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Circular Letter

May 4, 2016

TO: PUBLIC AGENCIES, SCHOOL EMPLOYERS, NON-CENTRAL STATE AGENCIES, AGRICULTURAL DISTRICTS, SENATE RULES COMMITTEE, AND ASSEMBLY RULES COMMITTEE

SUBJECT: REPORTING PERMANENT SEPARATION DATES IN my|CALPERS

The purpose of this Circular Letter is to reiterate the importance of reporting permanent separation dates in my|CalPERS. With the integration of our membership, health, payroll, and benefit systems in my|CalPERS, an employee's permanent separation date must be reported consistently and uniformly by all Business Partners.

Permanent Separation Dates

Permanent separations should be reported once an employee ends employment with your agency, for any reason, so that accurate membership details are captured in the employee's my|CalPERS account. Accurate reporting of permanent separation dates will ensure that benefits are administered timely and accurately, especially for those employees nearing retirement.

Please note that if an employee does not return from a leave of absence, a permanent separation date needs to be reported to the employee's my|CalPERS account.

Permanent separations must be reported as the day after the last day an employee works for your agency, which is often the day after the last day on payroll. The permanent separation date will frequently be the same day as a member's retirement date or start date of a new appointment. All transactions within my|CalPERS, including health and retirement, rely on the permanent separation date to be reported in this manner. Therefore, it is imperative that all Business Partners follow this important business rule to avoid transaction errors due to automatic system validations.

System Enhancements

my|CalPERS will be updated with enhancements which are reliant on correct appointment information within my|CalPERS. As a result, it is important that the correct membership appointment details are maintained by employers in my|CalPERS.

Scenarios

The following scenarios show examples where entering a permanent separation date on the employee's my|CalPERS account is required. Process a permanent separation if an employee:

- Retires from your agency
- Does not return from a leave of absence
- Has a health only appointment and cancels their health coverage
- Voluntarily terminates their employment
- Is a substitute teacher who will not return to your agency
- Becomes deceased

Circular Letters

For more information on permanent separation dates, refer to [Circular Letter #200-002-13](#) and [Circular Letter #200-070-11](#).

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

Renee Ostrander, Chief
Employer Account Management Division