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 second 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.
• 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