



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822
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"An Affirmative Action/Equal Opportunity Employer"
www.ct.gov/trb

TO: All CORE Payroll Users Subject to the Teachers' Retirement System

FROM: Louis Laccavole, Fiscal Administrative Supervisor (Mgr), Teachers' Retirement Board

SUBJECT: MSA Payroll Schedule 2008-2009

DATE: August 26, 2008

In order to standardize all contributions for Teachers' Retirement, we request that you begin 2008-2009 payroll contributions to TRB with the payroll check dated September 26, 2008. We request you email the annual salary for school year 2008-2009, for each staff that is contributing to the Teachers' Retirement Board.

Two bi-weekly payrolls will constitute a month, to be remitted by Comptroller's Office to TRB for the following paychecks:

<u>PAY CHECK DATED</u>	<u>MONTH COVERED</u>
September 26, 2008 and October 10, 2008	September 2008
October 24, 2008 and November 7, 2008	October 2008
November 21, 2008 and December 5, 2008	November 2008
December 19, 2008 and January 2, 2009	December 2008
January 16, 2009 and January 30, 2009	January 2009
February 13, 2009 and February 27, 2009	February 2009
March 13, 2009 and March 27, 2009	March 2009
April 10, 2009 and April 24, 2009	April 2009
May 8, 2009 and May 22, 2009	May 2009
June 5, 2009 and June 19, 2009	June 2009

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) 241-8429 or louis.laccavole@ct.gov.