



California Public Employees' Retirement System  
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## Announcements

# Circular Letter

January 19, 2021

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Distribution: IV, V, VI, X, XII, XVI

**To:** All CalPERS Employers  
**Subject:** New Employee Functionality in myCalPERS for Service Credit Purchases

### Purpose

The purpose of this Circular Letter is to inform you of recent system enhancements that will allow employees the ability to submit their service credit purchase request through myCalPERS. Based on feedback from you and your employees, we implemented the electronic service credit purchase costing request process. We will also be implementing additional functionality in the upcoming months that will enable employees to obtain an estimated cost to purchase their service credit as well as the ability to elect to purchase their service credit online.

### Online Request Process for Employees

To request service credit electronically, employees should log in to myCalPERS, go to the **Retirement** tab, select **Service Credit Purchase** followed by **the Search for Purchase Options** button. Employees will complete a series of questions to assist in determining the service credit type(s) they may be eligible for. They can then request the cost for any available purchases. In some cases, the employer may be required to certify the employees service credit purchase request.

### Certification Process for Employers

If employer certification is required, you must complete the required certification questions and provide all necessary documentation electronically in myCalPERS. All employee requests needing certification will be found in the **Reporting** tab under **Member Requests**. The **Member Request** tab should be monitored daily to ensure all employer certification requests are

completed timely. If the employer certification is not completed, the employee's request will be closed, and they will be required to submit a new request, which may increase the cost.

## **Benefits of Requesting Online**

In addition to reducing paper, there are several benefits to requesting a service credit purchase online for both employees and employers.

Benefits to employees include:

- Convenience to submit a request in their secure account
- Quicker eligibility determinations
- Direct access to a variety of resources designed to assist with their service credit purchase and help them make an informed decision
- Ability to monitor the status of their request from start to finish
- Ability to easily submit any additional required documents online

Benefits to employers include:

- Conveniently certify employees' purchase requests from your myCalPERS account
- Electronically submit required documents in a secure location

## **Resources**

Encourage your employees to register and/or log in to [myCalPERS](#). Benefits of service credit purchases and other resources are available on our website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

## **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