



District Business & Advisory Services

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

Bulletin: 18-009

Date: October 4, 2017

To: District Chief Business Officers
District Fiscal Directors
Payroll and Human Resource Managers

From: Nghia Do, Advisor – DBAS

Re: Mandate of Electronic Fund Transfer (EFT) Payment for Monthly Health Contributions to California Public Employees' Retirement System (CalPERS)

Beginning January 1, 2018 CalPERS will no longer accept payments by check for health contributions from contracting agencies. Government Code section 22899 requires contributions paid by a contracting agency to be paid through an EFT payment (CalPERS Circular Letter 200-044-17).

To comply with CalPERS requirements, school districts that have health coverage through CalPERS can make monthly contribution payments using the No-Cost EFT Debit Method. This method allows Districts to initiate the payments in myCalPERS online and authorize CalPERS to withdraw the payment amounts from the Santa Clara County Office of Education (SCCOE)'s Accounts Payable Revolving account.

Districts are asked to set up the EFT Debit Method in myCalPERS by 10/31/2017 and start making the EFT payments for the health contributions to CalPERS. Attached are step-by-step instructions on how to set up the EFT Debit Method in myCalPERS online. Also included is a checklist of District monthly responsibilities and supporting documents that need to be submitted to District Business and Advisory Services (DBAS) after processing these payments.

Please contact your service team accounting specialist if you have any questions and/or concerns.

Please distribute this memo within your District as deemed appropriate.



Financial Circular Letter

California Public Employees' Retirement System
P.O. Box 942715
Sacramento, CA 94229-2715
(888) CalPERS (or **888-225-7377**)
TTY: (877) 249-7442
www.calpers.ca.gov

July 18, 2017

Circular Letter: 200-044-17
Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers

Subject: Mandate of Electronic Fund Payments for Health Contributions

Purpose The purpose of this Circular Letter is to inform you that beginning January 1, 2018 CalPERS will no longer accept check payments from contracting agencies for health contributions. Government Code section 22899 requires contributions paid by a contracting agency to be paid through an electronic funds transfer method. This change is part of our initiative to streamline and automate payment processing. The two methods for submitting electronic funds transfers (EFTs) are the Automated Clearing House (ACH) credit method and the debit method.

EFT Debit Method This service is offered for no additional charge online through my|CalPERS. Your funds are transferred by authorizing CalPERS to debit your bank account on the date and amount you specify. Payments can be scheduled up to 30 days in advance and can be cancelled up to the date prior to settlement.

ACH Credit Payments This option allows you to instruct your bank to debit your account and credit the state's bank account. Payments for one or more receivables will automatically be processed into our system by providing the my|CalPERS ID* receivable ID*\$\$\$ to be applied separated by an asterisk (*) in the addendum record field or similar information field of the payment instruction for each payment being remitted. For example, if your agency reports payments on behalf of several other agencies, you will be able to remit just one payment by providing the individual payment detail in the addendum record field.

Note: If you are submitting an ACH credit payment for the first time, please fill out the attached ACH payment notification form and email it to FCSD_Cashiers@CalPERS.CA.GOV prior to your payment settlement to ensure timely processing. Please note your bank may charge a set-up and transaction fee for which you are responsible to pay.

**Additional
Resources**

More information regarding how to set up either method of payment is available in the [Electronic Funds Transfer Authorization](#) process guide on our website. If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Kristin Montgomery
Controller
Financial Reporting and Accounting Services Division

Mandate of Electronic Fund Transfer Payments for CalPERS Health Contribution

Beginning January 1, 2018 CalPERS will no longer accept check payment from contracting agencies for health contributions. Government Code section 22899 requires contributions paid by a contracting agency to be paid through an electronic fund transfer (EFT) method. (CalPERS Circular Letter 200-044-17). School districts that have health coverage through CalPERS will make monthly contribution payments through the Santa Clara County Office of Education (SCCOE)'s Accounts Payable Revolving account using the No-Cost EFT Debit Method.

Payment Processing Dates

Health premium payments are to be paid in full and posted on my|CalPERS by the 10th of each month. If the 10th falls on a holiday or weekend, CalPERS must receive payment by the last business day prior to the 10th. Below is a listing of important dates for the EFT Debit payments:

- **Payment Due Date** is the date the receivable is due
- **Payment authorization date** is the date you authorized CalPERS to initiate the payment process
- **Payment posting date** is the date the payment funds were transferred from the SCCOE's Accounts Payable Revolving account and reflected in my|CalPERS, which needs to be before or on the payment due date

Important:

- Electronic Funds Transfer (EFT) Debit takes two (2) business days to post, therefore payments need to be processed two (2) business days before due date.
- If the EFT Debit payment is processed before 5:00 PM, it will take two (2) banking days to process the payment to CalPERS and debit the receivable. If it was processed after 5:00 PM, it will take three (3) banking days.
- Bank days are from Monday through Friday, even if Wells Fargo bank is open on weekends. Also, remember to calculate additional time for bank holidays
For example, if payment is due on Friday, the latest authorization date you will use will be Wednesday, so that the payment will be posted before payment due date. Make sure the process the payment before 5:00 PM on Wednesday.

Setting up Electronic Funds Transfer (EFT) Debit Method of Payment

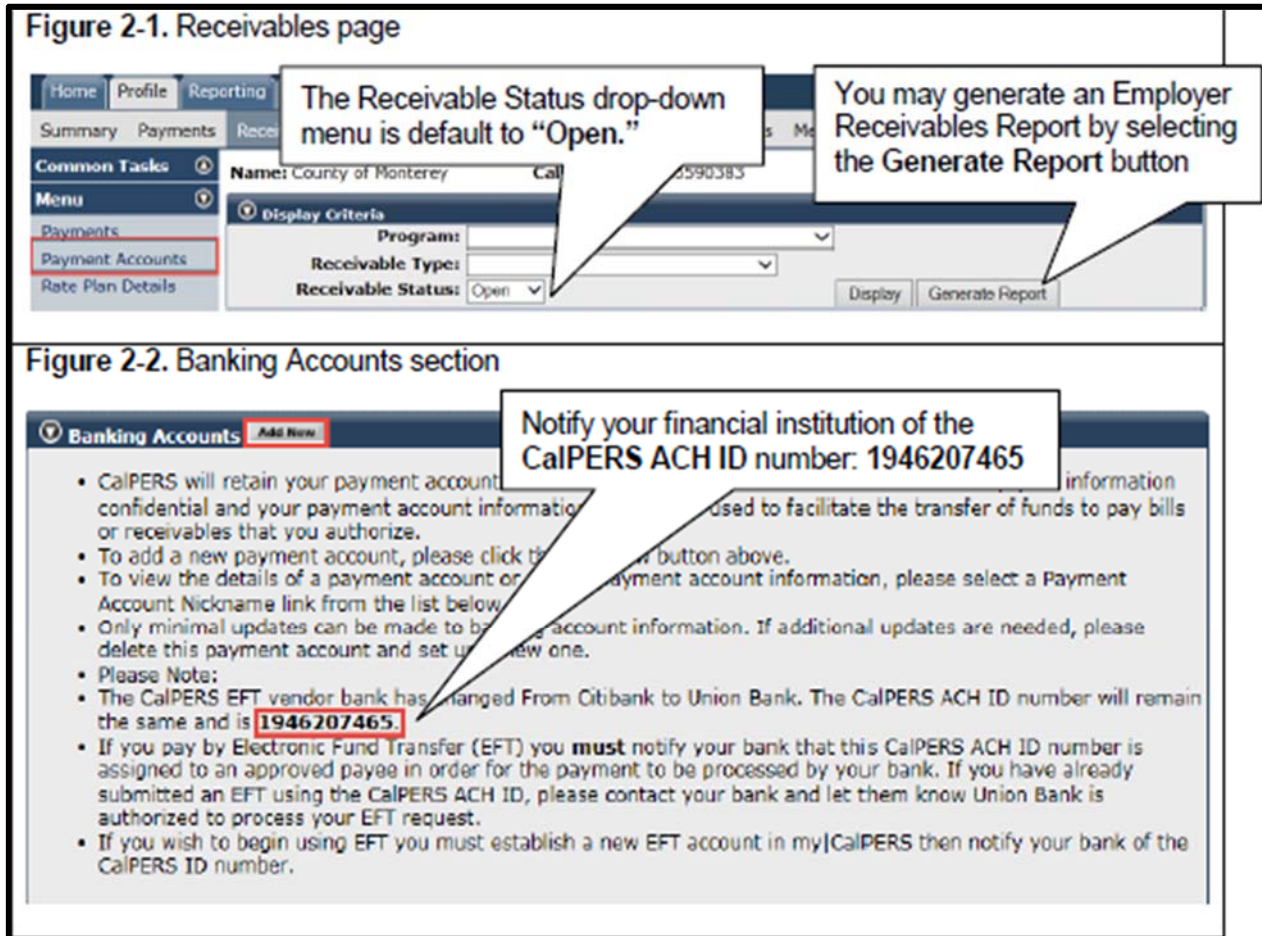
CalPERS ACH ID number 1946207465 has been added to Wells Fargo Bank ACH Reauthorizations for the SCCOE Accounts Payable Revolving account. Districts need to follow the steps below to set up EFT Debit method of payment:

1. Log in my|CalPERS online
2. Click the **Accept** button for Conditions of Use for Business Partners (Employers)
3. From the **Home** page, select the **Profile** tab
4. Select the **Receivables** tab
5. Select the **Payment Accounts** on the left-side navigation link

Mandate of Electronic Fund Transfer Payments for CalPERS Health Contribution (Cont'd)

6. Within the Banking Accounts section, select the **Add New** button and enter information below

- ✚ Account Holder Name(s): [SCCOE Accounts Payable Revolving](#)
- ✚ Banking Account Number: [Contact Service Team's Specialist for 10-digit account number](#)
- ✚ Re-enter Banking Account Number:
- ✚ Nine Digit Routing Number: [Contact Service Team's Specialist for 9-digit ABA number](#)
- ✚ Payment Account Nickname:



District's Monthly Responsibilities:

1. Initiate in my|CalPERS the monthly payment of health contributions at least two (2) business days before the due date indicated on CalPERS invoice.
2. Email the following supporting documents to your DBAS service team's specialist and accountant by the 10th of each month
 - Request of Transferring Fund for EFT payment (Attachment #1)
 - Monthly CalPERS invoice (Attachment #2)
 - Receivable Summary from my|CalPERS (Attachment #3)
 - Payment Request Acceptance from my|CalPERS (Attachment #4)



P.O. Box 942715 Sacramento, CA 94229-2715
 888 CalPERS (or 888-225-7377) | Fax: (800) 959-6545
 www.calpers.ca.gov

California Public Employees' Retirement System

Health Premium Statement - PERS

June 14, 2017

Business Unit: _____
 CalPERS ID: _____
 Statement Date: 06/14/2017

Receivable ID	Description	Billing Month	Amount
100000014974923	Total Active & Retired Premium: \$442,860.56	07/2017	
	PA Billing Active Premium		\$399,047.86
	PA Billing Employer Share of Retired Premium		\$7,238.40
	Admin Fee for Active: (0.31% of Total Active Premium)		\$1,237.05
	Admin Fee for Retired: (0.31% of Total Retired Premium)		\$135.82
	Subtotal		\$407,659.13
100000014960740	Previous Payment Due	06/2017	\$404,439.64
	Payment Applied		(\$404,439.64)
	Subtotal		\$0.00

Total Payment Due 07/10/2017: \$407,659.13





Home Profile Reporting Person Information Education Other Organizations

Manage Reports Billing and Payments Member Requests Health Reconciliation Retirement Appointment Reconciliation

Common Tasks Menu

Name: CalPERS ID:

*Required Fields

- Billing and Payments
- Super Funded Accounts
- Rate Plan Details
- Payment Accounts
- Make Payment

Receivable Summary

Payment amount shown on this page may be different from the previously shown invoice amount because some receivables accrue interest penalty. Pay off the late receivable to avoid further interest charges.

Payment Due Date	Receivable ID	Receivable Description	Next Payment Amount Due	Pending Amount	Payment Amount
07/10/2017		Health PA Billing - PERS	\$407,659.13	\$0.00	\$407,659.13
			Reset Payment Amounts	Confirm Total Payment Amount	

Payment Information

Total Payment Amount: \$407,659.13

Payment Authorization Date

Select your payment authorization date. If you select a payment authorization date that is a banking holiday or weekend, CalPERS will initiate the payment process the next business day. Please select a payment authorization date that will enable your payment to be timely. Payments may take up to three business days to be reflected in your account.

Payment Authorization Date: 07/10/2017

Payment Method

Select Payment Method: EFT - Debit

Payment Account

Select your payment account from the list below. To enter a new payment account, select the new payment account option and follow the instructions.

Payment Account:
New Payment Account:

Save & Continue



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Common Tasks

Menu

- Billing and Payments
- Super Funded Accounts
- Rate Plan Details
- Payment Accounts
- Make Payment

Name: _____ CalPERS ID: _____

Payment Request Acceptance

Your request for payment has been accepted.

- Please print this page for your records.
- If you need to contact us with questions regarding this payment, please have your Payment Confirmation Number for faster access.
- Your payment will be reflected in your CalPERS account once the payment has been received by CalPERS.
- Your payment account may take longer to post, depending upon your Financial Institution. Once your payment is processed, CalPERS will send a confirmation email to the email address in your profile.

Payment Setup Total

Total Payment Amount: \$407,659.13

Payment Summary

Payment Confirmation Number	Payment Authorization Date	Receivable ID	Receivable Description	Payment Method	Payment Account Nickname	Selected Payment Amount
	07/10/2017		Health PA Billing - PERS	EFT - Debit		\$407,659.13