



Outdated Form

---

Circular Letter No: 200-060-18

The SPM Cost Request Form in this Circular Letter is outdated.  
View the current [SPM Cost Request Form \(PDF\)](#).



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

---

## Announcements

# Circular Letter

October 18, 2018

Circular Letter: 200-060-18

Distribution: V, VI, XII, XVI

**To: Non-Central State Agencies, Public Agencies Employers, Agricultural Districts, Superintendents of Schools and Individual School Districts**

**Subject: Enhancements to the Service Prior to Membership Service Credit Request form**

### Purpose

The purpose of this Circular Letter is to provide an update on recent enhancements made to the Service Prior to Membership (SPM) (PERS-MSD-370) service credit purchase request form and the Employer Certification Process.

### Background

Generally, a member may be eligible to purchase SPM service credit if they worked with an eligible CalPERS-covered employer in an eligible CalPERS-covered position, prior to becoming a CalPERS member. A vital part of the SPM request process is the completion of the Employer Certification section of the request form.

In September 2017, the California Public Employees' Retirement System (CalPERS) enacted changes to the processes for SPM cost requests. As outlined in [Circular Letter #200-051-17 \(PDF\)](#), SPM employer certification of the SPM cost request form (PDF) required the completion of sections four and five which include detailed employer certified payroll. The employer certified payroll is a pay period by pay period breakdown of the employee's SPM payroll, including start and end dates, position title(s), pay rate(s), hours worked, and earnings.

Recently, we received feedback from employers regarding the functionality of the online SPM cost request form and now we have further enhanced the certification process that improves the process.

## **What Are the New Enhancements?**

### **W-2s and Social Security Statements**

While CalPERS will not accept W-2's, and/or Social Security Statements in lieu of completion of the employer certification section, employers may use W-2's and Social Security Statements as tools for completing the employer certification section of the SPM request form. Please keep in mind, the information must remain consistent with CalPERS' current requirements as outlined in [Circular Letter #200-051-17 \(PDF\)](#).

### **Grouping Fiscal Years**

Many employees have SPM periods that span multiple years. SPM employer certified payroll will now be accepted when fiscal years are grouped together.

To calculate accurate SPM cost and service credit:

- The grouped months must be in the same fiscal year, pay rate, and position.
- Pay rates, position hours, and earnings must be listed separately if the member worked in multiple positions.
- A new line must begin if the member has a break in service consisting of an entire pay period. In addition, if the member changes pay rates during the fiscal year, a new line must begin with the new pay rate.
- The fiscal year must be broken down monthly if the member worked more than 1,000 hours during that fiscal year.

## Online SPM Form Now Fillable

The online SPM cost request form (PDF) is now available as a fillable PDF on the CalPERS website, at [www.calpers.ca.gov](http://www.calpers.ca.gov). Please complete the employer certification, print, sign and forward the completed SPM cost request to CalPERS. This enhancement will increase efficiency for employees and employers and decrease the processing time for SPM cost requests.

Example:

### Section 5, continued

### Pay Period Detail

Please keep this information attached to the Request for Service Credit Cost Information.

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Position Title	Full-Time Pay Rate (Hourly/Daily/Monthly)	Time Worked (In Hours)	Earnings	Time Base (Full Time/ Part Time)	Months per Year (10, 11, 12)
09/03/1992	06/30/1993	Yard Duty	\$10.00	20	\$200.00	Part-time	10
07/01/1993	06/30/1994	Sub Bus Driver	\$10.75	700	\$7,525	Part-time	10
07/01/1994	06/30/1995	Instructional Aide	\$12.75	20	\$255.00	Part-time	10
07/01/1994	6/01/1995	Sub Bus Driver	\$11.00	30	\$330.00	Part-time	10
07/01/1995	06/30/1996	Instructional Aide	\$1,800.00	86	\$900.00	Part-Time	10

## Important Reminders

- If employer certification is not consistent with the current certification requirements, the employee's SPM cost request will be considered incomplete.
- All service credit request forms that require employer certification must be certified by an authorized payroll, personnel, or human resources employer representative. Please ensure that your contact lists are updated in my|CalPERS with all authorized employer representatives.
- We recommend you encourage your employees to request the purchase of service credit early in their career to ensure the availability of payroll records.

## Questions

If you have any questions about the information provided in this circular letter, contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Donald R. Martinez, Chief  
Member Account Management Division