



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

Membership

Circular Letter

January 3, 2022

Circular Letter: 200-003-22

Distribution: XII, XVI

To: All CalPERS Contracted School Employers
Subject: Retirement System Election Form Requirement Update

Purpose

The purpose of this Circular Letter is to inform you of the change to process a completed and signed Retirement System Election (ES 372) form when a member elects California Public Employees' Retirement System (CalPERS) for a California State Teachers' Retirement System (CalSTRS) covered position.

Background

Historically, when a member in a position performing creditable service (CalSTRS reportable) elects to have the position reported to CalPERS with the ES 372 form, you were required to send a copy of the form to CalSTRS.

Impacts

Effective January 1, 2022, due to an update to Government Code section 20309 of the Public Employees' Retirement Law, employers are no longer required to send a copy of the ES 372 form to CalSTRS when an employee in a CalSTRS reportable position elects CalPERS.

Submit the original signed form to CalPERS by uploading it to the **Membership Information** section of the member's appointment in myCalPERS and completing the employer certification. You are required to retain a copy of the employee's signed election form.

Resources

View the [Public Agency & Schools Reference Guide \(PDF\)](#) for information about membership determinations and Retirement System Election eligibility and requirements.

Questions

If you have any questions, visit our [website](#), or contact the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Renee Ostrander, Chief
Employer Account Management Division