



California Public Employees' Retirement System  
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## Announcements

# Circular Letter

December 6, 2021

Circular Letter: 200-072-21

Distribution: VI, XII, XVI

**To: All Public Agencies and Schools**  
**Subject: Stop Deductions Notification for Service Credit Purchases**

### Purpose

The purpose of this Circular Letter is to inform you of a new notification that will be generated in myCalPERS when an employee's service credit purchase deductions need to be stopped.

### Stop Deductions Notification

Service credit purchase deductions are reported to us through payroll reporting. When an employee is nearing the end of their payment schedule, a notification will be generated 30 days prior to their scheduled end date. The notification will provide the service credit purchase details and the effective end date of the payments.

You will receive an email to stop payroll deductions for the employee and that the stop deductions notification is ready to be viewed in myCalPERS. The notification will appear in myCalPERS under **Document History** with a **Downloaded** status. The employee will also receive an email advising them their employer has been notified to stop their service credit purchase payroll deductions.

### Employer Responsibilities

Upon receipt of the stop payroll deductions notification, you must stop the deductions in a timely manner. Failure to stop the deductions timely will result in an overpayment on the employee's balance. To ensure your agency receives these important email notifications, keep

your contact information in myCalPERS current. These emails will be sent to the primary payroll contact.

## Questions

If you have any questions, visit our CalPERS website at [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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Member Account Management Division