



California Public Employees' Retirement System  
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## Membership

# Circular Letter

May 24, 2022

Circular Letter: 200-031-22

Distribution: IV, V, VI, X, XII, XVI

**To:** State Employers and State Controller's Office  
**Subject:** State Employer Responsibility to Update Membership Information

### Purpose

The purpose of this Circular Letter is to provide information regarding employer responsibilities when a member's appointment information in the Personnel Information Management System (PIMS) and myCalPERS do not match or require correction.

### Employer Responsibilities

State employers and the California Department of Human Resources (CalHR) are required to work with the State Controller's Office (SCO) to ensure PIMS reflects the correct appointment information for members' enrollment with California Public Employees' Retirement System (CalPERS) and any subsequent updates.

Employers are expected to ensure the information reported in PIMS is consistent with the information reflected in myCalPERS. If the information is incorrect, employers must update the required data elements in PIMS for CalPERS to enroll a member under the appropriate retirement benefit provisions based on their eligibility. When assistance is required, employers need to contact SCO for support with corrections.

### SCO Responsibilities

SCO must confirm myCalPERS is current and up to date with the correct membership information reported in PIMS. This will ensure members are enrolled with the correct employee contribution rates and retirement formulas based on their eligible retirement benefits.

SCO will provide support and direction to employers if assistance is needed in updating PIMS.

## **Notification to Update Membership Information**

When a member contacts CalPERS regarding a discrepancy or concern with their enrollment, we will work with SCO to ensure the information in PIMS is accurately reported in myCalPERS. If an error or discrepancy is discovered, SCO will make necessary updates by either correcting the information reported in PIMS or contacting CalPERS to update myCalPERS.

If we make a determination as a result of a member's election or an incorrect membership benefit provision, we will update myCalPERS and a letter will be sent to the employer providing details of the determination. It is the responsibility of the employer to ensure PIMS is updated appropriately to be consistent with the determination in myCalPERS.

For direction or questions regarding how to enter appointment information into PIMS appropriately or to request assistance with appointment corrections, contact SCO.

## **Additional Employer Resources**

The following resources are available on our website:

- [myCalPERS System Access Administration Student Guide \(PDF\)](#): Provides information on maintaining and requesting system access
- [myCalPERS Student Guides & Resources](#): Provides resources to assist with navigating and reporting information in myCalPERS
- [Employer Education](#): Provides trainings and informational events to assist employers with CalPERS-related business responsibilities including CalPERS business rules

## **Questions**

If you have any questions, visit our [website](#), or contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief  
Employer Account Management Division