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## Circular Letter

December 31, 2012

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 –  
NEW ENROLLMENTS, NEW AND REVISED FORMS AND PUBLICATIONS**

The purpose of this Circular Letter is to provide information regarding new enrollments and CalPERS forms and publications that were created or revised due to the Public Employees' Pension Reform Act of 2013 (PEPRA) and related Public Employees' Retirement Law (PERL) amendments in Assembly Bill (AB) 340.

### **NEW ENROLLMENTS**

All new enrollments with an effective date of January 1, 2013, or later should be held until Monday, January 7, 2013. The necessary my|CalPERS system enhancements will then be available and you should resume processing transactions at that time. If an enrollment is required to be entered prior to that time due to other constraints, please call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) for assistance.

Please note that enrollments with an effective date of December 31, 2012, or earlier may be processed as normal in my|CalPERS.

### **NEW FORMS**

The new forms listed below will be available online after January 1, 2013. To access the online versions, please visit the [Forms & Publications Center](#) on CalPERS On-Line. Printed copies of the new forms are attached to this letter.

#### ***Member Reciprocal Self-Certification Form*** (PERS-CASD-801)

This form is for employers to use to identify if new employees are classic members due to reciprocity. It is extremely important for employers to properly identify the status of members at the time of hire.

While processing an enrollment in my|CalPERS, employers will identify if the new hire is coming from a reciprocal agency and be prompted to enter the necessary data elements which subject them to reciprocity. This form identifies those necessary data elements the employer is required to enter.

Based on the enrollment information entered by the employer, my|CalPERS will automatically determine the proper benefit group for the new employee. Employers must retain a copy of this form in the individual's employment records for auditability purposes.

***Certification of MOU Impairment*** (PERS-CASD-800)

This form can be used by employers to notify CalPERS in writing if they certify that the terms of their Memorandum of Understanding (MOU), in effect on or before January 1, 2013, will be impaired by their compliance with the requirements of one or more provisions of Government Code Section 7522.30. See the form for more information.

Please review [Circular Letter #200-055-12](#) for additional information on reciprocity and MOU impairment as it relates to PEPRA.

**UPDATED PUBLICATIONS**

The revised versions of the following publications will be available online in the [Forms & Publications Center](#) on CalPERS On-Line by January 1, 2013. Printed editions will be available in approximately 6-8 weeks:

- School Member Benefit Publication (PUB 2)
- State Safety Member Benefit Publication (PUB 7)
- Local Miscellaneous Member Benefit Publication (PUB 8)
- Local Safety Member Benefit Publication (PUB 9)
- Alternate Retirement Program (PUB 10)
- A Guide to Your CalPERS Service Credit Purchase Options (PUB 12)
- When You Change Retirement Systems (PUB 16)
- Employment After Retirement (PUB 33)
- A Guide to Completing Your CalPERS Disability Retirement Election (PUB 35)
- Reinstatement From Retirement (PUB 37)
- A Guide to CalPERS Community Property (PUB 38A)

The revised versions of the following publications are anticipated to be available online by January 15, 2013:

- Planning Your Service Retirement (PUB 1)
- State Miscellaneous & Industrial Member Benefit Publication (PUB 6)
- National Guard Member Benefit Publication (PUB 11)
- State Second Tier Election Application (PUB 52)

Please note that the dates of availability for the revised versions of the publications listed in this letter are subject to change.

We encourage you to visit the [Pension Reform Impacts](#) page on CalPERS On-Line at [www.calpers.ca.gov](http://www.calpers.ca.gov) for the latest PEPRA information and updates.

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In addition, a new online training class, ***my|CalPERS Changes Due to the Public Employee's Pension Reform Act of 2013 (PEPRA)***, is now available for employers. This class reviews important changes to the my|CalPERS system based on PEPRA provisions. To enroll in online training, log in to in [my|CalPERS](#) and select the **Education** tab.

If you have any questions, please call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

KAREN DeFRANK, Chief  
Customer Account Services Division

Enclosures

[Member Reciprocal Self Certification Form \(PERS-CASD-801\)](#)

[Certification of Memorandum of Understanding \(MOU\) Impairment \(PERS-CASD-800\)](#)