



District Business & Advisory Services

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Bulletin: 14-030

Date: February 27, 2014

To: Independent School Districts and Fiscally Accountable School Districts
Human Resource and Payroll Personnel

From: Nghia Do, Advisor, DBAS

Re: Monthly Errors in Files Submitted to California Public Employees's Retirement System (CalPERS) and Suggested Corrections

The purpose of this bulletin is to make you aware of a serious issue associated with the CalPERS retirement files. The issue is that employees' payroll records are automatically dropped when the retirement file is uploaded to the CalPERS's website. As a result, these employees' retirement contributions are not reported to CalPERS. The reason for this error is that the following information is missing from the employee's retirement record:

- CalPERS ID
- Appointment ID
- Master ID

To prevent this error from occurring in the future, when setting up a new employee or updating a current employee's retirement record, please make sure that the three important items of information above are included in the employee's retirement record.

Should these errors continue, it will be the districts' responsibility to correct the errors within a narrow window of time.

Please distribute the bulletin within your District as deemed appropriate.