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Circular Letter

TO: STATE AGENCIES, PUBLIC AGENCIES, AGRICULTURAL DISTRICTS,
STATE COLLEGES & UNIVERSITIES

SUBJECT: EMPLOYER EDUCATION WORKSHOPS

CalPERS offers employer educational workshops to assist you in meeting retirement program administration requirements. The workshops will now be held at our eight Regional Offices plus in the city of Redding.

Workshop attendees receive in-depth education on the subjects of determining membership eligibility, payroll processing, determining what is reportable compensation, and the employer's role in the retirement process. Also discussed is how the employer contribution rate is determined, legislation of importance to employers, and information about other CalPERS programs. These workshops have been designed specifically for Human Resources, Personnel, Benefits, and Payroll staff.

The invitation to attend any of the sessions on the attached schedule is being sent to Public Agency, State, and California State University employers.

Workshop seating may be limited; therefore, reservations will be accepted and confirmed as space permits. To register, please select from one of the following options:

- Contact the Employer Contact Center at **888 CalPERS** (or **888-225-7377**) and provide the information on the attached registration form.
OR
- Complete the attached registration form and fax to (916) 795-0491.
OR
- Email the information on the attached registration form using "Ask CalPERS" through www.calpers.ca.gov.

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

Lori McGartland, Chief
Employer Services Division

Attachments