



California Public Employees' Retirement System  
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## Membership

# Circular Letter

July 16, 2020

Circular Letter: 200-036-20

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

**To: All CalPERS Employers**  
**Subject: New Automated Process to Permanently Separate Retirement Appointments that Meet Specific Criteria**

## Purpose

The purpose of this Circular Letter is to inform you of a new monthly automated process to permanently separate CalPERS retirement appointments that meet specific criteria. Beginning June 26, 2020, this process occurs on the last business day of every month. You will have the ability to correct or delete the automated permanent separations, if needed.

## Background

In our ongoing efforts to ensure myCalPERS data integrity, we are focusing on addressing retirement appointments with unposted payroll and/or missing permanent separations. The absence of posted payroll and permanent separations may result in incorrect employer valuations and rates, retirement benefits, and/or PEPRA determinations.

## Permanent Separations

Permanent separations should be reported once an employee ends employment with your agency, for any reason, so accurate membership details are captured within myCalPERS. Timely reporting of permanent separation dates will ensure member benefits are administered timely and accurately. Retirement appointments that meet specific criteria will now be permanently separated through a monthly automated process.

## Separation Criteria

CalPERS will permanently separate appointments when one of the following scenarios exists:

- Employees with an active appointment with the start date of six months or greater with no payroll ever reported
- Employees with an active appointment who have not had payroll reported and posted within the last six months
- Employees who have retired and have an appointment that is active or on leave

## Exclusions

The automated process **will not** include:

- Retired annuitants
- Non-contributory appointments
- Health-only appointments
- Retirement appointments with an active health enrollment associated to the appointment

You are still responsible for properly maintaining accurate employment data for all employees.

## Circular Letters

- [200-002-13 \(PDF\)](#) Reporting Permanent Separation Dates in myCalPERS and Validating Participant Details in myCalPERS
- [200-015-16 \(PDF\)](#) Reporting Permanent Separation Dates in myCalPERS
- [200-028-16 \(PDF\)](#) Reporting Permanent Separation Dates
- [200-003-17 \(PDF\)](#) Retirement Appointment Reconciliation

If you have any questions, visit [www.calpers.ca.gov](http://www.calpers.ca.gov), or contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

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Employer Account Management Division