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# Circular Letter

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **SYSTEM CONVERSION IMPACTS FOR EMPLOYERS**

On September 19, 2011, CalPERS will launch my|CalPERS, the state-of-the-art system that will enable new capabilities and enhance current functionality. The Public Employer Readiness Team (PERT) is dedicated to helping employers prepare for that critical time just before the launch of my|CalPERS called system conversion.

System conversion is a set of structured steps that are necessary to transition from our current processes and systems to the new my|CalPERS processes and system. It is the length of time that starts with CalPERS preparing data for conversion and freezing the legacy applications, and ends with migration of the data to the new system.

CalPERS will be open for business during the system conversion period that occurs from September 2-18, 2011, and we will continue to respond to your inquiries and assist you with business transactions. However, there will temporarily be limited services for some transactions, and some system conversion activities will occur outside of the two week conversion period.

In order to help you plan ahead, PERT has prepared the attached *System Conversion Impacts for Employers* document. This document is intended to be used as a tool to inform your organization of the critical dates of key business activities as we transition to the new system. **PERT strongly encourages all employers to carefully review this document to become familiar with the business activities and key dates that may impact your agency as you get ready for my|CalPERS.**

The *System Conversion Impacts for Employers* document is also available on our new system conversion Web page in the PERT area of *CalPERS On-Line* at **[www.calpers.ca.gov/PERT](http://www.calpers.ca.gov/PERT)**. This Web page will be updated with other relevant materials and information as it becomes available and PERT will notify you of these updates.

To further assist you, PERT will be offering teleconferences in May to address specific questions you may have regarding system conversion. These teleconferences will last

approximately 60-90 minutes depending on the number of questions received. To register for a teleconference, go to the system conversion Web page in the PERT area of *CalPERS On-Line* at **[www.calpers.ca.gov/pert](http://www.calpers.ca.gov/pert)** to sign up. You'll be guided through the registration process, and can select a day that is convenient for you.

PERT is committed to helping you through the entire readiness process so you can prepare your systems and staff to experience the benefits of my|CalPERS. If you have any questions, please call our Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

Karen DeFrank, Project Manager  
Public Employer Readiness Team (PERT)

Enclosure

[my|CalPERS System Conversion Impacts for Employers](#)