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Circular Letter

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

SUBJECT: PAYROLL REPORTING DEADLINES, 2003/2004 FISCAL YEAR

Within a few short months, the California Public Employees' Retirement System's (CalPERS) records and accounts for the fiscal year ending June 30, 2004, will be closed. The following schedule allows CalPERS staff to process payroll reports on a timely basis and provide for proper service, contributions, and interest to be credited to the member accounts:

1. June 30, 2004 – All payroll reports for the **last** complete service period having an ending date in May 2004, and reports for all prior service periods must be received in the System by the original due date, or on or before June 30, 2004, whichever is earlier.
2. July 31, 2004 – All payroll reports for the **last** complete service period having an ending date in June 2004, must be received in the System by the original due date, or on or before July 31, 2004, whichever is earlier.

A payroll is not considered received until all of the following have been submitted for each service period:

1. A summary report form (AESD-626),
2. A payroll file on tape or diskette with a hard copy listing; a payroll file submitted electronically via ACES; or a payroll listing submitted on a pre-list form (AESD-625),
and
3. Payment for member and employer contributions.

Failure to meet the above deadlines will prevent us from properly updating member and employer accounts for the 2003-2004 fiscal year. Late reports can result in reduced interest to the member, even though overall contributions may have been remitted timely. Interest for the current year will not be applied to members' accounts for any payrolls received after June 30, 2004. If payrolls are not received by July 31, 2004, the balance in member accounts may not reflect the correct contributions and

service credit for the 2003-2004 fiscal year. Therefore, Annual Member Statements may not reflect the correct contributions or service credit earned by employees during the fiscal year.

Note: Please help us avoid inaccurate Annual Member Statements by remitting the completed payroll reports within the above time frame. In addition to inaccurate Annual Member Statements, delinquent or missing payrolls delay the processing of retirement and/or refund payments due to insufficient payroll data.

By immediately submitting any payroll reports that are currently delinquent and by filing your May and June reports before the noted deadlines, you can help us avoid considerable confusion and dissatisfaction on the part of your employees and guarantee the proper crediting of interest and service credit.

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

Kenneth W. Marzion, Chief
Actuarial & Employer Services Division