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Circular Letter

**TO: COUNTY SUPERINTENDENT OF SCHOOLS AND INDIVIDUAL
SCHOOL DISTRICTS**

**SUBJECT: PROPER PAYROLL REPORTING FOR CLASSIFIED SCHOOL
MEMBERS**

The purpose of this Circular Letter is to emphasize the importance of correctly reporting payroll for classified school members. School employers are accountable for failure to report as required. Please refer to Circular Letter 200-025, dated January 4, 2001.

Government Code Section 20636.1 specifies that school employers are required to report all earnings for classified school members up to 40 hours per week. Hours in excess of 40 hours per week are considered overtime and are not reportable to CalPERS. School employers, who consider a "normal work schedule" as less than 40 hours per week and consider additional hours worked above the "normal work schedule" as overtime, must report additional hours worked (not to exceed 40 hours) as compensation.

Government Code Section 20831.1 imposes a \$500 per member administrative fee, if a school employer fails or refuses to report an employee's compensation earnable as required under Government Code Section 20636.1.

If you have any questions, please call our Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

DARRYL WATSON, Chief
Customer Account Services Division