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# Circular Letter

TO: STATE AGENCIES, PUBLIC AGENCIES, AGRICULTURAL DISTRICTS

SUBJECT: EMPLOYER EDUCATION WORKSHOPS

CalPERS offers employer educational workshops to assist you in meeting retirement program administration requirements. The workshops are held at our eight Regional Offices plus a location in the City of Redding. The enclosed schedule contains information about upcoming workshops for the first half of 2007.

Workshop attendees receive in-depth education on the subjects of CalPERS membership, payroll, and benefits. These workshops have been designed specifically for Human Resources, Personnel, Payroll, and Benefits staff.

*Topics Include:*

- *How the employer contribution rate is determined*
- *Determining Membership Eligibility*
- *Payroll Reporting Specifications*
- *Reportable Compensation*
- *The Employer's Role in the Retirement Process*
- *Information about other CalPERS Programs, Workshops, and Events*

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:

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

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

Lori McGartland, Chief  
Employer Services Division  
Enclosure