



District Business & Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 18-004B

Date: June 15, 2018

To: District Chief Business Officers
District Fiscal Directors
District Personnel and Payroll Directors

From: Nghia Do, District Business Advisor

Re: **Important Update:** Fiscal Year 2018-19 Reporting Retired Annuitant's Post Retirement Employment to California Public Employees' Retirement System (CalPERS)

The purpose of this bulletin is to inform districts that effective July 11, 2018, the payroll information of a CalPERS retired member who is employed in any capacity at your district, should be reported in QCC pay line (PR) screen as follow:

- Pay Rate = **hourly**
- Units = **number of hours worked**
- St-Ded = **TMPERO**
- AC-P-C = **00-4-7** for current period
00-4-8 for prior period

Important: Districts need to convert daily/monthly pay rate into hourly pay rate and report the number of hours worked for each CalPERS retired member.

Districts will no longer be required to maintain and submit the monthly excel spreadsheet to the service team's accounting specialist by the 10th of each month.

Please distribute this memo within your District as deemed appropriate.