



California Public Employees' Retirement System  
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## Financial

# Circular Letter

August 12, 2019

Circular Letter: 200-036-19

Distribution: V, VI, XII, XVI

**To:** All Public Agencies, Schools, and Agricultural Districts  
**Subject:** my|CalPERS Projected Contributions Detail Report

### Purpose

The purpose of this Circular Letter is to inform you of a new reconciliation tool to assist in resolving discrepancies between reported and projected employer and employee contributions by earned period. The my|CalPERS Projected Contributions Detail Report will allow you to identify projected contributions by:

- Receivable number
- Earned period begin and end date
- Member's CalPERS and appointment identification number
- Projected contribution amount and posted date
- Reversal of projected contribution and posted date

The PERF (Public Employees' Retirement Fund) Category column is used for financial reporting purposes.

### Reported and Projected Contributions Reconciliation

It is critical for contributions to be reported and paid within 30 days of the earned period end date to avoid projected contributions for all active appointments. Projected contributions will post to the payroll period receivable 31 days after the earned period end date based on historical contribution data. This report allows you to identify appointments with projected contributions by earned period, and the date projected contributions are reversed.

## Employer Resources

- Circular Letters:
  - [200-013-18 Retirement Contribution Projection for Active Members \(PDF\)](#)
  - [200-003-17 Retirement Appointment Reconciliation \(New my|CalPERS Functionality\) \(PDF\)](#)
- Student guides:
  - [my|CalPERS Projected Contributions \(PDF\)](#)
  - [my|CalPERS Retirement Appointment Reconciliation \(PDF\)](#)
  - [my|CalPERS Employer Reports \(Cognos\) \(PDF\)](#)
- Online training available through the Education tab in my|CalPERS
  - Retirement Appointment Reconciliation
  - Projected Contributions

## Questions

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

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Financial Reporting and Accounting Services