



# Outdated Form

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Circular Letter No: 200-021-18

The Out-of-Class Appointment Employer Certification form in this Circular Letter is outdated. Employers are required to certify Out-of-Class appointments through my|CalPERS.



P.O. Box 942709 Sacramento, CA 94229-2709  
**888 CalPERS** (or **888-225-7377**)  
 TTY: (877) 249-7442 | Fax: (800) 959-6545  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

**Out-of-Class Appointment Employer Validation**

For the current fiscal year 2017-18, the reporting period is from January 1, 2018 – June 30, 2018.

<b>Employer Name</b>	
<b>Employer CalPERS ID</b>	
<b>Member Name</b>	
<b>Member CalPERS ID</b>	
<b>Permanent Position Title</b>	
<b>Out-of-Class Position Title</b>	

Is the Out-of-Class Appointment a vacant position?      Yes       No

Is the Out-of-Class Appointment in a recruitment?      Yes       No

Total hours worked in Out-of-Class Appointment this fiscal year: \_\_\_\_\_ Hours

Begin Period Date	End Period Date	Pay rate in Permanent Position	Pay rate in out-of-class position	Pay rate Type (monthly, hourly)	Hours worked in out-of-class	Special Compensations (if none, list 0)	Total Earnings

For additional out-of-class appointments, please refer to supplemental form.

**Fax or mail completed form by July 30, 2018:**

**California Public Employees' Retirement System**  
 P.O. BOX 942709  
 Sacramento, CA 94229-2709  
 Fax: (800) 959-6545

Signature of authorized signer: \_\_\_\_\_

Printed name and title of authorized signer: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Fax Number: \_\_\_\_\_

For additional Out-of-Class Appointment, please fill out supplemental form(s).

Employer CalPERS ID	
Member Name	
CalPERS ID	
Previous Position Title	
Out-of-Class Position Title	

Is the Out-of-Class Appointment a vacant position?      Yes       No

Is the Out-of-Class Appointment in a recruitment?      Yes       No

Total hours worked in Out-of-Class Appointment this fiscal year:      \_\_\_\_\_ Hours

Begin Period Date	End Period Date	Pay rate in Permanent Position	Pay rate in out-of-class position	Pay rate Type (monthly, hourly)	Hours worked in out-of-class	Special Compensations (if none, list 0)	Total Earnings

OUTDATED FORM