



California Public Employees' Retirement System
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Payroll

Circular Letter

May 6, 2022

Circular Letter: 200-030-22

Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers
Subject: Payroll Reporting Deadlines, 2021-22 Fiscal Year

Purpose

The purpose of this Circular Letter is to inform you of closing deadlines for the California Public Employees' Retirement System (CalPERS) accounts and records for fiscal year ending June 30, 2022.

Adhering to the schedule allows for timely processing of the payroll earned period and adjustment reports and provides for proper service, contributions, and interest to be credited to member accounts.

All payroll reports for the last complete earned period with an ending date in June 2022 must be created and posted in myCalPERS by the original due date or before 5:00 p.m. on July 28, 2022, using whichever due date is earlier.

Incomplete Payroll Reports

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
- Payment for posted member and employer contributions for fiscal year 2021-22 is 100% complete

Importance of Reporting

The timeliness and accuracy of your reporting is essential 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:

- Delayed retirement requests
- Delayed refund requests
- Delayed service credit purchase requests
- Inaccurate service credit balance on CalPERS Annual Member Statements
- Inaccurate answers to detailed service credit questions
- Reduced interest to member accounts

Members have access to their own records through myCalPERS. This feature allows members to see what their employers have submitted to CalPERS on their behalf. Your accuracy and promptness in reporting payroll will alleviate potential concerns or questions your employees may have regarding their CalPERS member account and the information you are providing.

Questions

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

Renee Ostrander, Chief
Employer Account Management Division