



P.O. Box 942709  
Sacramento, CA 94229-2709  
**888 CalPERS** (or **888-225-7377**)  
Telecommunications Device for the Deaf  
No Voice (916) 795-3240  
www.calpers.ca.gov

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Special:

# Circular Letter

TO: AGRICULTURAL DISTRICTS, PUBLIC AGENCIES, COUNTY  
SUPERINTENDENT OF SCHOOLS, INDIVIDUAL SCHOOL DISTRICTS

SUBJECT: IMPLEMENTATION OF NEW ACES PAYROLL EDITS

In our continuing efforts to improve the level of customer service we provide to our employers and members, California Public Employees' Retirement System (CalPERS) is implementing payroll edit enhancements to the Automated Communications Exchange System (ACES). The ACES Payroll Edits will validate the records contained in the payroll file for accuracy according to CalPERS payroll reporting standards. Once the payroll file is transferred via ACES, invalid records are identified by the system, returned to the employers in the ACES system within 24 hours, and are corrected on-line and resubmitted by the employer to ensure CalPERS receives accurate payroll information. A few anticipated benefits of the ACES Payroll Edits include:

- Errors identified immediately and available for correction
- Less research of dated payroll information
- Fewer inquiries to/from CalPERS to correct invalid payroll records
- Reduced number of payroll adjustment transactions needed by the employer
- Accurate and timely reporting of CalPERS payroll
- Increased efficiency of CalPERS services such as refunds, service credit purchase estimates, and retirement estimates and allowances

CalPERS' scheduled deployment of the ACES Payroll Edits is scheduled for March 1, 2005. At that time, all external ACES payroll users will be utilizing the ACES Payroll Edit functionality. In addition, internal CalPERS staff will be using the ACES system to process those employer payroll files still being received via other media. CalPERS' staff identifying invalid records through this process will be contacting the employer for immediate resolution. Payroll will not be updated until employers fully comply with the ACES Payroll Edit standards. For this reason, we encourage all employers to sign up for ACES and be in full control of their payroll accuracy and timeliness.

To prepare for the upcoming deployment date, CalPERS urges all employers to attend one of our workshops introducing you to the new ACES Payroll Edit process. These workshops will provide you with a thorough overview of how the new process works, as well as a solid training foundation for you to begin using the system upon release. For those who find they need further hands-on training, upcoming ACES payroll training sessions will be offered.

Following is a schedule of workshops being offered. Please contact the CalPERS Employer Contact Center toll-free at **888 CalPERS** (or **888-225-7377**) to reserve your space at the session you are able to attend. For detailed directions to each CalPERS location, please see our Web site at [www.calpers.ca.gov](http://www.calpers.ca.gov).

Sacramento Regional Office, Rm 133 – 2750 Gateway Oaks Drive, Sacramento, CA 95833

Wednesday, January 12<sup>th</sup> - 9:30 a.m. – 12:00 p.m.

Thursday, March 3<sup>rd</sup> - 9:30 a.m. – 12:00 p.m.

Sacramento - CalPERS Headquarters Auditorium – 400 P Street, Sacramento, CA 95814

Wednesday, January 12<sup>th</sup> - 1:30 p.m. – 4:00 p.m.

County of Shasta – 1600 Court Street, Redding, CA 96001

Wednesday, January 19<sup>th</sup> - 1:30 p.m. – 4:00 p.m.

Thursday, January 20<sup>th</sup> - 9:30 a.m. – 12:00 p.m.

Directions can be found at: [www.co.shasta.ca.us/Departments/Personnel/directions.asp](http://www.co.shasta.ca.us/Departments/Personnel/directions.asp)

Orange Regional Office, Ste 750 – 500 North State College Blvd., Orange, CA 92868

Tuesday, January 25<sup>th</sup> - 1:30 p.m. – 4:00 p.m.

Wednesday, January 26<sup>th</sup> - 9:30 a.m. – 12:00 p.m.

San Diego Regional Office, Ste 350 – 7676 Hazard Center Drive, San Diego, CA 92108

Wednesday, February 2<sup>nd</sup> - 1:30 p.m. – 4:00 p.m.

Thursday, February 3<sup>rd</sup> - 9:30 a.m. – 12:00 p.m.

Glendale Regional Office, Ste 1400, 655 North Central Ave, Glendale, CA 91203

Tuesday, February 8<sup>th</sup> - 1:30 p.m. – 4:00 p.m.

Wednesday, February 9<sup>th</sup> - 9:30 a.m. – 12:00 p.m.

San Bernardino Regional Office, Ste 330 – 650 East Hospitality Lane, San Bernardino, CA 92408

Tuesday, February 15<sup>th</sup> - 1:30 p.m. – 4:00 p.m.

Wednesday, February 16<sup>th</sup> - 9:30 a.m. – 12:00 p.m.

San Jose Regional Office, Ste 520 – 181 Metro Drive, San Jose, CA 95110

Tuesday, February 22<sup>nd</sup> - 1:30 p.m. – 4:00 p.m.

Wednesday, February 23<sup>rd</sup> - 9:30 a.m. – 12:00 p.m.

Fresno Regional Office, Ste 230 – 10 River Park Place East, Fresno, CA 93720

Thursday, February 24<sup>th</sup> - 1:30 p.m. – 4:00 p.m.

Friday, February 25<sup>th</sup> - 9:30 a.m. – 12:00 p.m.

Attached are the validations that the ACES Payroll Edits System will be performing. You may use this documentation to review your processes to ensure you are complying with all CalPERS' payroll reporting standards, or to enhance your internal payroll system with these validation checks prior to March 1, 2005. Please contact the CalPERS Employer Contact Center at **888 CalPERS** (or **888-225-7377**) with any questions regarding these validations.

Lori McGartland, Acting Chief  
Actuarial & Employer Services Division

Attachment