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Circular Letter

October 29, 2012

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **CHANGE IN EMPLOYER CERTIFICATION FOR RETIREMENT APPLICATIONS**

The purpose of this Circular Letter is to inform you of important information regarding a change in the employer certification section on Service and Disability Retirement applications.

Employer Certification on Retirement Applications

Service and Disability Retirement applications are being revised to remove the employer certification section. Employers no longer need to indicate last day on payroll, separation date, unused sick leave, and unused educational leave hours on the retirement application. Employers must, however, report this information online using myCalPERS. The newly revised retirement applications will be available on the CalPERS website and will be available for ordering December 20, 2012.

Requested Employer Certification or Amended Employer Certification

Effective immediately, CalPERS will no longer process the Requested Employer Certification (BSD-200) or Amended Employer Certification (BSD-200A) forms. Unused sick leave and educational leave, when applicable, must be reported online.

Proper Reporting

It is imperative that an employer report a permanent separation when an employee retires or otherwise ends employment with your agency, regardless of the reason. All transactions within myCalPERS, including health and retirement, rely on the permanent separation date to be reported to determine proper benefit eligibility and cost for both the employer and the member.

Employer Resources

For information about how Public Agency, School, State, and Non-Central employers should submit this information using myCalPERS, please visit the CalPERS Education Center on CalPERS On-Line at www.calpers.ca.gov. The student guide for myCalPERS Training Course 103: Retirement Enrollment Basics, provides instruction on reporting a permanent separation, the last day on payroll, unused sick leave, and unused educational leave in Unit 3, Scenario 5.

Circular Letter No.: 200-049-12

October 29, 2012

Page 2

Please note that State Agencies and the California State University (CSU) system should continue to report permanent separations as well as sick leave and educational leave via the Personnel Information Management System (PIMS). However, if any corrections need to be made after the permanent separation and sick or educational leave have been reported via PIMS, State Agencies and the CSU system should make changes via my|CalPERS, and not through PIMS.

Additional information regarding the reporting of unused sick or educational leave is available in the CalPERS Public Agency & Schools Reference Guide and the CalPERS State Reference Guide.

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

ANTHONY SUINE, Chief
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