



California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
(888) CalPERS (or 888-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Payroll

Circular Letter

February 21, 2018
Circular Letter: 200-013-18
Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers
Subject: Retirement Contribution Projection for Active Members

Purpose

The purpose of this Circular Letter is to inform employers that beginning April 2018, CalPERS is implementing new functionality in my|CalPERS to project retirement contributions for active appointments missing payroll.

Projected Contributions Details

Only active/qualified¹ appointments with no reported payroll after an earned period due date can be subject to projected contributions. Projected contributions are based on actual historical payroll reported and posted to my|CalPERS. The system will use the highest member and employer contributions recorded within the last 90 days from the earned period end date to project contributions. Projected contributions will post to the payroll period receivable 31 days after the earned period end date. Projected contributions will reverse when payroll is successfully reported, the participant's appointment status is updated, or missing payroll for an earned period is confirmed non-reportable. Projected contributions will not impact or be recorded against the member's account balance.

¹ Non-qualified and retired annuitant appointments are excluded from projected contributions.

Benefits of Projected Contributions

- Improves accountability of normal contributions
- Establishes accurate participant appointment details
- Ensures that the member's pension is properly funded
- Provides accurate pension accounting and financial reporting
- Reduces late reporting penalties (one-time per payroll period)

Supplemental Guide

View the [my|CalPERS Contributions Projection Student Guide](#) on the CalPERS website for detailed information pertaining to the contribution projection process, how to avoid late payroll reporting penalties, late payment interest, and my|CalPERS navigation. For information on resolving payroll discrepancies and streamlining retirement appointment reconciliation issues, view the [my|CalPERS Retirement Appointment Reconciliation Student Guide](#) or [Circular Letter 200-003-017](#).

User Roles and Access

Details related to projected contributions will only be accessible to my|CalPERS users with either the business partner AR/billing or payroll roles. To make appointment changes, a my|CalPERS user must have the business partner retirement enrollment role.

Questions

For additional questions, please contact our CalPERS Customer Contact Center at **(888) CalPERS** (or **888-225-7377**).

Kristin Montgomery, Controller
Financial Reporting and Accounting Services