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Circular Letter

TO: **ALL PUBLIC AGENCIES AND SCHOOL EMPLOYERS**

SUBJECT: **NEW PUBLIC AGENCY PROCEDURES MANUAL**

The Employer Services Division is pleased to announce the publication of the latest edition of the CalPERS Public Agency Procedures Manual (Manual). This edition will be available exclusively online from the CalPERS Web site www.calpers.ca.gov. In addition to saving on production costs, the online version allows us to make changes more quickly, ensures you have the most current information, and is easy to use with links that take you directly to the information you need. This new online edition, with its updated information, should replace in its entirety any previous editions you or your staff may have.

This Manual is designed to assist you in conducting business with CalPERS. We encourage you to share this information with all staff who have the responsibility of enrolling employees into CalPERS membership, processing or submitting payroll reports, amending contracts, or who convey benefit information to staff.

The Employer Services Division uses this publication to provide simplified explanations for often complex laws. Periodic updates about changes to CalPERS policies and procedures will continue to be provided to you by means of Circular Letters and CalPERS Employer eBulletins. If you are not already enrolled to receive eBulletins, you should do so immediately at *CalPERS On-Line*. The CalPERS Employer eBulletin system allows you to stay informed with the latest in employer news.

If you have comments or questions about this CalPERS Public Agency Procedures Manual, please contact us at **888 CalPERS** (or **888-225-7377**).

Lori McGartland, Chief
Employer Services Division