Quick Reference Guide

Streamlined Steps for Retirement Contract Administration

Welcome to your comprehensive quick reference guide for CalPERS Retirement Contract Administration.

As the primary contact for your agency, this guide is designed to simplify your journey through essential resources. Whether you're navigating training materials, understanding your retirement contract, or exploring optional benefits, these streamlined steps will empower you. Take advantage of the wealth of information and support offered by CalPERS to enhance your role as a retirement contract manager.

We've outlined the process in three steps below to make this easy for you to follow.

STEP 1:
Understand Your Retirement Contract
View your plans and benefit options in myCalPERS with your business partner login under the Retirement Contracts tab.

STEP 2:
Review Your Agency Annual Actuarial Valuation Reports
Access your Public Agency Actuarial Valuation Reports and schedule a meeting with your Actuary to understand your reports.

STEP 3:
Explore Optional Benefits Information
Learn more about the available optional benefits in the Optional Benefits Listing.

Access Training Materials and Publications

Explore resources under the 'I want to area' in the Employers tab including:

- myCalPERS System Access Administration Student Guide: Learn how to manage myCalPERS and your agency information.
- Public Agency and Schools Reference Guide: Understand laws, practices, and polices.
- Actuarial Resources, Employer Contributions: Learn about your required contributions.
- Employer Education View Business Rules and myCalPERS training classes and upcoming events.
- CalPERS Educational Forum Attend information sessions and consult with our experts.

Questions?

You can always call the CalPERS Pension Contract Administration Team at **(888) CalPERS** (**888**-225-7377) or log in to myCalPERS and submit a workflow.

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