Business and Administrative Services

September 10, 2018

TO: District Business Officials
                District Payroll
                Contra Costa County School Districts

FROM: Jade Moore
                District Payroll Services

SUBJECT: CalPERS Circulars - **August 2018**

The following is a summary of CalPERS Circulars, relevant to payroll, distributed during the month of August 2018.

1) **CalPERS Circular No. 200-048-18 – Enrolling and Reporting Retired Members**
   - CalPERS will begin assessing fees after July 1, 2018 in relation to late appointments set up for retired annuitants (referencing Circular 200-010-18 and Government Code 21220).
   - Employers are responsible for enrolling retired annuitants within 30 days of the effective date of hire, or else a fee of $200 will be assessed per month until the annuitant is enrolled.
   - Employers will also need to confirm missing payroll for retired annuitants that they do not expect to report payroll for. Employers must use the Payroll Schedule local navigation link to confirm missing payroll prior to the earned period report due date to avoid being assessed a $200 fee for each retired annuitant. Please refer to the myCalPERS Retirement Appointment Reconciliation Guide and Circular Letter 200-003-17.

2) **CalPERS Circular No. 310-051-18 – 2018 Board Election Toolkit Now Available**
   - Availability of the turnkey Board Election Toolkit is available on the myCalPERS website at the following link: https://www.calpers.ca.gov/page/about/board/board-elections
   - Voted ballots must be received no later than October 1, 2018 to be counted.

3) **CalPERS Circular No. 200-054-18 – June 30, 2017 Actuarial Valuation Reports**
   - 2017 actuarial valuation reports are completed and accessible on the myCalPERS website. The reports can be found by accessing the Employer tab in the Actuarial Services section of the myCalPERS website.

Membership

Circular Letter

August 2, 2018
Circular Letter: 200-048-18
Distribution: IV, V, VI, X, XII, XVI

To:	**All CalPERS Employers**
Subject:	**Enrolling and Reporting Retired Members**

Purpose

The purpose of this Circular Letter is to follow up on the California Public Employees' Retirement System (CalPERS) Circular Letter 200-010-18 and provide additional information regarding the amendment to Government (Gov.) Code section 21220 of the Public Employees' Retirement Law (PERL). The my|CalPERS system has been updated in accordance with this new law and CalPERS will begin assessing fees July 1, 2018.

Enrollment

An employer shall enroll a retired member within 30 days of the effective date of hire or a fee of two hundred ($200) dollars will be assessed per month until the retired annuitant is enrolled in my|CalPERS.

CalPERS will not be assessing fees retroactively for retired members enrolled late. For example, if a retired member was hired on January 1, 2018 but the employer did not enroll the retired member until August 1, 2018, the employer will only be assessed one $200 fee for the late enrollment.

Payroll Reporting

An employer shall report and post retired annuitant payroll records within 30 days following the last day of the effective earned period. Payroll records can be submitted in either an earned period report or an adjustment report. Records must be posted within 30 days following the

last day of the record earned period, or a $200 fee will be assessed per month until the payroll information is posted.

CalPERS will not be assessing fees retroactively for retired annuitant payroll missing or reported late. For example, any missing or late payroll periods with earned period end dates prior to July 1, 2018, will not be assessed a $200 fee.

Employers will need to confirm missing payroll for retired annuitants that they do not expect to report payroll for. Employers should use the Payroll Schedule local navigation link to confirm missing payroll prior to the earned period report due date to avoid being assessed a $200 fee for each retired annuitant. You may also use the Retirement Appointment Reconciliation screens to maintain enrollments and confirm missing payroll. Failure to report or confirm missing payroll timely will result in a fee. For additional information regarding the Retirement Appointment Reconciliation functionality please refer to my|CalPERS Retirement Appointment Reconciliation Student Guide and Circular Letter 200-003-17.

Compliance

CalPERS encourages all employers to review all of their retired annuitant appointments for compliance before CalPERS begins assessing fees. Each retired annuitant currently working at your agency should have an appointment in my|CalPERS. If a retired annuitant has separated from your agency, please be sure that their appointment has been separated in my|CalPERS.

Questions

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

Renee Ostrander, Chief
Employer Account Management Division

my|CalPERS Retirement Appointment Reconciliation

Student Guide

June 29, 2018

CalPERS

Introduction

This student guide will assist you with reconciling your employees' appointments.

Disclaimer

As a security safeguard, business partner and participant information has been masked within the figures in this procedure guide.

Training Opportunities

Prior to taking a my|CalPERS System Training instructor-led class, new users should review the [Introduction to my|CalPERS for Business Partners](#) (PDF) guide and take a **Business Rules training class**. The business rules training (instructor-led or online) class covers the simplified explanation of laws defined by the California Public Employees' Retirement Law (PERL).

Contents

Unit 1: Reconcile by Appointments

The **Retirement Appointment Reconciliation** local navigation link will identify appointments with missing payroll. On the last Saturday of each month, a my|CalPERS batch runs and updates this list, retrieving appointments missing payroll from January 1, 2016 to 30 days prior to the batch date. Maintaining the appointments or confirming missing payroll records within the Retirement Appointment Reconciliation pages automatically updates the list. Transactions completed outside the Retirement Appointment Reconciliation pages (e.g., posting payroll adjustment records) will update the list after the nightly batch.

System Logic

Employees with the following appointment types will be excluded from the retirement appointment reconciliation list:

- Health-only appointments
- Non-qualified appointments due to the purchase of service credit (i.e., Service Prior to Membership or Military Leave)

Contents

Scenario 1: Process a Permanent Separation

System Logic

- The permanent separation date must be reported as the day after the last day on payroll.
- When maintaining your appointments, my|CalPERS allows you to select up to 1,000 appointments to the shopping cart feature to reduce steps.

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Retirement Appointment Reconciliation** local navigation link.
Step 3	Complete the Search For Participants to Reconcile section to filter your Participants With Missing Payroll section.
Step 4	Select the **Search** button.

Step 5	Within the Participants With Missing Payroll section, sort the order by using the column heading links.

Tip! To sort from high to low for missing payroll records, select the **Missing Payroll Periods** link twice.

Step 6	Is there more than one page?

If…	Then…
Yes	Continue to step 7
No	Skip to step 8

Step 7	Select the **View Max** link at the bottom of the page.

Step 8	Select the **Select All** link or individually select the checkboxes of the appointments you want to maintain.

Step 9	Select the **Maintain Enrollment** button.

Step 10	Within the Appointment Event Details section, did the employee permanently separate from your agency?

If…	Then…
Yes	Skip to step 13
No	Continue to step 11
Not sure	You may open multiple my|CalPERS windows to research each employee to confirm appointment status. Utilize the following tools when researching: • **Person Information** global navigation tab and multiple left-side menu links • **Retirement Appointment Reconciliation** and the **Review** link
There are no appointments	Select the **Return** link **You have completed this scenario.**

Step 11   Select the **Skip Appointment** button.

Step 12   Do you want to maintain the next appointment within the Maintain
               Appointment Event History section?

If…	Then…
Yes	Return to step 10
No	Select the **Return** link **You have completed this scenario.**

Step 13   Complete the Appointment Event Details section.

Step 14   Select the **Save & Go to Next** button.

Step 15   Do you want to maintain the next appointment within the Maintain
               Appointment Event History section?

If…	Then…
Yes	Return to step 10
No	Select the **Return** link **You have completed this scenario.**

Scenario 2: Delete an Appointment

System Logic

You are unable to delete appointments that are tied to payroll or health benefits. Contact CalPERS for further assistance.

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Retirement Appointment Reconciliation** local navigation link.
Step 3	Complete the Search For Participants to Reconcile section to filter your Participants With Missing Payroll section.
Step 4	Select the **Search** button to find the appropriate appointments.

| Step 5 | Within the Participants With Missing Payroll, sort the order by using the column heading links. |
| | **Tip!** To sort from high to low for missing payroll records, select the **Missing Payroll Periods** link twice. |

| Step 6 | Is there more than one page? |

If…	Then…
Yes	Continue to step 7
No	Skip to step 9

| Step 7 | Scroll down to the bottom of the page. |

| Step 8 | Select the **View Max** link. |

| Step 9 | Select the **Select All** link or individually select the checkboxes of the appointments you want to maintain. |

| Step 10 | Select the **Maintain Enrollment** button. |

| Step 11 | Within the Appointment Event Details section, do you need to delete the current appointment? |

If…	Then…
Yes	Skip to step 14
No	Continue to step 12
Not Sure	You may open multiple my|CalPERS windows to research each employee to confirm appointment status. Utilize the following tools when researching: • **Person Information** global navigation tab and multiple left-side menu links • **Retirement Appointment Reconciliation** and the **Review** link
There are no appointments	Select the **Return** link **You have completed this scenario.**

| Step 12 | Select the **Skip Appointment** button. |

| Step 13 | Return to step 11. |

| Step 14 | Within the Appointment Event Details section, select the **Delete Appointment** button. |

| Step 15 | Is payroll or health tied to the appointment? |

If…	Then…
Yes	Contact CalPERS for further assistance
No	Continue to step 16

| Step 16 | Do you want to maintain the next appointment within the Maintain Appointment Event History section? |

If…	Then…
Yes	Return to step 11
No	Select the **Return** link **You have completed this scenario.**

Scenario 3: Process a Leave of Absence

System Logic

- The **Begin Leave** date must be entered as at least one day after the last paid day at your agency.
- The **End Leave** date should be the day the employee returns.
- my|CalPERS will still expect payroll for appointments on a leave of absence, unless you confirm that the earned periods are missing payroll.

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Retirement Appointment Reconciliation** local navigation link.
Step 3	Complete the Search For Participants to Reconcile section to filter your Participants With Missing Payroll section.
Step 4	Select the **Search** button to find the appropriate appointments.

Step 5	Select the appropriate checkbox next to the Participant CalPERS ID.
Step 6	Select the **Maintain Enrollment** button.
Step 7	Complete the Appointment Event Details section.
Step 8	Select the **Save & Go to Next** button.
Step 9	Select the **Return** link.
Step 10	Do you need to add an **End Leave**?

If…	Then…
Yes	Repeat steps 3-9 to add the **End Leave** appointment event
No	**You have completed this scenario.**

Scenario 4: Confirm Missing Payroll

System Logic

- After you confirm that an earned period is missing payroll, my|CalPERS will stop requesting payroll reporting for that period.
- You may still report payroll for earned periods that have been confirmed.

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Retirement Appointment Reconciliation** local navigation link.
Step 3	Complete the Search For Participants to Reconcile section to filter your Participants With Missing Payroll section.
Step 4	Select the **Search** button to find the appropriate appointments.

Step 5	Within the Participants With Missing Payroll section, select the **Review** link on the right side of the screen for the appropriate appointment.
Step 6	**Optional:** Open multiple windows to research the employee's appointment history.

Step 7   Within the Missing/Unposted Payroll Periods section, select the appropriate
              earned period checkbox(es) that you want to confirm missing payroll.

Step 8   Select the **Confirm** button.

              You have completed this scenario.

Scenario 5: Post Payroll

System Logic

The Retirement Appointment Reconciliation list will update in a nightly batch once the payroll record is posted.
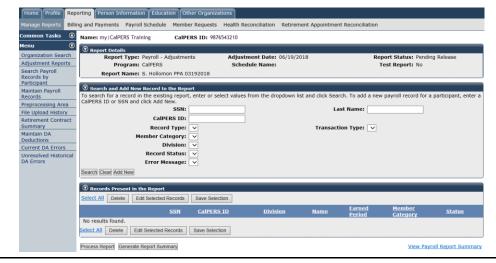
Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Adjustment Report** left-side navigation link.
Step 3	Select **Manually Enter Adjustment Records** from the drop-down list.

Step 4	Select the **Continue** button.
Step 5	Complete the Create Report section.

Step 6	Select the **Save & Continue** button.
Step 7	Within the Search a Record in the Report section, enter the employee's CalPERS ID or SSN.

Step 8	Within the Records Present in the Report section, select the **Add New** button.
Step 9	Complete the Maintain Record Details section.
Step 10	Select the **Display** button.
Step 11	Complete the Maintain Record Details section.

Step 12	Do you need to add another adjustment record for the same employee?

If…	Then…
Yes	Select the **Save & Continue** button and return to step 9
No	Continue to step 13

Step 13	Select the **Save & Exit** button.

Step 14   Select the **Process Report** button.

Step 15   Select the **Yes** button to process the report.

You have completed this scenario.

Unit 2: Reconcile by Earned Period Reports

You may reconcile your appointments by earned period reports. Within each posted earned period report, you may view a list of appointments that were not reported. You may maintain each appointment or confirm the missing payroll records for multiple employees at one time.

System Logic

This option is available 15 days before the earned period end date. After you post the earned period payroll report, you will be able to view the appointments with missing payroll for that earned period.

Contents

Topic	Page

Scenario 1: Maintain Appointments by Earned Period Reports

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Payroll Schedule** local navigation link.
Step 3	Within the Existing Payroll Schedules section, select the appropriate payroll schedule's **View Periods** link.

Step 4	Within the Payroll Periods section, select the appropriate fiscal year from the drop-down list.

Step 5	Select the **Display** button.

Step 6	Under the Appointment Missing Contributions column, select the appropriate **View** link.

Step 7	Utilize the Search for Participants without Contributions section to filter your Participants without Contributions section.

Step 8	Select the appropriate **Participant CalPERS ID** checkboxes for those appointments you wish to maintain.

Step 9	Select the **Maintain Enrollment** button.

Step 10	Within the Appointment Event Details section, do you need to maintain their appointment?

If…	Then…
Yes	Skip to step 13
No	Continue to step 11

Step 11	Select the **Skip Appointment** button.

Step 12   Is there an appointment in the Appointment Event Details section?

If…	Then…
Yes	Return to step 10
No	**You have completed this scenario.**

Step 13   Complete the Appointment Event Details section.

Optional: You may open multiple my|CalPERS windows to research each employee to confirm appointment status.

Step 14   If needed, select the **Save & Go to Next** button.

Step 15   Is there an appointment in the Appointment Event Details section?

If…	Then…
Yes	Return to step 10
No	**You have completed this scenario.**

Scenario 2: Confirm Missing Payroll by Earned Period Reports

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Payroll Schedule** local navigation link.
Step 3	Within the Existing Payroll Schedules section, select the appropriate payroll schedule **View Periods** link.

Step 4	Within the Payroll Periods section, select the appropriate fiscal year from the drop-down list.

Step 5	Select the **Display** button.

Step 6	Under the Appointments Missing Contributions column, select the appropriate **View** link.
Step 7	Utilize the Search for Participants without Contributions section to filter your Participants without Contributions section.

Step 8	Select the appropriate **Participant CalPERS ID** checkboxes for those you wish to confirm missing payroll.
	Tip: Select the **View Max** link if you want to utilize the **Select All** link.
Step 9	Select the **Confirm Missing Payroll** button.
	You have completed this scenario.

Unit 3: Reconcile by Rate Plan Receivables

You may reconcile your appointments by rate plan receivables. Within each rate plan receivable, you may view a list of appointments that payroll was not reported. You may maintain each appointment or confirm the missing payroll records for multiple employees at one time.

System Logic

The receivables will be available at the beginning of each month. After you post the earned period payroll report, you will be able to view the appointments with missing payroll within the Receivable List by Rate Plan page.

Contents

Topic	Page

Scenario 1: Maintain Appointments by Rate Plan Receivables

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Billing and Payments** local navigation link.
Step 3	If needed, select the fiscal year from the drop-down list.
Step 4	Select the **Display** button.
Step 5	Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.
Step 6	Select the **View Receivables Detail** link for the appropriate rate plan.

Step 7	To reconcile a different rate plan, complete the Search Criteria section.

Step 8	Select the radio button for the earned period you want to reconcile.

Step 9	Select the **View Details** button.

Step 10	Within the Projected Contributions section, select the **View Details** link.

Step 11	Utilize the Search for Participants without Contributions section to filter your Participants without Contributions section.

Step 12	Select the appropriate **Participant CalPERS ID** checkboxes for those appointments you wish to maintain.

Step 13	Select the **Maintain Enrollment** button.

Step 14   Within the Appointment Event Details section, do you need to maintain their appointment?

If…	Then…
Yes	Skip to step 17
No	Continue to step 15

Step 15   Select the **Skip Appointment** button.

Step 16   Is there an appointment in the Appointment Event Details section?

If…	Then…
Yes	Return to step 14
No	**You have completed this scenario.**

Step 17   Complete the Appointment Event Details section.

Tip: You may open multiple my|CalPERS windows to research each employee to confirm appointment status.

Step 18   If needed, select the **Save & Go to Next** button to update the next appointment.

Step 19   Is there an appointment in the Appointment Event Details section?

If…	Then…
Yes	Return to step 14
No	**You have completed this scenario.**

Scenario 2: Confirm Missing Payroll by Rate Plan Receivables

Step Actions

Step 1	Select the **Reporting** global navigation tab.
Step 2	Select the **Billing and Payments** local navigation link.
Step 3	If needed, select the fiscal year from the drop-down list.
Step 4	Select the **Display** button.
Step 5	Within the Contributions for Defined Benefit CalPERS (Year-To-Date) section, locate the rate plan you want to reconcile.
Step 6	Select the **View Receivables Detail** link for the appropriate rate plan.

Step 7	To reconcile a different rate plan, complete the Search Criteria section.

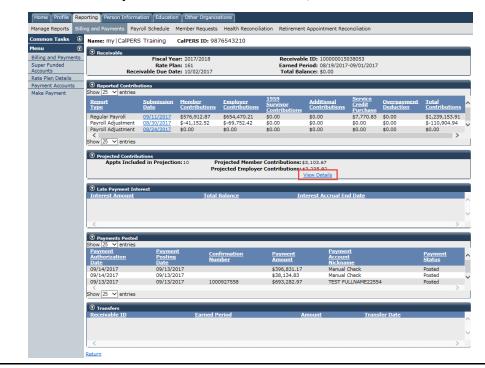|	
Step 8	Select the radio button for the earned period you want to reconcile.

Step 9	Select the **View Details** button.

Step 10	Within the Projected Contributions section, select the **View Details** link.

Step 11	Utilize the Search for Participants without contributions section to filter your Participants without Contributions section.

Step 12	Select the appropriate **Participant CalPERS ID** checkboxes for those you want to confirm missing payroll. **Tip:** Select the **View Max** link if you want to utilize the **Select All** link.

Step 13	Select the **Confirm Missing Payroll** button. **You have completed this scenario.**

CalPERS Resources and Contacts

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CalPERS Contacts	29

CalPERS Resources

Obtain more information by visiting the [CalPERS website](#) at www.calpers.ca.gov.

Resources Links

- [my|CalPERS Student Guides](#)
  Pathway: CalPERS website > Employers > I Want To…: Find my|CalPERS Student Guides

- [Online Classes for Employers](#) (PDF)
  Pathway: CalPERS website > Employers > I Want To… : Find my|CalPERS Student Guides > Online Classes for Employers

- [Employer Education Schedule](#) (PDF)
  Pathway: CalPERS website > Employers > I Want To… : Find my|CalPERS Student Guides > Employer Education Schedule

- [my|CalPERS Technical Requirements](#)
  Pathway: CalPERS website > Employers > my|CalPERS Technical Requirements

- [CalPERS Public Agency & Schools Reference Guide](#) (PDF)
  Pathway: CalPERS website > Employers > Policies & Procedures > Reference & Health Guides > Public Agency & Schools Reference Guide

- [Circular Letters](#)
  Pathway: CalPERS website > Employers > Policies & Procedures > Circular Letters

- [California Public Employees' Retirement Law (PERL)](#)
  Pathway: CalPERS website > About > Laws & Regulations > California Public Employees' Retirement Law (PERL)

- [my|CalPERS Employer Reports (Cognos)](#)
  Pathway: CalPERS website > Employers > my|CalPERS Technical Requirements

  – Confirmation of No Payroll Contributions Reportable Report
  – Retirement Appointment Reconciliation Report
  – Separated Retirement Reconciliation Appointments Report

CalPERS Contacts

Contact CalPERS via Email

- To contact the employer educators for questions and requests, email CalPERS_Employer_Communications@CalPERS.CA.GOV
- To contact the Employer Response Team for assistance with your most critical, complex, or time-sensitive issues, email ERT@CalPERS.CA.GOV

Contact CalPERS by Phone or Fax

You can reach CalPERS at **888 CalPERS** (or **888**-225-7377), Monday through Friday, 8:00 a.m. to 5:00 p.m., except on state holidays.

- TTY: (877) 249-7442 (This number does not accept voice calls)
- CalPERS centralized fax number: (800) 959-6545
- Employer Response Team phone number: (800) 253-4594

Submit Inquiry

You can send secure messages through my|CalPERS. Expand the **Common Tasks** left-side navigation folder, and select the **Submit Inquiry** link to submit a question or request.

Board of Administration

Circular Letter

August 3, 2018
Circular Letter: 310-051-18
Distribution: VI

To:	**CalPERS Public Agency Employers**
Subject:	**2018 Board Election Toolkit Now Available**

Purpose

The purpose of this Circular Letter is to inform your communications team of the availability of the turnkey Board Election Employer Toolkit they can use to publicize the upcoming Public Agency Member Election to your active member employees.

Voter Turnout Effort

We are making a major push to increase voter turnout and we need your help. Voter turnout has fallen in recent board elections, and members born in 1982 and later have an especially low voting rate. We want to improve these numbers and encourage our millennial members to vote.

Board Election Key Dates

- Ballots will be mailed August 31, 2018, to all active public agency members eligible to vote.
- Candidate statements, in video and written form, also will be available August 31, 2018, on the CalPERS website at www.calpers.ca.gov/boardelections.
- A Candidate Forum will be held September 5, 2018, from 6:00 to 7:00 p.m. It can be viewed live in the CalPERS Auditorium, Lincoln Plaza North, 400 P Street, Sacramento, or on our website. A video of the forum will also be posted on the CalPERS website for later viewing.
- Voted ballots must be received no later than October 1, 2018, to be counted. This includes votes cast online, by phone, or by mail.

Toolkit Contents

The toolkit is designed to be convenient and easy to use. Most components simply require printing and posting, or uploading to your employee website.

Our recommendation is that the toolkit be used to promote the Board Election and encourage member voting during the period of August 31 through October 1, 2018.

The toolkit includes the following elements:

- Posters that can be printed and posted in the workplace. They can also be sized smaller and used in advertisements in employee publications
- Web button that can be placed on your internal and external websites that will click through to the CalPERS Board Elections webpage
- Website banner ads
- A newsletter article that can be customized for your employees
- Social media messaging
- Ready-to send emails to engage your employees about the election and to remind them of key election dates
- Public Service Announcement (PSA) video that promotes member voting in the election

The toolkit can be found on the Board Elections page of our website at www.calpers.ca.gov/boardelections.

Our Office of Public Affairs staff is available if you need assistance with the toolkit. You can reach us at 916-795-2886 or by email.

Kimberly A. Malm, Chief
Operations Support Services Division

Actuarial

Circular Letter

August 9, 2018

Circular Letter: 200-054-18

Distribution: VI

To: **All Public Agency Employers**

Subject: **June 30, 2017 Actuarial Valuation Reports**

Purpose

The purpose of this Circular Letter is to inform you that most of the 2017 actuarial valuation reports are completed and uploaded to mylCalPERS.

Background

The 2017 valuation reports set employer and the Public Employees' Pension Reform Act (PEPRA) member contribution requirements for fiscal year 2019-20. PEPRA member contribution rates can be found in the cover letter for non-pooled plans and on page 4 of the report for pooled plans.

More information

The actuarial valuation reports are expected to also be available on the CalPERS website by the end of September. You can find the reports under the **Employer** tab in the Actuarial Services section of our website at **www.calpers.ca.gov**.

Questions

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888**-225-7377).

Scott Terando, Chief Actuary
Actuarial Office