



California Public Employees' Retirement System  
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# Circular Letter

December 29, 2011

**TO: ALL PEMHCA HEALTH BENEFITS OFFICERS AND ASSISTANTS FOR CONTRACTING SCHOOL DISTRICTS AND PUBLIC AGENCIES**

**SUBJECT: 2012 HEALTH BILLING CUT-OFF DATES AND HOW PAYMENTS ARE APPLIED**

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**Health Billing  
Cut-Off Dates**

Attached is a copy of the 2012 Health Billing Cut-Off Dates for contracting school districts and public agencies.

Contracting school districts and public agencies are responsible for ensuring all my|CalPERS health enrollment transactions are keyed and uploaded to my|CalPERS by 3:00 p.m. on the cut-off date for each billing month. Employers are also responsible to correct and resubmit any failed transactions returned to them. Transactions, including corrections, keyed after the cut-off date will appear on the following month's statement.

In April 2012, the Judges' and Legislators' Retirement Systems (JLRS) will be transitioning to my|CalPERS. At that time, JLRS will have the same cut-off dates as the contracting school districts and public agencies.

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**Payment  
Submission**

CalPERS wants to ensure your payments are applied accurately and timely. If paying by manual check, please complete and send the Remittance Slip, last page of your monthly Statement, with your payment. If using Electronic Fund Transfer (EFT), please follow the prompts on the Payment Summary page in my|CalPERS.

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**Under-  
payments**

If an employer does not pay the full amount provided under *Total Payment Due*, the payment received will be applied to the current period only and not to any past due amounts. The *Total Payment Due* includes current *Receivable ID*, any past due *Receivable ID(s)*, and assessed interest from any prior delinquent month(s).

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**Under-  
payments  
(cont.)**

Please advise CalPERS prior to payment date if payments need to be applied to prior delinquencies. To apply these payments, you must specify the *Receivable ID*. Unless notified, we will continue to assess interest on delinquent receivables.

CalPERS will reverse interest if employers can provide documentation that payment was received timely and in full.

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**Over-  
payments**

For employers who overpay the *Total Payment Due* amount when there is not a past due *Receivable ID*, the current *Receivable ID* will be paid and closed and credit will be applied to a future *Receivable ID*.

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**Questions**

If you have any questions regarding the information provided in this Circular Letter, please contact our Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

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KAREN DE FRANK, Chief  
Customer Account Services Division

***Enclosure:***

[2012 Health Billing Cut-Off Dates, Contracting School Districts and Public Agencies](#)