

RETIREMENT APPLICATION PROCESS EMPLOYER PROCEDURES

PROCESS CHANGE OVERVIEW

The CalPERS retirement application process has been reengineered. The current two-step process is being consolidated into a single application process. The current Retirement Application Form (BSD-369) and Election of Optional Settlement and Beneficiary Designation Document (BSD 898) have been combined into two new forms: the Service Retirement Election Application and the Disability Retirement Election Application. The new applications will require the member to elect a retirement option, designate a beneficiary, obtain spouse's signature, and have the application notarized or witnessed by a CalPERS representative.

A key addition to the new applications is the **Employer Certification Section**. This replaces the current Report of Separation Letter (PRS 200) that is completed by the employers after the member is placed on roll. Providing sick leave and separation data to CalPERS at the time the employee applies for retirement will allow the employee to receive full benefits at the time of retirement. It will also reduce adjustments currently being made when the last day on payroll provided by the member is not the same as the last day on payroll verified by the employer.

The Notice of Roll Placement (BSD 62) will continue to be mailed to the employer providing them with information on the employee's retirement date and sick leave (if applicable) applied.

PROCESS MIGRATION INFORMATION

- CalPERS will distribute (May 2000) to employers the new Service Retirement Election Application and the new Disability Retirement Election Application.
- After July 28, 2000 CalPERS will accept only the new retirement applications.
- On June 30th, please dispose of all old service retirement and disability/industrial retirement applications you have on hand.

CalPERS RESPONSIBILITY

- If all applications are completed fully and received by CalPERS with required documentation, employees will not have a break in receipt of payment from active to retired status.
- Educate the employees and employers on these and all procedures related to the retirement process.
- Partner with the employer and allow the employer and employee to have a direct connection regarding submission of retirement applications.

EMPLOYER CERTIFICATION PROCEDURES

- **SERVICE RETIREMENT ELECTION APPLICATION**

Employee's Responsibility

The employee will be responsible for completing Sections A – E

and G & H. It is their responsibility to obtain the employer certification for last day on payroll, separation date, sick leave credit (when applicable), and educational leave credits (when applicable). Upon receipt of this information, the employee will submit the retirement application to CalPERS. Retirement applications will not be accepted more than 90 days in advance of the retirement date.

Employer's Responsibility

The employer will be responsible for completing the Employer Certification, Section F. Employer should complete the section and return to employee in a timely fashion. The following outline the step for completing the Employer Certification Section.

1. Enter employee's separation date:
 - This date cannot be later than the day prior to the retirement date
2. Enter employee's last day on payroll:
 - This is the last day for which contributions will be withheld. This date cannot be later than the separation date
3. Enter unused sick leave days:
 - Applies only if the employer (Public Agencies) have contacted for Sick Leave Credits with CalPERS
 - Enter sick leave balance (in days) as of the employee's separation date
4. Enter balance of educational leave credits:
 - Applies only if employer has contracted for Educational Leave Credits with CalPERS
 - Enter balance as of the employee's separation date
5. Complete Employer Certification:
 - Authorized employer staff (payroll personnel or designee) signature is required
 - Title of the person signing the certification
 - Telephone number of the employer
 - Date signed

• DISABILITY RETIREMENT ELECTION APPLICATION

NOTE:

- *The following only applies if the employee is applying for service pending disability or service pending industrial disability.*
- *If the employee is applying for disability or industrial disability retirement only - the certification is not required.*
 - The Report of Separation and Advance Payroll Information (BSD 194) is now included in the disability retirement package. The employer will complete the BSD 194 instead of the employer certification. The Revised BSD 194 includes a new PART III for total number of unused sick leave days. The instructions for completing the BSD194 remain the same.

Employee's Responsibility

The employee will be responsible for completing Sections A – G and J & I. It is their responsibility to obtain the employer certification for last day on payroll, separation date, sick leave credit (when applicable), and educational leave credits (when applicable). Upon receipt of this information, the employee will submit the

retirement application to CalPERS.

Employer's Responsibility

The employer will be responsible for completing the Employer Certification, Section H. The Employer should complete the section and return to the employee in a timely fashion.

The following steps outline the process for completing the Employer Certification Section:

- 1) Enter employee's separation date:
 - This date cannot be later than the day prior to the retirement date
- 2) Enter employee's last day on payroll:
 - This is the last day for which contributions will be withheld. This date cannot be later than the separation date
- 3) Enter unused sick leave days:
 - Applies only if employer has contacted for Sick Leave Credits with CalPERS
 - Enter sick leave balance (in days) as of the employee's separation date
- 4) Enter balance of educational leave credits:
 - Applies only if employer has contracted for Educational Leave Credits with CalPERS
 - Enter balance as of the employee's separation date
- 5) Complete Employer Certification:
 - Authorized employer staff (Payroll Personnel or designee) signature is required
 - Title of the person signing the certification
 - Telephone number of the employer
 - Date signed

EMPLOYER ORIGINATED DISABILITY RETIREMENT ELECTION APPLICATIONS

Employee's Responsibility

The employee will not complete any section of the application. This process is only for employer. However, the employer has the option of forwarding the application to the employee to complete employee sections.

Employer's Responsibility

The employer will be responsible for completing the following sections.

Section A: Member information:

- Social security number, name, address, sex, and home telephone number if known

Section B: Retirement information:

- Retirement date (if known), employer, and position title

Section F: Survivor information (if known):

- Spousal and children information
- Section K: Employer Originated Application:
 - Authorized employer staff (payroll personnel or designee) signature
 - Title of the person signing the certification
 - Telephone number of the employer
 - Date signed

POST RETIREMENT and AMENDED CERTIFICATION PROCEDURES

• POST RETIREMENT CERTIFICATION

Public Agency and School Employees:

Employees that do not obtain an Employer Certification prior to retirement must contact CalPERS to have a Post Retirement Certificate Form mailed to their employer.

Upon receipt of the Post Retirement Certification Form, the employer will complete and return to CalPERS. If benefit adjustments are required they will be processed based on current CalPERS workload.

State Employees:

If employees do not obtain an Employer Certification, prior to retirement the sick leave adjustment will be made post retirement when the employer reports through the State Controller's Office.

• AMENDED CERTIFICATION INFORMATION

If the employer wishes to report a change to certified information, after the certification is submitted, the employer may complete an Amended Employer Certification form and submit it to CalPERS.

The employer will provide CalPERS with the following information on the amended certification:

- Agency Code and Name
- Member Name
- Member Social Security Number
- Retirement Date
- Employee's Last Day on Payroll
- Employee's Separation Date
- Balance of Unused Sick Leave Days (if applicable)
- Balance of Educational Leave Credits (if applicable)

NOTE: CalPERS will not actively seek to adjust without return of an Amended Employee Certification from the employer.