

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: October 30, 2015

PERSONNEL LETTER #15-019  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **REVISED SECTION 505 (ACCOUNT CODE) OF THE PERSONNEL ADMINISTRATION  
MANUAL (PAM)**

We revised Section 505 (Account Code) of the PAM (new section attached). Please begin using the new section immediately. A revision to the Account Code section in the PPM is forthcoming.

As you may be aware, the prior version of this section was outdated, cumbersome and somewhat confusing. Additionally, as previously stated in Personnel Letter #14-019, CalPERS stopped using account codes to identify benefit eligibility (retirement formula and final compensation period). This resulted in numerous account codes (all with the **same** attributes) that are no longer necessary and considered duplicates.

To simplify the process of assigning the correct account code, we made the following revisions:

1. Removed duplicate account codes; and,
2. Removed outdated and unnecessary information; and,
3. Streamlined the format.

**Note:** No action is required for employees currently assigned to the account codes that we removed from the PAM: refer to "*Cosmetic*" vs. "*Material*" Retirement Contribution Adjustments section in Personnel Letter #14-019. The codes are still valid but no additional employees should be assigned to them; hence their removal from the PAM.

Contact SCO's Retirement/Social Security Liaison at (916) 324-1471 for questions regarding this letter.

Contact CalPERS at (888) 225-7377 for questions regarding CalPERS eligibility and benefits.

Contact CalHR representative Desi Rodrigues at (916) 324-9400 for retirement policy and legislation assistance.

LC:PMAB:dg

2.62 (Revised 11/15)

ITEM 505 – RETIREMENT ACCOUNT CODE

**DESCRIPTION:** A one or two-character code used by the EHDB system to denote employees' retirement attributes. It is critical that the correct retirement account code is assigned to ensure that payroll is accurately calculated.

**REQUIRED:** When the employee is:

- New to the data base or adding a position to the data base via a Padded PAR; or,
- Changing from non-member to member or vice versa; or,
- Changing from one retirement system to another; or,
- Changing from the PST retirement plan to a retirement system; or,
- Changing position or appointment status thereby making the current account code reflected in PAR ITEM 505 incorrect.

**ENTER:** The applicable account code. To determine the correct account code, all of the following four retirement account attributes must be determined; and, any other criteria as applicable.

**1. RETIREMENT SYSTEM/PLAN**

- **CalPERS** (California Public Employees' Retirement System) – Retirement coverage for Civil Service and CalHR Exempt employees who meet CalPERS membership eligibility criteria; and, for Statutory Exempt employees who opt to be CalPERS members.

Refer to the following four sections in the **CalPERS State Reference Guide** for detailed information regarding eligibility: '*CalPERS Membership Eligibility*', '*Determining Membership Eligibility*', '*Positions Excluded by Retirement Law (PERL) from CalPERS Coverage*'; and, '*Optional Members of CalPERS*'. The reference guide is located at [www.calpers.gov](http://www.calpers.gov) (select '*Forms & Publications*' under the '*Employer*' tab).

- **JRS** (Judges Retirement System) – Retirement coverage for employees appointed to statutory exempt class codes 5987, 5988, 5991 & 9999 class codes. For more detailed information, refer to **G.C.s 75000 - 75613**.
- **LRS** (Legislators Retirement System) – Retirement coverage for legislators and constitutional officers (except judges). For more detailed information, refer to **G.C.s 9350 – 9378**.
- **STRS** (State Teachers Retirement System) – Retirement coverage for employees in public school positions that require certification qualifications per the Education code (e.g., teachers, administrators, library media workers etc.). Refer to the '*CalPERS or CalSTRS?*'

## 2.62.1 (Revised 11/15)

### ITEM 505 – RETIREMENT ACCOUNT CODE (contd.)

section in the **CalPERS State Reference Guide** for more detailed information.

- **PST** (Part-Time, Seasonal and Temporary) – Retirement program for State and CSU employees not covered by a retirement system or Social Security. For more detailed information, refer to the '*Part-time Seasonal and Temporary Retirement Program (PST)*' section in the **CalHR Benefits Administration Manual**. The manual is located at [www.calhr.ca.gov](http://www.calhr.ca.gov) (select the '*State HR Professionals*' icon, then select '*Benefits Administration*').
- **NON** – Employees excluded from any type of retirement system/plan because of appointment type, class code, immigration status or some other factor(s).

#### 2. MEMBER GROUP (Retirement Category)

- Industrial – Refer to G.C. 20382
- Miscellaneous – Refer to G.C. 20380
- Patrol (CHP) – Refer to G.C. 20390
- Peace Officer/Firefighter – Refer to G.C. 20391 – 20398 & 20416
- Safety – Refer to G.C. 20399 – 20415

3. **FIRST OR SECOND TIER** – Applies to only Miscellaneous and Industrial State Civil Service members (unless member reclassified to a Safety member; and, elected to retain prior Second Tier retirement formula). For more specific information or additional assistance, refer to the following section shown below in the **CalPERS State Reference Guide**. The reference guide is located at [www.calpers.gov](http://www.calpers.gov) (select '*Forms & Publications*' under the '*Employer*' tab).

*General Membership Information  
Account Code Overview  
First-Tier vs. Second-Tier*

#### 4. OASDI STATUS

Social Security – Applies to **only** Miscellaneous and Industrial members (not Patrol, Peace Officer/Firefighter or Safety). Generally, any Miscellaneous or Industrial employee hired into State service after 1961 is subject to Social Security. For more specific information and exceptions, refer to the following section shown below in the **CalPERS State Reference Guide**. The reference guide is located at [www.calpers.gov](http://www.calpers.gov) (select '*Forms & Publications*' under the '*Employer*' tab).

*General Membership Information  
Account Code Overview  
Social Security*

**2.62.2 (Revised 11/15)**

**ITEM 505 – RETIREMENT ACCOUNT CODE (contd.)**

**Medicare Status** – Generally, any employee (in any member group) hired or rehired on or after 4/1/86 is subject to Medicare. For more specific information and exceptions, refer to the following section shown below in the **CalPERS State Reference Guide**. The reference guide is located at [www.calpers.gov](http://www.calpers.gov) (select 'Forms & Publications' under the 'Employer' tab).

*General Membership Information  
Account Code Overview  
Medicare applies as follows*

The following chart lists retirement account code attributes and other criteria needed to determine the correct account code; followed by the corresponding account code. **For example** as shown on #12, Account Code **4G** should be assigned for an employee who is: 1) Eligible for CalPERS retirement, 2) A Miscellaneous retirement category member, 3) Subject to the First Tier retirement formula, 4) Subject to both Social Security and Medicare; and, 5) Represented (rank & file) and in Bargaining Unit 2.

RETIREMENT ACCOUNT CODE ATTRIBUTES					OTHER CRITERIA TO DETERMINE ACCOUNT CODE	ACCT. CODE
#	(1) RETIRE. SYS./ PLAN	(2) RETIRE. CAT.	(3) TIER [First or Second]	(4) OASDI STATUS (NO = No SS & No MED) (MED = MED only) (YES = Both SS & MED)		
1	JRS	NO	N/A	NO	Judges (Classic)	<b>J</b>
2	JRS	NO	N/A	NO	Judges (PEPRA)	<b>JE</b>
3	JRS	NO	N/A	MED	Judges (Classic)	<b>JF</b>
4	JRS	NO	N/A	MED	Judges (PEPRA)	<b>JD</b>
5	LRS	NO	N/A	NO	Constitutional Officer - Governor only	<b>L</b>
6	LRS	NO	N/A	NO	Constitutional Officers - all others	<b>LO</b>
7	STRS	NO	N/A	MED	Classic	<b>TA</b>
8	STRS	NO	N/A	MED	PEPRA	<b>TC</b>
9	CalPERS	MIS	First	YES	Judicial Council - other than Judges (Classic)	<b>2X</b>
10	CalPERS	MIS	First	YES	Judicial Council - other than Judges (PEPRA)	<b>4Q</b>
11	CalPERS	MIS	First	YES	Exempts & Non-Reps R01, R03, R04, R05, R06, R07, R09, R10, R11, R14, R15, R17, R20, R21	<b>2M</b>
12	CalPERS	MIS	First	YES	R02	<b>4G</b>
13	CalPERS	MIS	First	YES	R08, R12, R13, R16, R18, R19	<b>2C</b>
14	CalPERS	MIS	First	NO	Exempt & Non-Reps R01, R03, R04, R06, R07, R09, R10, R11, R14, R15, R17, R20, R21	<b>2K</b>

**2.62.2 (Revised 11/15)**

**ITEM 505 – RETIREMENT ACCOUNT CODE (contd.)**

RETIREMENT ACCOUNT CODE ATTRIBUTES					OTHER CRITERIA TO DETERMINE ACCOUNT CODE	ACCT. CODE
#	(1) RETIRE. SYS./ PLAN	(2) RETIRE. CAT.	(3) TIER [First or Second]	(4) OASDI STATUS (NO = No SS & No MED) (MED = MED only) (YES = Both SS & MED)		
15	CalPERS	MIS	First	NO	R02	<b>2Q</b>
16	CalPERS	MIS	First	NO	R08, R12, R13, R16, R18, R19	<b>2A</b>
17	CalPERS	MIS	First	MED	Exempt & Non-Reps R01, R03, R04, R06, R07, R09, R10, R11, R14, R15, R17, R20, R21	<b>2V</b>
18	CalPERS	MIS	First	MED	R02	<b>20</b>
19	CalPERS	MIS	First	MED	R08, R12, R13, R16, R18, R19	<b>2B</b>
20	CalPERS	IND	First	YES	Exempts & Non-Reps tied to Unit 21 R07, R21	<b>9Y</b>
21	CalPERS	IND	First	YES	Exempt & Non-Reps R01, R02, R03, R04, R06, R09, R10, R11, R14, R15, R17, R20	<b>9N</b>
22	CalPERS	IND	First	YES	R08, R12, R13, R16, R18, R19	<b>9G</b>
23	CalPERS	IND	First	NO	Exempts & Non-Reps tied to Unit 21 R07, R21	<b>9R</b>
24	CalPERS	IND	First	NO	Exempt & Non-Reps R01, R02, R03, R04, R06, R09, R10, R11, R14, R15, R17, R20	<b>9T</b>
25	CalPERS	IND	First	NO	R08, R12, R13, R16, R18, R19	<b>9H</b>
26	CalPERS	IND	First	MED	Exempts & Non-Reps tied to Unit 21 R07, R21	<b>97</b>
27	CalPERS	IND	First	MED	Exempt & Non-Reps R01, R02, R03, R04, R06, R09, R10, R11, R14, R15, R17, R20	<b>9V</b>
28	CalPERS	IND	First	MED	R08, R12, R13, R16, R18, R19	<b>9F</b>
29	CalPERS	SAF	First	NO	Exempts & Non-Reps All represented BUs	<b>1R</b>
30	CalPERS	SAF	First	MED	Exempts & Non-Reps All represented BUs	<b>1P</b>
31	CalPERS	PAT	First	NO	CHP Commissioner only	<b>6S</b>
32	CalPERS	PAT	First	NO	Exempts & Non-Reps tied to Unit 5 R05	<b>62</b>
33	CalPERS	PAT	First	MED	Exempts & Non-Reps tied to Unit 5 R05	<b>61</b>
34	CalPERS	POF	First	NO	Exempts & Non-Reps tied to Units 6, 7 & 8 R06, R07, R08	<b>3C</b>
35	CalPERS	POF	First	MED	Exempts & Non-Reps tied to Units 6, 7 & 8 R06, R07, R08	<b>3D</b>
36	CalPERS	IND	Second	NO		<b>92</b>
37	CalPERS	IND	Second	MED		<b>98</b>
38	CalPERS	IND	Second	YES		<b>47</b>
39	CalPERS	MIS	Second	NO		<b>01</b>
40	CalPERS	MIS	Second	MED		<b>06</b>

**2.62.2 (Revised 11/15)**

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RETIREMENT ACCOUNT CODE ATTRIBUTES					OTHER CRITERIA TO DETERMINE ACCOUNT CODE	ACCT. CODE
#	(1) RETIRE. SYS./ PLAN	(2) RETIRE. CAT.	(3) TIER [First or Second]	(4) OASDI STATUS (NO = No SS & No MED) (MED = MED only) (YES = Both SS & MED)		
41	CalPERS	MIS	Second	YES		<b>41</b>
42	CalPERS	SAF	Second	NO	Members reclassified to Safety but elected to remain Second.	<b>14*</b>
43	CalPERS	SAF	Second	MED	Members reclassified to Safety but elected to remain Second.	<b>13*</b>
44	PST	NO	N/A	NO		<b>TD</b>
45	PST	NO	N/A	MED		<b>TM</b>
46	NON	NO	N/A	NO		<b>N</b>
47	NON	NO	N/A	MED		<b>NM</b>
48	NON	NO	N/A	YES		<b>NO</b>

\*Entry to this account code is by employee election only: CalPERS to send R01 to SCO to change the code.

**NOTE:** For CSU account codes, refer to the CSU PIMS Manual at [www.calstate.edu/hrpims/pims](http://www.calstate.edu/hrpims/pims).

**ADDITIONAL INFORMATION:**

Contact SCO's Retirement/Social Security Liaison at (916) 324-1471 if you believe a new account code needs to be established to accommodate retirement attributes and other criteria not listed in the chart.