



California Public Employees' Retirement System  
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## Payroll

# Circular Letter

May 8, 2020

Circular Letter: 200-020-20

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

**To:** All CalPERS Employers  
**Subject:** Payroll Reporting Deadlines, 2019-20 Fiscal Year

### Purpose

The purpose of this Circular Letter is to inform you of closing deadlines for the California Public Employees' Retirement System (CalPERS) accounts and records for fiscal year ending June 30, 2020.

Adhering to the schedule allows for timely processing of the payroll earned period, adjustment reports, and provides for proper service, contributions, and interest to be credited to member accounts.

All payroll reports for the last complete earned period with an ending date of June 2020 must be created and posted in myCalPERS by the original due date or before 5:00 p.m.

July 30, 2020, using whichever due date is earlier.

### Incomplete Payroll Reports

A payroll report is not considered complete until:

- An earned period report has been created and posted for each earned period.
- Any adjustment report(s) that may contain corrections for an earned period report are completed and posted.
- Payment for posted member and employer contributions for fiscal year 2019-20 is 100% complete.

## **Importance of Reporting**

Members have access to their own records through myCalPERS. This feature allows members to see what their employers are submitting to CalPERS on their behalf. Therefore, your accuracy and promptness in reporting payroll will alleviate future concerns or questions your employees may have regarding their CalPERS participant account and the information you are providing.

The timeliness and accuracy of your reporting is essential for members to receive accurate information from CalPERS. Non-reporting or irregular reporting of payroll can result in several negative impacts to your employees, such as, but not limited to the following:

- Delayed retirement requests
- Delayed refund requests
- Delayed service credit purchase requests
- Inaccurate service credit balance on CalPERS Annual Member Statements
- Inaccurate answers to detailed service credit questions
- Reduced interest to member accounts

## **Questions**

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

Renee Ostrander, Chief  
Employer Account Management Division