



California Public Employees' Retirement System
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Membership

Circular Letter

August 2, 2018

Circular Letter: 200-048-18

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

To: All CalPERS Employers
Subject: Enrolling and Reporting Retired Members

Purpose

The purpose of this Circular Letter is to follow up on the California Public Employees' Retirement System (CalPERS) Circular Letter [200-010-18](#) and provide additional information regarding the amendment to Government (Gov.) Code section 21220 of the Public Employees' Retirement Law (PERL). The my|CalPERS system has been updated in accordance with this new law and CalPERS will begin assessing fees July 1, 2018.

Enrollment

An employer shall enroll a retired member within 30 days of the effective date of hire or a fee of two hundred (\$200) dollars will be assessed per month until the retired annuitant is enrolled in my|CalPERS.

CalPERS will not be assessing fees retroactively for retired members enrolled late. For example, if a retired member was hired on January 1, 2018 but the employer did not enroll the retired member until August 1, 2018, the employer will only be assessed one \$200 fee for the late enrollment.

Payroll Reporting

An employer shall report and post retired annuitant payroll records within 30 days following the last day of the effective earned period. Payroll records can be submitted in either an earned period report or an adjustment report. Records must be posted within 30 days following the

last day of the record earned period, or a \$200 fee will be assessed per month until the payroll information is posted.

CalPERS will not be assessing fees retroactively for retired annuitant payroll missing or reported late. For example, any missing or late payroll periods with earned period end dates prior to July 1, 2018, will not be assessed a \$200 fee.

Employers will need to confirm missing payroll for retired annuitants that they do not expect to report payroll for. Employers should use the Payroll Schedule local navigation link to confirm missing payroll prior to the earned period report due date to avoid being assessed a \$200 fee for each retired annuitant. You may also use the Retirement Appointment Reconciliation screens to maintain enrollments and confirm missing payroll. Failure to report or confirm missing payroll timely will result in a fee. For additional information regarding the Retirement Appointment Reconciliation functionality please refer to [my|CalPERS Retirement Appointment Reconciliation Student Guide](#) and Circular Letter [200-003-17](#).

Compliance

CalPERS encourages all employers to review all of their retired annuitant appointments for compliance before CalPERS begins assessing fees. Each retired annuitant currently working at your agency should have an appointment in my|CalPERS. If a retired annuitant has separated from your agency, please be sure that their appointment has been separated in my|CalPERS.

Questions

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

Renee Ostrander, Chief
Employer Account Management Division