



Outdated Form

Circular Letter No: 200-021-18

The Out-of-Class Appointment Employer Certification form in this Circular Letter is outdated. Employers are required to certify Out-of-Class appointments through my|CalPERS.



P.O. Box 942709 Sacramento, CA 94229-2709
888 CalPERS (or **888-225-7377**)
 TTY: (877) 249-7442 | Fax: (800) 959-6545
www.calpers.ca.gov

Out-of-Class Appointment Employer Validation

For the current fiscal year 2017-18, the reporting period is from January 1, 2018 – June 30, 2018.

Employer Name	
Employer CalPERS ID	
Member Name	
Member CalPERS ID	
Permanent Position Title	
Out-of-Class Position Title	

Is the Out-of-Class Appointment a vacant position? Yes No

Is the Out-of-Class Appointment in a recruitment? Yes No

Total hours worked in Out-of-Class Appointment this fiscal year: _____ Hours

Begin Period Date	End Period Date	Pay rate in Permanent Position	Pay rate in out-of-class position	Pay rate Type (monthly, hourly)	Hours worked in out-of-class	Special Compensations (if none, list 0)	Total Earnings

For additional out-of-class appointments, please refer to supplemental form.

Fax or mail completed form by July 30, 2018:

California Public Employees' Retirement System
 P.O. BOX 942709
 Sacramento, CA 94229-2709
 Fax: (800) 959-6545

Signature of authorized signer: _____

Printed name and title of authorized signer: _____

Telephone: _____

Date: _____

Email: _____

Fax Number: _____

For additional Out-of-Class Appointment, please fill out supplemental form(s).

Employer CalPERS ID	
Member Name	
CalPERS ID	
Previous Position Title	
Out-of-Class Position Title	

Is the Out-of-Class Appointment a vacant position? Yes No

Is the Out-of-Class Appointment in a recruitment? Yes No

Total hours worked in Out-of-Class Appointment this fiscal year: _____ Hours

Begin Period Date	End Period Date	Pay rate in Permanent Position	Pay rate in out-of-class position	Pay rate Type (monthly, hourly)	Hours worked in out-of-class	Special Compensations (if none, list 0)	Total Earnings

OUTDATED FORM