	**23**	
Service Period Type	1	24	24	
Last Name	10	25	34	
First Name	1	35	35	
Middle Initial	1	36	36	
Coverage Group	5	37	41	
Pay Code	2	42	43	
Pay Rate	8	44	51	
Member Earnings	7	52	58	
Contribution Amount	6	59	64	
Contribution Code	2	65	66	
Contribution Rate	4	67	70	
1959 Survivor Contribution	3	71	73	
Work Schedule Code	3	74	76	
Employer Paid Contribution Amount	6	77	82	
Employer Paid Contribution Code	2	83	84	
Filler	12	85	96	Space or zero-filled

Trailer Record	Length	Beginning Column	Ending Column	Required Value
Record ID	1	1	1	9
Employer Code	4	2	5	
Unit Code	3	6	8	
Filler	9	9	17	999999999
Service Period Month	2	18	19	
Service Period Year	**4**	**20**	**23**	
Service Period Type	1	24	24	
Identifier	12	25	36	TRAIL RECORD
Record Count	5	37	41	
Filler	55	42	96	Space or zero-filled