



California Public Employees' Retirement System  
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## Membership

# Circular Letter

January 3, 2022

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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