



# Payroll Circular Letter

California Public Employees' Retirement System  
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July 21, 2017

Circular Letter No: 200-021-17  
Distribution: IV, V, VI, X, XII, XVI

## REVISED

**To: All CalPERS Employers**

**Subject: New Requirement for Retroactive Special Compensation Adjustments (RSC)**

The purpose of this Circular Letter is to inform you of the new my|CalPERS functionality effective June 17, 2017 that will remove the requirement to report both Pay Rate Type and Pay Rate when reporting **new** Retroactive Special Compensation Adjustments (RSC). After the system update, the following error message will be displayed within the Maintain Payroll Record page if the system identifies a Pay Rate Type and/or Pay Rate reported within a **positive** reported RSC transaction:

**CRB00273** - Pay Rate Type and Pay Rate cannot be reported with the transaction type of Retroactive Special Compensation Adjustment. Please remove the Pay Rate Type and Pay Rate from this transaction.

### Online Reporters

For **new** Retroactive Special Compensation Adjustment transactions reported on or after June 17<sup>th</sup>, please report Pay Rate Type blank and Pay Rate with a value of "0" dollars.

### File Upload Submitters

It is recommended that file upload submitters contact their payroll service provider to have their system updated to capture the new requirements. This will prevent business partners from receiving error CRB00273 when the file has uploaded successfully into my|CalPERS. Business Partners who do not update their systems to reflect the new change will be prompted by CRB00273 to remove Pay Rate Type and/or Pay Rate online within the Maintain Payroll Record page for all **new** RSC transactions.

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**Retroactive Special Compensation Records Posted Prior to June 17**

Any previously reported RSC transaction prior to June 17, 2017 that requires a reversal correction will need to be reversed at an exact match. Therefore, previously reported RSC transactions should be reversed with the original reported Pay Rate Type and Pay Rate.

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

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