



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.ct.gov/trb

TO: All MSA Payroll Users Subject to the Teachers' Retirement System
FROM: Louis Laccavole, Fiscal Administrative Supervisor (Mgr), Teachers' Retirement Board
SUBJECT: MSA Payroll Schedule 2007-2008
DATE: August 07, 2007

In order to standardize all contributions for Teachers' Retirement, we request that you begin 2007-2008 payroll contributions to TRB with the payroll check dated September 28, 2007. We request you email the annual salary for school year 2007-2008, for each staff that is contributing to the Teachers' Retirement Board.

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

<u>PAY CHECK DATED</u>	<u>MONTH COVERED</u>
September 28, 2007 and October 12, 2007	September 2007
October 26, 2007 and November 9, 2007	October 2007
November 23, 2007 and December 7, 2007	November 2007
December 21, 2007 and January 4, 2008	December 2007
January 18, 2008 and February 1, 2008	January 2008
February 15, 2008 and February 29, 2008	February 2008
March 14, 2008 and March 28, 2008	March 2008
April 11, 2008 and April 25, 2008	April 2008
May 9, 2008 and May 23, 2008	May 2008
June 6, 2008 and June 20, 2008	June 2008

CONTRIBUTIONS ARE BASED ON 7.25% 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 7.25% 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 louis.laccavole@po.state.ct.us.