



Circular Letter

California Public Employees' Retirement System
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Sacramento, CA 94229-2709
888 CalPERS (or **888-225-7377**)
Telecommunication Device for the Deaf
No Voice (916) 795-3240

Date: **May 30, 1997**

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Special:

**TO: DISTRICT AGRICULTURAL ASSOCIATIONS, CONTRACTING
PUBLIC AGENCIES, STATE COLLEGES AND UNIVERSITIES,
COUNTY SUPERINTENDENT OF SCHOOLS**

SUBJECT: PAYROLL REPORTING DEADLINES, 1996/1997 FISCAL YEAR

Within a few short months, the Public Employees' Retirement System's records and accounts for the fiscal year ending June 30, 1997, will be closed. The following schedule will allow PERS staff to process payroll reports on a timely basis and provide for proper service, contributions, and interest to be credited to the member accounts.

1. **June 30, 1997** - All payroll reports for the last complete service period having an ending date in May 1997, and reports for all *prior service periods* must be received in the System by the original due date or on or before June 30, 1997, whichever is earlier.
2. **July 31, 1997** - All payroll reports for the last complete service period having an ending date in June 1997, must be **received** in the System by the original due date, or on or before July 31, 1997, whichever is earlier.

*Note: Delinquent or missing payrolls may result in insufficient data and may delay the processing of retirement and/or refund payments.

Failure to meet the above deadlines will prevent us from properly updating member and employer accounts for the 1996-97 fiscal year. Late reports can result in reduced interest to the member even though overall contributions may have been remitted on a timely basis. **Interest for the current year will not be applied to members' accounts for any payrolls received after June 30, 1997.** If the payrolls are not received by July 31, 1997, the balance in the members' accounts brought forward for the 1997-98 fiscal year will be affected, and the annual member statement of contributions and service for the 1996-97 fiscal year sent directly to the members will not reflect the information on the late reports.

*Note: **Please help us avoid incomplete member statements by remitting the payroll reports within the above time frame. Limited staff resources will prevent us from manually adjusting annual member statements which are incomplete due to late payroll reports.**

You can help us avoid considerable confusion and dissatisfaction on the part of your employees, guarantee maximum crediting of interest, and reflect proper member and employer data required for valuation, by (1) submitting immediately any payroll reports that are delinquent and (2) filing your May and June reports before the noted deadlines.

Thank you for your cooperation. If you have any questions, please contact Tara Randall at 888 CalPERS (or 888-225-7377).

Kenneth W. Marzion, Chief
Actuarial & Employer Services