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Circular Letter

**TO: PUBLIC AGENCIES, SCHOOL EMPLOYERS AND NON-CENTRAL
STATE AGENCIES CONTRACTING FOR THE CalPERS RETIREMENT
PROGRAM**

**SUBJECT: IMPORTANT CHANGES FOR PAYROLL PROCESSING FOR
my|CalPERS IMPLEMENTATION**

In preparation for the September 19, 2011 launch of the new my|CalPERS, between July and September there will be a different payroll payment process. Payments for payroll contributions will no longer be reported by coverage group code and the AESD-626 form will no longer be accepted. This new interim payment process applies to all Public Agencies, Schools and any State Employers that report directly to CalPERS.

Payroll Reporting – July 2011 through September 19, 2011

- To assist you with the interim payment process, we have developed the Remittance Advice Form: <http://www.calpers.ca.gov/eip-docs/employer/pert/psr-remittance-form.xls>.
 - o Once your employer and unit codes are entered, the form will automatically populate your agency name and rate plan information.
 - o Enter contribution totals by rate plan – all contributions must be included, as well as survivor benefits and/or service credit purchases, if applicable.
 - o Remit payment along with a copy of the completed form to CalPERS. Please retain a copy for your records.
- Determine total amounts of employer and employee contributions for July, August, and up to September 19, 2011, as well as any outstanding payrolls from the 2010-2011 fiscal year.
- Only send contributions, survivor contributions, and any service credit purchases, if applicable, to CalPERS during this time frame. Do not send data.
- Any diskettes, tapes, pre-lists, or other legacy payroll information received by CalPERS after July 30, 2011 will be immediately confidentially destructed per our information security practices.
- Between August 1, 2011 and September 17, 2011, you may still use the Automated Communications Exchange System (ACES) to validate payroll files for errors, but these files will **not** be processed by CalPERS and will need to be submitted via my|CalPERS after system launch. Your agency may still use ACES

to send the June payroll that is due July 31st. Your agency may also send membership information until close of business August 30, 2011.

- If paying by Electronic Fund Transfer (EFT), fax the Remittance Advice form to (916) 795-7901, attention Cashiering Unit.
 - o Separate payments are required for each rate plan. Example: Your agency has three coverage groups, now converted to three rate plans – you will send three separate EFT's, one for each rate plan.
 - o After the new system implementation, you will only need to send one EFT payment.

After my|CalPERS Implementation

Once you submit the July, August, and September payroll files in my|CalPERS (as well as any other outstanding payroll files), the system will automatically match contributions from July, August and September with payroll records submitted. Effective September 19, 2011, my|CalPERS will become the collection point for the EFT debit method payment information. If paying by EFT, you will need to re-establish your account information within my|CalPERS. Instructions will be available at CalPERS On-Line to orient you to the EFT options.

You will have two options for retirement and health EFT payments after implementation of the new system.

Debit method payment

- This is the method currently used if your agency makes payments via EFT. These payments must be processed using my|CalPERS.

Credit method payment

- This method uses your agency's unique CalPERS ID and identification information for each receivable being paid and is not available through my|CalPERS. You must work directly with your bank for each payment.

For information regarding our current payroll reporting procedures, which will be in place until the June 2011 reporting period ending July 31st, please refer to the Public Agency and Schools Procedures Manual available on CalPERS On-Line at www.calpers.ca.gov.

To obtain more information regarding the new my|CalPERS system, please visit the Public Employee Readiness Team (PERT) area of CalPERS On-Line at www.calpers.ca.gov/PERT, and access the newly available Computer Based Training (CBT) modules.

If you have any questions about my|CalPERS implementation or training, you may also visit the PERT area of CalPERS On-Line or call our Employer Contact Center at **888-CalPERS** (or 888-225-7377).

DARRYL WATSON, Chief
Customer Account Services Division