



District Business and Advisory Services

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

Bulletin: 19-009

Date: September 12, 2018

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

From: Megan K. Reilly, Chief Business Officer

Re: **Important Action Required:** Reporting Retired Annuitant's Post Retirement Employment to California Public Employees' Retirement System (CalPERS)

The purpose of this bulletin is to remind districts that effective July 1, 2018 CalPERS began assessing a fee of \$200.00 per month for each retired annuitant, who has an ACTIVE appointment ID in myCalPERS, but does not have payroll reported for the month.

To prevent districts from incurring the fees, District Business and Advisory Services (DBAS) will provide an excel spreadsheet that lists all active retirees in myCalPERS by the 15th of each month.

Actions Required By Districts:

- Districts will need to confirm if all retirees listed in the excel spreadsheet have missing payroll for the month, and email the list back to their service team specialist within three (3) working days.
- If a retiree has earnings for the month but his/her name appears on the CalPERS report as missing payroll, districts will need to review the W-4 and pay line (PR) screens to ensure that the St-Ded and AC-P-C code are set up correctly (please refer to bulletin 18-048 dated June 15, 2018) and contact your DBAS specialist on direction to report the missing earnings.
- Failure to report or confirm the retiree's missing payroll timely will result in a penalty.

Note: Each retired annuitant currently working at a district should only have one active appointment ID in myCalPERS. If the retired annuitant has more than one active appointment ID as a result of incorrect setup, Districts will need to terminate the incorrect appointment ID(s) in myCalPERS.

More information regarding the required reporting of retired annuitants will be shared in the Payroll User Group meeting currently scheduled to take place on Thursday, October 11, 2018.

Please distribute this memo within your District as deemed appropriate.