



## CalPERS Letters & 505 PAR Transaction FAQs

### **Where can we find the most updated Retirement Account Codes?**

The Retirement Account Code Index can be found in the PAM Section 2.62—[PAM: Section 2 - PAR Items, Lines 1-7 \(ca.gov\)](#).

### **How would I determine the enrollment level for a Retirement Account Code?**

Refer to the Personnel Letter #21-009—[SCO LETTER \(ca.gov\)](#)

### **If we received a Notification of Reported Late Appointment due to the Arrears Determination, what would be the next step for us?**

You have the right to appeal the decision. Refer to the CalPERS Student Guide for the Appeal Waiver Process—[myCalPERS Employment Certification Functionality](#). Should you decide not to appeal, CalPERS will send you an invoice. Payment process is found here: [Electronic Payment Gateway - CalPERS](#). Note that this information can change. To ensure that you are updated with the latest information, subscribe to the my|calPERS - [Contact - CalPERS](#).

### **If we have keyed the appointment within 90 days, but we still received a Notification of Reported Late Appointment, what's the next step for us?**

Immediately send the letter that you received from CalPERS to [ppsdcsretirement@sco.ca.gov](mailto:ppsdcsretirement@sco.ca.gov)

### **If we received an invoice for the Reported Late Appointment, what's the next step for us?**

Immediately send the letter that you received from CalPERS to [ppsdcsretirement@sco.ca.gov](mailto:ppsdcsretirement@sco.ca.gov)

### **Whom do I need to contact with additional questions regarding the CalPERS determination letter I received?**

If you have any questions regarding the letter, contact CalPERS at 888 CalPERS (or 888-225-7377) or email [Membership\\_Reporting@CalPERS.ca.gov](mailto:Membership_Reporting@CalPERS.ca.gov).

## How do I process the Reciprocal Self-Certification Form?

Refer to the CalPERS State Reference Guide - [State Reference Guide \(ca.gov\)](#) & [When You Change Retirement Systems \(PUB 16\) \(ca.gov\)](#).

- Note that this information can change, so to ensure that you are updated with the latest information from CalPERS, subscribe to their letters and publications through the my|calPERS - [Contact - CalPERS](#).
- Additionally, refer to the SCO Personnel Letter [SCO LETTER 17-001 \(ca.gov\)](#)

## When do I need to submit a 505 PAR transaction to SCO?

Refer to the Do Not Key List for the specific criteria ([See PAM Section 10.2](#)).

- PARs that require SCO processing must be uploaded to ConnectHR (select the **CS Audits – PAR Package** document type from the dropdown menu) and include the following:
  - PAR package
  - CalPERS Determination Letter
  - Note: The PAR package and CalPERS Determination Letter must be submitted as a single PDF.

## Do I need to key a 505 transaction to correct the retirement information on an appointment transaction?

A 505 transaction is not needed as long as the effective date is the same as the appointment transaction. The original appointment must be keyed as a correction to include the correct retirement information.

- If there is not enough space in item 215 due to other required remarks, key a separate 215 transaction to identify the CalPERS letter.
- If the effective date of the retirement change is different than the effective date of the appointment transaction, a 505 transaction is needed, as well as corrections to any subsequent transactions to carry forward the correct information.

## Do I need to key a 505 transaction when an employee is separating and has a tier change?

A 505 is effective the beginning of the pay period unless the employee elects to have their tier change start at the time of their retirement/permanent separation. If this occurs, the 505 would be effective the same day as the separation.

- Note: The 505 transaction is effective beginning of business (BOB), and the separation transaction is close of business (COB), so Item 606 & 607 will need to be completed/adjusted.

## What section of the PAM can I refer to for Item 215 verbiage?

[PAM section 2.36](#)

## What section of the PAM can I refer to for 505 transactions?

[PAM section 3.126](#)

### **Why does the transaction need to be keyed as a 505 instead of an R01?**

The 505 transaction allows departments (rather than SCO) to update their employee records.

- Going forward, R01 transactions will be used only by SCO for mass updates when necessary.

### **Whom do I contact for assistance with determining retirement account codes?**

Contact the Statewide Customer Contact Center (SCCC) at 916-372-7200 and follow the prompts for the Retirement Unit.

### **Whom do I contact for assistance with PAR documentation?**

Contact the Statewide Customer Contact Center (SCCC) at 916-372-7200 and follow the prompts for the CS Audits Unit.

**For other questions or concerns not covered in this FAQ, please contact the Personnel and Payroll Services Division, [Statewide Customer Contact Center](#) at (916) 372-7200.**

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