



California Public Employees' Retirement System
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Date: **May 22, 2000**
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Special:

TO: BOARD MEMBERS, STATE AGENCIES, AGRICULTURAL DISTRICTS, PUBLIC AGENCIES, STATE COLLEGES & UNIVERSITIES, COUNTY SUPERINTENDENT OF SCHOOLS

SUBJECT: PROCEDURES FOR THE CalPERS REENGINEERED BUSINESS PROCESSES

Please find attached detailed information containing process and procedural information regarding the CalPERS Reengineered Business Processes. As we mentioned in the Circular Letter dated March 31, 2000 (200-036) these improved processes will touch three key areas at CalPERS:

- Retirement Estimates
- Retirement Applications
- Service Credit Purchases

Communication is more important than ever before. We, in the Actuarial and Employer Services Division want to assure you that if you need to talk to us about these new processes, or any other CalPERS matter, that we are available. A listing, showing your AESD Employer Representative, is for your review. So, if you have any questions, or concerns, please give your Representative a call. I would ask you to refer your employees to the CalPERS Regional Offices for member concerns. The Employer Representatives are *your* link to CalPERS employer issues.

You have also received a small supply (10) of the newly revised forms, and publications, that are impacted by these changes. Specific publications I would call your attention to:

- A Guide To Your CalPERS Service Credit Options (Pub 12)
- Stepping Into Retirement, A Guide To Completing Your CalPERS Service Retirement Election Application (Pub 43)
- Disability Retirement Election Package (Pub 35)

July 28, 2000 is the last day that CalPERS will accept the 369-S. On July 28 you should discard any, and all, 369-S forms on hand and begin using the form included in the Pub 43.

To order additional copies of these publications please fax your request to: CalPERS,
Central Receiving (916) 795-1523.

Thanks for your patience; if there is anything we can do for you, please give us a call.

Kenneth W. Marzion, Chief
Actuarial & Employer Services Division