



California Public Employees' Retirement System
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Membership

Circular Letter

June 10, 2022

Circular Letter: 200-035-22

Distribution: XII, XVI

To: All CalPERS Contracted School Employers
Subject: Retirement System Election (ES 372) myCalPERS Enhancement

Purpose

The purpose of this Circular Letter is to provide information regarding improved functionality in myCalPERS when processing the California Public Employees' Retirement System (CalPERS)/California State Teachers' Retirement System (CalSTRS) Retirement System Election (ES 372) that will be available on June 20, 2022.

Enhanced Features

Based on your feedback, we made improvements to the myCalPERS functionality related to the Retirement System Election process. These enhancements will improve efficiency, increase data integrity, and allow you to report Retirement System Elections more effectively to CalPERS.

Updated Employer Certification Functionality

- The Retirement System Election questions on the Appointment Details page (UID 339) in the Membership Information panel and Appointment Change have been condensed to one question, rather than two. The question will ask, "Is a Retirement System Election (ES 372) needed for this enrollment to elect CalPERS or CalSTRS?"
- The employer certification requirement for the Retirement System Election will populate questions based upon the details provided and improve auto-determination accuracy.

Resolved Contributory Indicator Concerns

Historically, when a Retirement System Election is entered into myCalPERS, the appointment would reflect non-contributory while it is pending and would restrict you from reporting payroll and contributions. We updated the functionality to allow appointments to remain contributory, while the determination is pending. The appointment will only change to non-contributory if the election is denied due to the position being ineligible to be reported to CalPERS.

Ability to View Determination Details

You can view the status of the election in myCalPERS to determine if it is completed or pending. You will also be able to view the determination once completed, including the reason for denial, if applicable.

To view the Retirement System Election details:

- Open the member's appointment with the Retirement System Election.
- Select the **View Election Information** link under Membership Information.

The determination will display in the Select Action panel. If no determination is available, the determination is still under review.

We updated determination letters sent to you and the member to provide clarity regarding the determination reason and the next steps required, if applicable. The letters to your agency are addressed to the attention of the human resources department. The County Office of Education and the district, if applicable, will receive the letters when they are generated.

Questions

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

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