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Circular Letter

July 5, 2016

TO: **STATE AGENCIES, STATE COLLEGES AND UNIVERSITIES**

SUBJECT: **REPORTING PERMANENT SEPARATION DATES**

The purpose of this Circular Letter is to stress the importance of reporting permanent separation dates in the State Controller's, Personnel/Payroll Information Management System (PIMS).

With the integration of membership, health, payroll, and benefit systems in my|CalPERS, an employee's permanent separation date must be reported timely and consistently.

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.

Note:

- *If an employee does not return from a leave of absence, a permanent separation date needs to be processed in PIMS.*
- *If a retired annuitant is approved for reinstatement, a permanent separation needs to be processed on the retired annuitant position in PIMS.*

All transactions within my|CalPERS, including health and retirement, rely on the permanent separation date to be reported. Therefore, it is imperative that State agencies, State Colleges and Universities follow this important business rule to avoid transaction errors due to automatic system validations.

Scenarios

The following scenarios show examples where processing a permanent separation date is required. Process a permanent separation if an employee:

- Retires from your agency
- Does not return from a leave of absence
- Voluntarily resigns from employment
- Retired annuitant reinstates from retirement
- Has a health only appointment and cancels their health coverage
- Becomes deceased

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

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