



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD

21 GRAND STREET HARTFORD, CT 06106-1500
Toll-Free 1-800-504-1102 (860) 241-8426 Fax (860) 525-6018
www.state.ct.us/trb

TO: ALL MSA PAYROLL USERS SUBJECT TO THE TEACHERS' RETIREMENT SYSTEM

FROM: VINOD MODI, FISCAL ADMINISTRATIVE SUPERVISOR, TEACHERS' RETIREMENT BOARD

SUBJECT: MSA PAYROLL "EMPLOYER-PICKUP CONTRIBUTION" SCHEDULE 2003 - 2004

DATE: August 4, 2003

In order to standardize all contributions for Teachers' Retirement, we request that you begin 2003-2004 payroll "Employer-Pickup Contributions" with the payroll covering the period 9/05/03-9/18/03, check dated October 03, 2003.

Each two bi-weekly payrolls will constitute a month, to be remitted by Comptroller's Central Payroll for user agencies as follows:

<u>PAYROLL PERIODS</u>	<u>MONTH COVERED</u>
09/05/03 to 09/18 and 09/19 to 10/02	September
10/03 to 10/16 and 10/17 to 10/30	October
10/31 to 11/13 and 11/14 to 11/27	November
11/28 to 12/11 and 12/12 to 12/25	December
12/26 to 01/08 and 01/09 to 01/22/2004	January 2004
01/23 to 02/05 and 02/06 to 02/19	February
02/20 to 03/04 and 03/05 to 03/18	March
03/19 to 04/01 and 04/02 to 04/15	April
04/16 to 04/29 and 04/30 to 05/13	May
05/14 to 05/27 and 05/28 to 06/10	June

CONTRIBUTIONS ARE BASED ON 7% OF THE ANNUAL SALARY RATE, NOT ON ACTUAL GROSS BI-WEEKLY SALARY. LONGEVITY AND MIP/PIP PAYMENTS ARE INCLUDABLE IN THE REPORTED SALARY ON WHICH 7% IS TO BE CONTRIBUTED.

Specific questions concerning this memorandum should be directed to the Fiscal Administrative Supervisor of the Teachers' Retirement Board at (860) 241-8426 or Vinod.modi@po.state.ct.us.

VM: tbn
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