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Reference No.:

Circular Letter No.: 200-075-11

Distribution: IV, V, X

Special:

## Circular Letter

December 19, 2011

TO: **ALL STATE AND CALIFORNIA STATE UNIVERSITY EMPLOYERS**

SUBJECT: **NEW STATE REFERENCE GUIDE**

The Customer Service and Outreach Division is pleased to announce the publication of the latest edition of the CalPERS State Reference Guide (Guide). This edition will be available exclusively online from the CalPERS website [www.calpers.ca.gov](http://www.calpers.ca.gov). In addition to saving on production costs, the online version allows us to make changes more quickly, to provide you the most current information at all times. We recommend you and your staff use the online version as it includes links that take you directly to the information you need. This Guide, with its updated information, replaces in its entirety any previous editions of the State Handbook you or your staff may have.

This Guide is designed to assist you in conducting business with CalPERS. We encourage you to share this information with all staff who enroll employees into CalPERS membership, determine the correct account code to use, or who convey benefit procedures to staff.

The Customer Service and Outreach 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.

Please visit the Forms and Publications Center on our website at [www.calpers.ca.gov](http://www.calpers.ca.gov) to use the State Reference Guide. If you have comments or questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

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Customer Service and Outreach Division