

myCalPERS Retirement Contract

Student Guide

June 21, 2025



Introduction

This student guide will assist you with reviewing and amending your retirement contract.

Disclaimer

Business partner and participant information has been masked in this procedure guide.

System Access

If myCalPERS does not allow you to perform these scenarios, contact your agency's system access administrator to update your myCalPERS access.

Training Opportunities

Prior to taking a myCalPERS training, new users should review the [Introduction to myCalPERS for Business Partners \(PDF\)](#) student guide and take a [Business Rules class](#). Business Rules summarize the laws defined by the California Public Employees' Retirement Law (PERL).

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Unit 1: Review Your Agency’s Retirement Contract

Within this unit, you will review your contract benefits and employer rates by member category and benefit level.

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Scenario 1: Review Your Contract Benefits

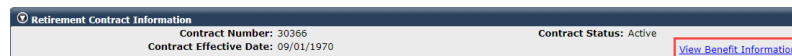
Step Actions (9 steps)

Step 1 From the homepage, select the **Profile** global navigation tab.

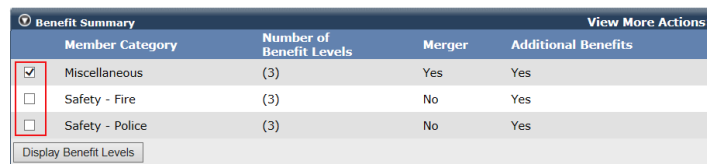
Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Retirement Contract Information section, select the **View Benefit Information** link.

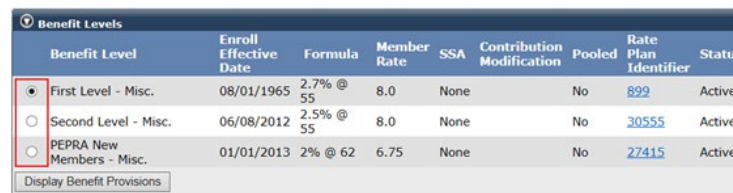


Step 4 Within the Benefit Summary section, select the appropriate **Member Category** check boxes.



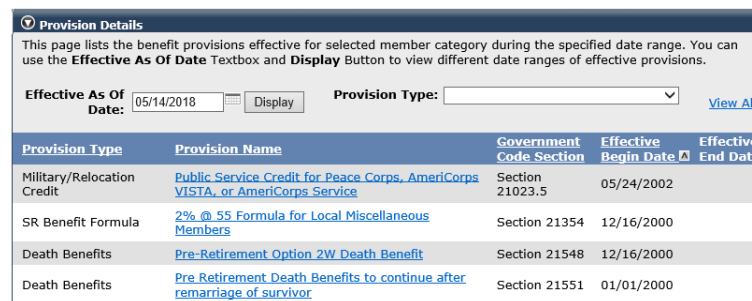
Step 5 Select the **Display Benefit Levels** button.

Step 6 Within the Benefit Levels section, select a **Benefit Level** radio button.



Step 7 Select the **Display Benefit Provisions** button.

Step 8 Review the Provision Details section.



Step 9 Repeat steps 4-8 to review another benefit level's provisions.

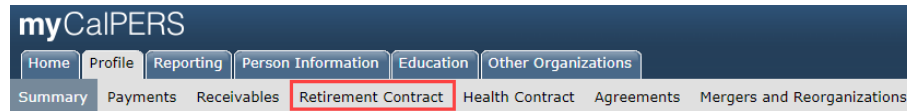
You have completed this scenario.

Scenario 2: Review Retirement Contract Merger Information

Step Actions (6 steps)

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Retirement Contract Information section, select the **View Benefit Information** link.



Step 4 Within the Benefit Levels section, review the merger information.

Benefit Summary

Member Category	Number of Benefit Levels	Merged Benefit Levels	Additional Benefits	Terminated
<input checked="" type="checkbox"/> Miscellaneous	(3)	Yes	Yes	No
<input type="checkbox"/> Safety - Fire	(3)	No	Yes	No
<input type="checkbox"/> Safety - Police	(3)	No	Yes	No

Display Benefit Levels

Benefit Levels

Primary Contract

Benefit Level	Enroll Effective Date	Formula	Employee Rate	SS Type	Contribution Modification	Pooled	Rate Plan Identifier
<input checked="" type="radio"/> First Level - Misc.	08/01/1965	2.7% @ 55	8.0	None		No	123
<input type="radio"/> Second Level - Misc.	06/08/2012	2.5% @ 55	8.0	None		No	456
<input type="radio"/> PEPPA New Members - Misc.	01/01/2013	2% @ 62	7.25	None		No	12345

Merged Benefit Levels In

Benefit Level	Source Agency	Merged Date	Full or Partial Merge	Partial Merge Type	Pooled	Rate Plan Identifier
<input type="radio"/> First Level - Misc.	Toon Town	12/29/1975	Full			
<input type="radio"/> First Level - Misc.	City of Tomorrow	12/29/1975	Full		No	

Display Benefit Provisions

Step 5 Select a **Benefit Level** radio button.

Merged Benefit Levels In

Benefit Level	Source Agency	Merged Date	Full or Partial Merge	Partial Merge Type	Pooled	Rate Plan Identifier
<input type="radio"/> Misc.	Merger	12/29/1975	Partial	Individual		
<input checked="" type="radio"/> First Level - Misc.	East Bay Redevelopment Agency	12/29/1975	Full		No	32131
Display Benefit Provisions						

Provision Details

This page lists the benefit provisions effective for selected member category during the specified date range. You can use the **Effective As Of Date** Textbox and **Display** Button to view different date ranges of effective provisions.

Effective As Of Date:

04/19/2019

Display

Provision Type:

View All

Show 25 rows

Search:

Provision Type	Provision Name	Government Code Section	Effective Begin Date	Effective End Date
SR Benefit Formula	2.7% @ 55 Formula for Local Miscellaneous Members	Section 21354.5	06/19/2004	
Death Benefits	Pre-Retirement Death Benefits to Continue After Remarriage of Survivor	Section 21551	01/01/2000	
Cost of Living Allowance	2% Annual Cost-of-Living Allowance Increase	Section 21329	04/01/1971	
Death Benefits	\$500 Retired Death Benefit	Section 21620	12/01/1969	
Final Compensation Period	Final Compensation 3 Years	Section 20037	08/01/1965	
Prior Service	Prior Service	Section 20055	08/01/1965	

Step 6 Select the **Display Benefit Provisions** button to review the details.

You have completed this scenario.

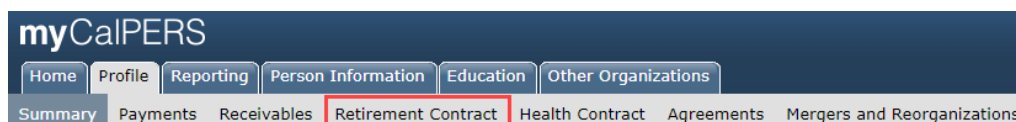
Scenario 3: Review Your Employer Rate

Employer contributions are determined by annual valuations. These valuations are based on the benefit formulas the agency provides and the employee groups covered. Refer to unit 2 on how to access your valuation report. Visit the [Public Agency Required Employer Contributions page](#) to review your agency's contribution rate(s).

Step Actions (9 steps)

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select **Retirement Contract** local navigation link.



Step 3 Within the Rate Summary section, select the **View More Records>>** link.

The screenshot shows a 'Rate Summary' table. The table has columns: Member Category, Benefit Level, Effective Date, Rate Plan Identifier, Effective Employer Rate, Employee Rate, Employee Rate Modifier, Net Employee Rate, and Total Rate. There are four rows of data. The 'View More Records>>' link is highlighted in the top right corner of the table area.

Member Category	Benefit Level	Effective Date	Rate Plan Identifier	Effective Employer Rate	Employee Rate	Employee Rate Modifier	Net Employee Rate	Total Rate
Miscellaneous	First	08/01/1965	899	11.302%	8%	0%	8%	19.302%
Miscellaneous	Second	06/08/2012	30555	11.302%	8%	0%	8%	19.302%
Miscellaneous	PEPRA	01/01/2013	27415	11.302%	6.75%	0%	6.75%	18.052%
Safety - Fire	First	07/01/1976	30556	14.151%	9%	4%	13%	27.151%

Step 4 Within the Rate Summary section, review the employer rates for each member category and benefit level.

The screenshot shows a 'Rate Summary' table with the following columns: Member Category, Benefit Level, Effective Date, Rate Plan Identifier, Effective Employer Rate, Employee Rate, Employee Rate Modifier, Net Employee Rate, and Total Rate. The table contains eight rows of data.

Member Category	Benefit Level	Effective Date	Rate Plan Identifier	Effective Employer Rate	Employee Rate	Employee Rate Modifier	Net Employee Rate	Total Rate
Miscellaneous	First	06/01/1948	161	7.783%	7%	0%	7%	14.783%
Miscellaneous	PEPRA	01/01/2013	26088	7.783%	6.25%	0%	6.25%	14.033%
Safety - County Peace Officer	First	06/01/1948	30266	16.959%	9%	0%	9%	25.959%
Safety - County Peace Officer	Second	01/09/1982	30265	16.959%	9%	0%	9%	25.959%
Safety - County Peace Officer	Third	11/05/2011	30267	16.959%	9%	0%	9%	25.959%
Safety - County Peace Officer	PEPRA	01/01/2013	25137	16.959%	10.75%	0%	10.75%	27.709%
Safety - Fire	First	06/01/1948	162	16.959%	9%	0%	9%	25.959%

Step 5 Do you want to review the employer rate history?

Yes: Select the appropriate **rate** link under the Effective Employer Rate column and continue to step 6.

No: You have completed this scenario.

Step 6 Review the Rate History section.

▼ Rate History					
Rate Effective Date	Rate Type	Total Employer Rate	Effective Employer Rate	Valuation Report	Rate Replaced
07/01/2018	Annual	7.972	7.972	View	No
07/01/2017	Annual	7.783	7.783	View	No
07/01/2016	Annual	13.257	13.257	View	No
07/01/2015	Annual	12.846	12.846	View	No
07/01/2014	Annual	11.776	11.776	View	No
07/01/2013	Annual	10.926	10.926	View	No
07/01/2012	Annual	10.769	10.769	View	No
07/01/2011	Converted Rate	10.856	10.856		No
07/01/2010	Converted Rate	10.125	10.125		No
07/01/2009	Converted Rate	9.87	9.87		No
07/01/2008	Converted Rate	9.841	9.841		No
09/01/2007	Converted Rate	9.916	9.916		No
07/01/2007	Converted Rate	9.9	9.9		No
07/01/2006	Converted Rate	9.716	9.716		No
07/02/2005	Converted Rate	0.0	0.0		No
07/01/2004	Converted Rate	7.004	7.004		No
07/01/2003	Converted Rate	2.219	2.219		No
07/01/2002	Converted Rate	0.0	0.0		No
07/01/2001	Converted Rate	0.0	0.0		No
12/16/2000	Converted Rate	0.0	0.0		No
07/01/2000	Converted Rate	0.0	0.0		No
07/01/1999	Converted Rate	0.0	0.0		No
07/01/1998	Converted Rate	3.055	3.055		No
07/01/1997	Converted Rate	4.673	4.673		No
07/01/1996	Converted Rate	5.005	5.005		No

Showing records 1 - 25 | First << Previous 1 2 3 Next >> Last | [View Max](#)

Step 7 To view more history, select the **View Max** link at the bottom right.

Step 8 Do you want to review more details for each rate?

Yes: Select the appropriate **rate** link under the Total Employer Rate column to review rate details and continue to step 9.

No: You have completed this scenario.

Step 9 Review the Rate Details section.

▼ Rate Details			
Rate Plan Identifier: 161		Normal Cost Rate: 7.972%	
Member Category: Miscellaneous		Unfunded Actuarial Liability Rate: 0.0%	
Risk Pool: No		Phase Out Rate: 0.0%	
Superfunded: No		Side Fund Rate: 0.0%	
		Class 1 Surcharge Rate: 0.0%	
Pre-paid: No		Total Employer Rate: 7.972%	
0% Rate Prepayment Amount: \$0.00		Prepaid Rate Adjustment: 0.0%	
Rate Plan Effective Date: 07/01/2018		Effective Employer Rate: 7.972%	
Unfunded Accrued Liability		Unfunded Accrued Liability	
Monthly Amount: \$1,972,019.00		Prepayment Amount: \$22,837,091.00	

You have completed this scenario.

Scenario 4: Review Your Exclusions

The Exclusions section displays classification(s) or groups of employees not covered by your retirement contract.

Step Actions (4 steps)

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Exclusions section, select the **View More Actions & Records>>** link.

Exclusions				View More Actions & Records>>
Exclusion	Exclusion Effective Date	Removal Date	Removed Prospectively	
Other - MEMBERS OF BOARDS AND COMMISSIONS APPOINTED BY MAYOR AND CITY COUNCIL	09/01/1970		No	
Other - BOARD OF EDUCATION EMPLOYEES AND MEMBERS	09/01/1970		No	
Other - PERSONS EMPLOYED ON PROVISIONAL APPOINTMENTS PURSUANT TO THE CITY OF CHARTER, SECTION 903, OTHER THAN THE CITY OF EMPLOYEES WHO ARE MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND ACCEPT SUCH APPOINTMENT AFTER SEPTEMBER 1, 1970	09/01/1970		No	
Other - Permanent part-time employees hired prior to September 1, 1970 were excluded from membership in the Public Employees' Retirement System prior to July 4, 1981 because they were not eligible for membership in the Municipal Employees' Retirement System and could not execute a waiver of rights pursuant to paragraph 4.a. of this contract. This exclusion shall not apply to those employees in employment of public agency on or after July 4, 1981.	07/04/1981		No	

Step 4 Review the expanded Exclusions section.

Exclusions				
Exclusion	Exclusion Effective Date	Removal Date	Removed Prospectively	
Other - MEMBERS OF BOARDS AND COMMISSIONS APPOINTED BY MAYOR AND CITY COUNCIL	09/01/1970		No	
Other - BOARD OF EDUCATION EMPLOYEES AND MEMBERS	09/01/1970		No	
Other - PERSONS EMPLOYED ON PROVISIONAL APPOINTMENTS PURSUANT TO THE CITY OF CHARTER, SECTION 903, OTHER THAN THE CITY OF EMPLOYEES WHO ARE MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND ACCEPT SUCH APPOINTMENT AFTER SEPTEMBER 1, 1970	09/01/1970		No	
Other - Permanent part-time employees hired prior to September 1, 1970 were excluded from membership in the Public Employees' Retirement System prior to July 4, 1981 because they were not eligible for membership in the Municipal Employees' Retirement System and could not execute a waiver of rights pursuant to paragraph 4.a. of this contract. This exclusion shall not apply to those employees in employment of public agency on or after July 4, 1981.	07/04/1981		No	
Other - Fire employees hired prior to July 1, 1976 who will remain members of the City of Fire and Police Retirement System and who did not waive their rights under the plan as of October 13, 2001.	10/13/2001		No	
Other - Police employees hired prior to July 1, 1976 who will remain members of the City of Fire and Police Retirement System and who did not waive their rights under that plan as of June 21, 2003.	06/21/2003		No	
Other - Miscellaneous employees hired prior to September 1, 1970 who remained members of the Municipal Employees Retirement System and who did not waive their rights under that plan as of June 19, 2004.	06/19/2004		No	
Other - Miscellaneous EMPLOYEES, OTHER THAN ELECTIVE OFFICERS, WHO ENTERED PUBLIC AGENCY SERVICE PRIOR TO SEPTEMBER 1, 1970 AND WHO HAVE NOT EXECUTED AND FILED, IN ACCORDANCE WITH RESOLUTIONS OF THE CITY COUNCIL, A WAIVER OF RIGHTS UNDER THE MUNICIPAL EMPLOYEE RETIREMENT SYSTEM PRIOR TO SEPTEMBER 1, 1970, OR IN THE PERIODS FEBRUARY 15, 1973 THROUGH MARCH 15, 1973, INCLUSIVE, OR NOVEMBER 24, 1975 THROUGH DECEMBER 19, 1975, INCLUSIVE, OR MAY 15, 1981 THROUGH JUNE 15, 1981, INCLUSIVE, THE EXCLUSION OF A MEMBER EXECUTING AND FILING SUCH WAIVER IN THE PERIOD MAY 15, 1981, THROUGH JUNE 15, 1981, INCLUSIVE, SHALL CEASE AND HIS MEMBERSHIP SHALL BE EFFECTIVE ON JULY 4, 1981.	09/01/1970	06/20/2004	No	
Other - Police officers hired prior to 7/1/1976.	07/01/1976	06/22/2003	No	
Other - Fire fighters hired prior to 7/1/1976.	07/01/1976	10/14/2001	No	
Other - POLICE OFFICERS	09/01/1970	07/02/1976	No	
Other - FIRE FIGHTERS	09/01/1970	07/02/1976	No	

You have completed this scenario.

Unit 2: Annual Actuarial Valuation Report

Actuarial valuation reports are available in August for the following fiscal year.

Your agency's actuarial valuation reports can be accessed on the [Public Agency Actuarial Valuation Reports](#) page.

Step Actions (5 steps)

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Rate Summary section, select the **View More Records>>** link.

▼ Rate Summary									View More Records>>
									View Cost Share Rate Summary
Member Category	Benefit Level	Effective Date	Rate Plan Identifier	Effective Employer Rate	Employee Rate	Employee Rate Modifier	Net Employee Rate	Total Rate	
Miscellaneous	First	08/01/1965	899	11.54%	8%	0%	8%	19.54%	
Miscellaneous	Second	06/08/2012	30555	11.54%	8%	0%	8%	19.54%	
Miscellaneous	PEPRA	01/01/2013	27415	11.54%	7.25%	0%	7.25%	18.79%	
Safety - Fire	First	07/01/1976	30556	14.53%	9%	4%	13%	27.53%	

Step 4 Select the appropriate **rate** link under the Effective Employer Rate column.

▼ Rate Summary									
Member Category	Benefit Level	CBU	Effective Date	Rate Plan Identifier	Effective Employer Rate	Employee Rate	Employee Rate Modifier	Net Employee Rate	Total Rate
Miscellaneous	First Level		08/01/1965	899	0%	8%	0%	8%	8%
Miscellaneous	Second Level		06/08/2012	30555	0%	8%	0%	8%	8%
Miscellaneous	PEPRA New Members		01/01/2013	27415	0%	6.75%	0%	6.75%	6.75%
Safety - Fire	First Level		07/01/1976	30556	-4%	9%	4%	13%	9%
Safety - Fire	Second Level		02/08/2012	30558	-4%	9%	4%	13%	9%
Safety - Fire	PEPRA New Members		01/01/2013	25845	0%	12%	0%	12%	12%

Step 5 Select the valuation report **View** link for the appropriate rate effective date.

▼ Rate History					
Rate Effective Date ▼	Rate Type	Total Employer Rate	Effective Employer Rate	Valuation Report	Rate Replaced
07/01/2015	Rate Adjustment	32.928	0.0		No
07/05/2014	Rate Adjustment	30.159	30.072	View	No
07/01/2014	Annual	30.159	30.159	View	No
07/01/2013	Annual	27.295	27.295	View	No
03/01/2013	Rate Adjustment	25.115	24.248	View	No
07/01/2012	Annual	25.115	25.115	View	No
06/08/2012	Converted Rate	23.604	23.604		No
07/01/2011	Converted Rate	23.604	23.604		No

You have completed this scenario.

Unit 3: Cost Share

Your agency may add cost sharing to your retirement contract based on member categories, bargaining units, or benefit levels. As a contracting agency, cost sharing permits employees to share a portion of their employer's pension cost.

Access the [Public Agency & Schools Reference Guide \(PDF\)](#) for more information.

Contact [CalPERS](#) by sending an email to **pensioncontracts@calpers.ca.gov** before following the steps in this unit. A pension contract analyst will contact you to provide further instructions.

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Scenario 1: Add a Collective Bargaining Unit (CBU)

Step Actions (7 steps)

Step 1 Select the **Profile** global navigation tab.

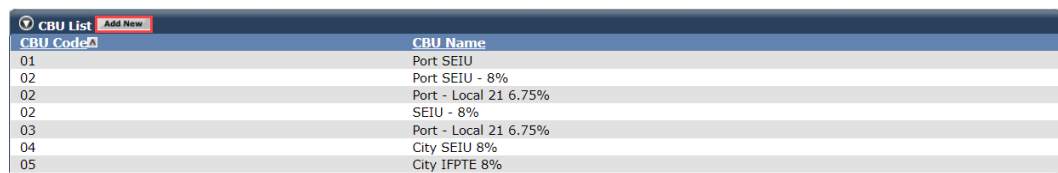
Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Select the **Maintain CBU** left-side navigation link.



Step 4 Select the **Add New** button in the CBU List section.



Step 5 Complete the CBU Details section.

The screenshot shows the CBU Details form. The 'Add New' button is highlighted with a red box. The form contains fields for CBU Code and CBU Name, both marked with an asterisk. Below the form are buttons for Save, Save & Add Another, and Clear.

Step 6 Do you need to add another collective bargaining unit?

Yes: Select the **Save & Add Another** button and return to step 5.

No: Continue to step 7.

Step 7 Select the **Save** button.

You have completed this scenario.

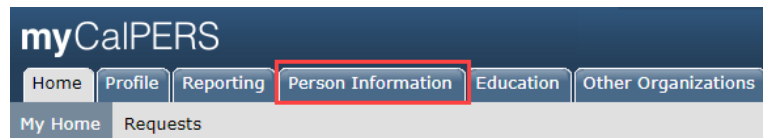
Scenario 2: Associate an Employee to a Collective Bargaining Unit (CBU)

System Logic

Each employee within a CBU that will have cost sharing must be associated to that CBU in myCalPERS.

Step Actions (8 steps)

Step 1 From the homepage, select the **Person Information** global navigation tab.



Step 2 Complete the Person Search section.

The screenshot shows the 'Person Search' section. It has a dark blue header with the text 'Person Search'. Below the header, there is a light gray box containing the text 'Please enter the Social Security Number or CalPERS ID of the person for whom you are searching.' There are two input fields: 'SSN / Federal or Individual Tax ID:' and 'CalPERS ID:'. A 'Search' button is located at the bottom left of the search box.

Step 3 Select the **Search** button.

Step 4 Within the Appointment History section, select the appropriate active employer link.

Employer	Division	Appointment Type	Position Title	Member Category	Appointment Status	Start Date	End Date	View More Actions
City Name		Regular		Miscellaneous	Active	04/24/2018		

Step 5 Select the radio button of the most recent New Appointment or Appointment Change event.

The screenshot shows the 'Appointment Event History' section. It has a dark blue header with the text 'Appointment Event History'. Below the header, there are several buttons: 'Correct Event', 'Delete', 'View All Site Events', and 'Display'. There is a table with columns: 'Event Date', 'Event', and 'Event Details'. The first row shows '12/11/2017', 'New Appointment', and a link 'View Event Details'. A red rectangle highlights the radio button next to the '12/11/2017' date.

Step 6 Select the **Correct Event** button.

Step 7 Within the Appointment Details section, update the CBU field.

The screenshot shows the 'Appointment Details' section. It has a dark blue header with the text 'Appointment Details'. Below the header, there is a form with several sections: 'Program' (CalPERS), 'Enrollment Eligibility Date' (04/24/2018), 'Position Information' (Employer: City Name, Division: , Original Hire Date: 04/24/2018, Member Category: Miscellaneous, Position Title: , Work Calendar: Work 12 Months/Paid 12 Months), 'Retired Annuitant?' (No), 'CBU:' (highlighted with a red rectangle), 'Enrollment Reason:', 'Refunded Appointment?' (No), 'Temporary Position?' (No), 'Created by User: Employer', 'Created on: 04/25/2018 12:50 PM', and 'Appointment Profile' (Last Refreshed: 06/21/2018 03:20 AM).

Step 8 Select the **Save** button.

You have completed this scenario.

Scenario 3: Submit Cost Share Adjustment Memorandum of Understanding (MOU)

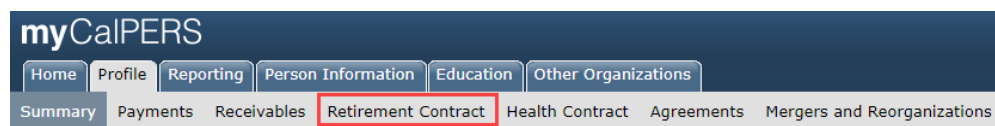
System Logic

- This optional benefit does not require an approved actuarial valuation before amending the retirement contract.
- Ensure copies of the **Cost Share Adjustment Cover Letter** and the **Cost Share Adjustment MOU** are uploaded separately.

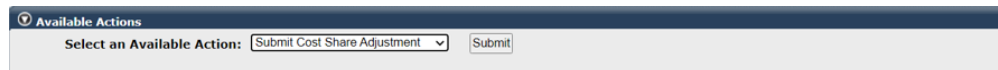
Step Actions (14 steps)

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 At the bottom of the page within the Available Actions section, select the Submit Cost Share Adjustment option from the drop-down list.



Step 4 Select the **Submit** button.

Step 5 Within the Documents section, select a **Provide Documents** link.

Document Type	Requirement Status	Submission Method	Received Date	Received Document	Replace Document
Cost Share Adjustment Cover Letter	Required	Provide Documents			
Cost Share Adjustment MOU	Required	Provide Documents			

Step 6 Within the Submit Documentation section, select the **Choose File** button.

The image shows a 'Submit Documentation' form. It contains instructions and fields for 'Document Category', 'Document Type', 'Submission Method', and 'Path'. The 'Path' field has a 'Choose File' button highlighted with a red box, followed by the text 'No file chosen'.

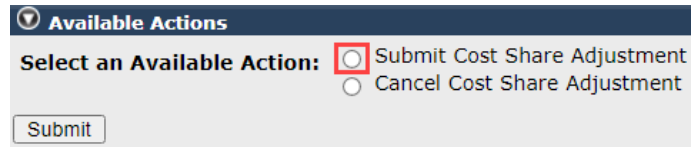
Step 7 Select your cover letter or MOU.

Step 8 Select the **Open** button.

Step 9 Select the **Submit** button.

Step 10 Repeat steps 5-9 to upload your other document (cover letter or MOU).

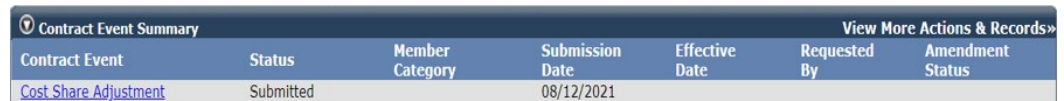
Step 11 Within the Available Actions section, select the **Submit Cost Share Adjustment** radio button.



The screenshot shows a section titled "Available Actions" with a dropdown arrow. Below the title, it says "Select an Available Action:". There are two radio buttons: the first is labeled "Submit Cost Share Adjustment" and is selected (indicated by a red square around the radio button), and the second is labeled "Cancel Cost Share Adjustment". At the bottom of the section is a "Submit" button.

Step 12 Select the **Submit** button.

Step 13 Within the Contract Event Summary section, verify that the cost share adjustment displays Submitted under the Status column.



Contract Event Summary					View More Actions & Records»	
Contract Event	Status	Member Category	Submission Date	Effective Date	Requested By	Amendment Status
Cost Share Adjustment	Submitted		08/12/2021			

Step 14 A CalPERS pension contract analyst will contact you for the next steps in the process.

You have completed this scenario.

Unit 4: Review Retirement Contract Amendment Documents

After you have worked with a pension contract analyst to amend your contract, your initial contract amendment documents will be created and in myCalPERS within 30 calendar days.

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Scenario 1: Download and Submit Initial Contract Amendment Documents

CalPERS will notify your agency (based on your agency's preferred communication method) that the Initial Contract Amendment documents are available through myCalPERS.

1. Download the Amendment Resolution of Intention Letter which provides instructions on completing a list of required documents and uploading them in myCalPERS.
2. Do not upload the cost share ballot(s) but save them at your agency in case of a future CalPERS review.
3. Complete and upload the Certification of Employee Election – Cost Share document.

Step Actions (12 steps)

Download Required Documents

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Contract Event Summary section, select the appropriate Contract Event **Amendment** link.

Contract Event Summary				View More Actions & Records»	
Contract Event	Status	Member Category	Submission Date	Effective Date	Amendment Status
Amendment	Amendment In Progress	Safety - Police	09/23/2015	09/23/2015	
Amendment	Approved	Safety - Fire	08/26/2014	12/20/2014	Completed
Amendment	Cancelled	Miscellaneous	09/23/2015	09/23/2015	
Amendment	Approved	Miscellaneous	08/08/2012	06/08/2012	Completed

Step 4 Within the Documents section, select each **Download** link and print each document.

Documents						
Document Type	Requirement Status	Submission Method	Received Date	Received Document	Replace Document	Coversheet/ Template
Certification of Employee Election - Cost Share	Required	Provide Document				Download
Certification of Cost Share Form	Required	Provide Document				Download
Certification of PA Compliance with 7507	Required	Provide Document				Download
Certification of Governing Body Action	Required	Provide Document				Download
Ordinance	Required	Provide Document				Download
Amendment Resolution of Intention	Required	Provide Document				Download
Cost Share Ballot for Amendment	Required	Provide Document				Download
Amendment To Contract	Required	Provide Document				Download
Cost Share Ballot for Amendment	Required	Provide Document				Download
Amendment Resolution of Intention Letter	Required	Provide Document				Download
Cost Share Pre-Amendment MOU	Optional	Upload	05/31/2018	View Document	Replace	
Cost Share Pre-Amendment MOU	Optional	Upload	05/31/2018	View Document	Replace	
Cost Share Pre-Amendment Cover Letter	Optional	Upload	05/31/2018	View Document	Replace	

Complete Required Documents

Step 5 Follow the instructions in the Amendment Resolution of Intention Letter.

Step 6 Scan the completed documents to your computer.

Upload Required Documents

Step 7 Select the **Profile** global navigation tab.

Step 8 Select the **Retirement Contract** local navigation link.

Step 9 Within the Contract Event Summary section, select the appropriate Contract Event **Amendment** link.

Step 10 Within the Documents section, complete each required document type by selecting each **Provide Document** link.

Documents						
Document Type	Requirement Status	Submission Method	Received Date	Received Document	Replace Document	Coversheet/ Template
Certification of Employee Election - Cost Share	Required	Provide Document				Download
Certification of Cost Share Form	Required	Provide Document				Download
Certification of PA Compliance with 7507	Required	Provide Document				Download
Certification of Governing Body Action	Required	Provide Document				Download
Ordinance	Required	Provide Document				Download
Amendment Resolution of Intention	Required	Provide Document				Download
Cost Share Ballot for Amendment	Required	Provide Document				Download
Amendment To Contract	Required	Provide Document				Download
Cost Share Ballot for Amendment	Required	Provide Document				Download
Amendment Resolution of Intention Letter						Download
Cost Share Pre-Amendment MOU	Optional	Upload	05/31/2018	View Document	Replace	
Cost Share Pre-Amendment MOU	Optional	Upload	05/31/2018	View Document	Replace	
Cost Share Pre-Amendment Cover Letter	Optional	Upload	05/31/2018	View Document	Replace	

Submit Required Documents

Step 11 Select the **Submit Initial Contract Amendment Documents** radio button.

Available Actions

Select an Available Action: *

☒ Submit Initial Contract Amendment Documents

☐ Submit Final Contract Amendment Documents

☐ Cancel Amendment

[Submit](#)

Step 12 Select the **Submit** button.

You have completed this scenario.

Scenario 2: Submit Final Contract Amendment Documents

After CalPERS receives the Initial Contract Amendment documents, within 10 business days, we will overnight mail a packet to your agency with the following:

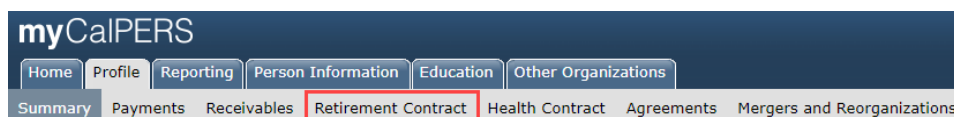
- Instructional cover letter which explains which documents that must be submitted through myCalPERS and to return the original documents to CalPERS by mail
- **Note:** Original signatures are required on all contract documents.
- Certification of Final Action of Governing Body, Form CON-5
- Two copies of the blue Amendment to Contract documents
- Pre-paid return envelope

Step Actions (13 steps)

Download

Step 1 Select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Contract Event Summary section, select the appropriate Contract Event **Amendment** link.

Contract Event Summary				View More Actions & Records»	
Contract Event	Status	Member Category	Submission Date	Effective Date	Amendment Status
Amendment	Amendment In Progress	Safety - Police	09/23/2015	09/23/2015	
Amendment	Approved	Safety - Fire	08/26/2014	12/20/2014	Completed
Amendment	Cancelled	Miscellaneous	09/23/2015	09/23/2015	
Amendment	Approved	Miscellaneous	08/08/2012	06/08/2012	Completed

Step 4 Within the Documents section, select the **Download** link for the Ordinance (city or county) or final resolution (all other public agencies).

Step 5 Print the document.

Complete

Step 6 Complete the Ordinance (city or county) or the final resolution (all other public agencies), Amendment to Contract, and Certification of Final Action of Governing Body, Form CON-5 documents.

Step 7 Scan the completed documents to your computer.

Upload

Step 8 Select the **Profile** global navigation tab.

Step 9 Select the **Retirement Contract** local navigation link.

Step 10 Select the appropriate Contract Event **Amendment** link.

Contract Event Summary				View More Actions & Records»	
Contract Event	Status	Member Category	Submission Date	Effective Date	Amendment Status
Amendment	Amendment In Progress	Safety - Police	09/23/2015	09/23/2015	
Amendment	Approved	Safety - Fire	08/26/2014	12/20/2014	Completed
Amendment	Cancelled	Miscellaneous	09/23/2015	09/23/2015	
Amendment	Approved	Miscellaneous	08/08/2012	06/08/2012	Completed

Step 11 Within the Submit Documentation section, complete each required document type by selecting each **Provide Document** link.

Submit

Step 12 Select the **Submit Final Contract Amendment Documents** radio button.

Available Actions

Select an Available Action:

☐ Submit Initial Contract Amendment Documents

☒ Submit Final Contract Amendment Documents

☐ Cancel Amendment

Step 13 Select the **Submit** button.

You have completed this scenario.

Scenario 3: Verify Amendment Approval Through myCalPERS

CalPERS will review all submitted documents. If the review is successful, we will approve the amendment and send both amendment documents to the appropriate authorized person.

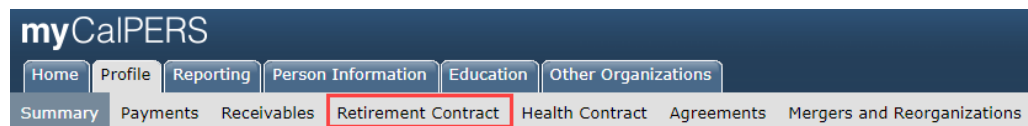
Scenario

You will verify your agency's amendment status in myCalPERS.

Step Actions (3 steps)

Step 1 Select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Contract Event Summary section, verify that the amendment displays Approved under the Status column.

Contract Event Summary					View More Actions»
Contract Event	Status	Member Category	Submission Date	Effective Date	Amendment Status
Amendment	Approved	Miscellaneous Safety - Police	03/20/2018	07/08/2018	Completed
Contract Initiation	Active	Miscellaneous Safety - Fire Safety - Police	08/30/1967	08/31/1967	

You have completed this scenario.

Unit 5: Employer Paid Member Contributions (EPMC)

Contact CalPERS before following the steps in this unit. A pension contract analyst will contact you to provide further instructions.

Follow the step actions to:

- Adopt a resolution for EPMC for the first time
- Revise a resolution for EPMC on file by increasing or decreasing the EPMC amount

Step Actions (30 steps)

Download the CalPERS Resolution

Step 1 From the CalPERS website, locate the [Resolution for Employer Paid Member Contributions](#) document.

Pathway: CalPERS website > Employers > Forms & Publications > Search box: Resolution

The screenshot shows the CalPERS website interface. At the top, there is a navigation bar with links for INVESTMENTS, NEWSROOM, CONTACT, and ABOUT, along with a SEARCH box. Below this is a secondary navigation bar with links for Home, Active Members, Retirees, Employers, and a my|CalPERS Log In button. The main content area is titled 'Forms & Publications' and includes a search bar with the text 'Resolution' entered. A list of search results is displayed, with the first result, 'Resolution for Employer Paid Member Contributions (DOCX)', highlighted with a red box. To the left of the search results is a 'Filter Documents' sidebar with a 'Clear All' button and a list of categories under 'Active Members'.

Step 2 Select the **Resolution for Employer Paid Member Contributions (DOCX)** link.

Complete the Resolution

Step 3 Complete the Resolution for Employer Paid Member Contributions document, which must include the governing body's signature.

Step 4 Save the completed and approved resolution document to your computer.

Upload Resolution

Step 5 From the homepage, select the **Profile** global navigation tab.

Step 6 Select the **Retirement Contract** local navigation link.



Step 7 Within the Employer Resolutions/Written Labor Agreements section, select the **Add New** button.

Resolution Type	Status	Submission Date	Effective Date	Affected Group	Resolution Status
Tax-Deferred Member Contribution	Active	02/04/2013	01/01/2013		Completed
Two Year Additional Service Credit	Active	10/20/2009	06/03/2009		Completed
Two Year Additional Service Credit	Active	06/30/2009	06/03/2009		Completed
Employer Paid Member Contribution	Active	06/03/1996	06/04/1996		Completed

Step 8 Select the **Employer Paid Member Contribution** radio button.

Select Resolution/Agreement Type
Select Resolution/Agreement Type

☐ **Employer Paid Member Contribution**
(EPMC) Resolution (Employers may select to pay a portion of the member contribution: Government Code 20691 or Report the Value of EPMC - 20636 (c)(4))

☐ **Tax-Deferred Member Contribution**
Resolution (The member's contribution deduction is pre-taxed: Internal Revenue Code (IRC) 414 (h)(2))

☐ **Tax-Deferred Service Credit Purchase**
Resolution (The member's service credit purchase deduction is pre-taxed)

☐ **Two Year Additional Service Credit**
(Golden Handshake) Resolution (Selected members are granted additional service credit if they retire during a designated window period)

☐ **Special Compensation Written Labor Agreement**
(Selected members will report different types of special compensation depending on the type of written labor agreement: California Code of Regulations (CCR) 571(a) and (b))

[Continue](#)

Step 9 Select the **Continue** button.

Step 10 Complete the Employer Paid Member Contributions EPMC Details section.

Employer Paid Member Contributions EPMC Details
EPMC Details

Please enter the details about your EPMC resolution.

Resolution Effective Date:

What Portion of the member contribution will be covered? *

☒ Fixed Percent
☐ Relative Adjustment
☐ Dollar Adjustment

Fixed Percent(%): 0.0 For example: If your members pay 7% member contributions, you can enter 7% to pay the entire contribution for your members.

Does the resolution include time-in-grade? (New hires must be vested within five years to be eligible for EPMC):*

☐ Yes
☒ No

EPMC as Compensation

Will the value of EPMC be considered compensation? *

☐ Yes
☒ No

[Save & Continue](#) [Clear](#)

Step 11 Select the **Save & Continue** button.

Step 12 Within the Identify Covered Employees section, select a radio button.

Identify Covered Employees
Please identify the covered employees.

Select Members

Choose your method of selecting members below. You can include all of your employees or identify specific covered employees. *

☐ Include all employees
☐ Identify specific group of covered employees

[Save & Continue](#) [Clear](#)

Step 13 Select the **Save & Continue** button.

Step 14 Will this resolution cover all employees?

Yes: Skip to step 19.

No: Complete the Select Criteria section.

Select Criteria

Criteria Name: *

Please click the Select link to choose/modify criteria values for groups of employees.

Member Category: 0 selected [Select](#)

Collective Bargaining Unit: 0 selected [Select](#)

Position: 0 selected [Select](#)

Division: 0 selected [Select](#)

I need to identify a group of Employees not classified by the above criteria: *

☐ Yes ☒ No

[Save & Continue](#) [Clear](#)

Step 15 Within the Select Criteria Values section, select one or all items in the Criteria Values box.

Select Criteria Values

Please select one or more values from the choices listed on the left and move them to the list on the right by selecting the > button. If you wish to move multiple choices, press and hold the Ctrl key as you select each choice with your mouse.

Criteria: Member Category

Criteria Values:

Safety - Police

Miscellaneous

Selected Criteria Values:

Safety - Fire

[Add Criteria >](#) [Add All Criteria](#)

[Remove Criteria <](#) [Remove All Criteria](#)

[Save](#)

Step 16 Select the **Add Criteria >** button.

Step 17 Select the **Save** button.

Step 18 Select the **Save & Continue** button.

Step 19 Within the Documents section, select the Resolution for EPMC **Provide Document** link.

Document Type	Requirement Status	Submission Method	Received Date	Received Document	Replace Document	Coversheet/Template
Memorandum of Understanding (MOU)	Required	Provide Document				Download
Resolution for EPMC	Required	Provide Document				Download

Step 20 Within the Submit Documentation section, choose the submission method for sending the approved resolution.

Submit Documentation

For faster processing of the required documentation, you can upload documents directly to CalPERS. If a cover sheet is generated when you submit, please print the cover sheet and submit it along with the document you are sending to CalPERS.

Document Category: Retirement Contract

Document Type: Resolution for EPMC

Submission Method: * Upload

Path: * [Browse...](#)

[Submit](#)

Step 21 Select the **Submit** button to upload the completed resolution document.

Step 22 Within the Documents section, select the Memorandum of Understanding (MOU) **Download** link.

Documents						
Document Type	Requirement Status	Submission Method	Received Date	Received Document	Replace Document	Coversheet/Template
Resolution for EPMC	Required	Upload	08/10/2018	View Document	Replace	Download
Memorandum of Understanding (MOU)	Required	Provide Document				Download

Step 23 Save the MOU to your computer.

Step 24 Close the MOU.

Step 25 Select the Memorandum of Understanding (MOU) **Provide Document** link.

Step 26 Complete the Submit Documentation section to attach the MOU.

Submit Documentation

For faster processing of the required documentation, you can upload documents directly to CalPERS. If a cover sheet is generated when you submit, please print the cover sheet and submit it along with the document you are sending to CalPERS.

Document Category: Retirement Contract

Document Type: Memorandum of Understanding (MOU)

Submission Method:

Path:

Step 27 Select the **Submit** button.

Submit Resolution

Step 28 Select the **Submit Resolution** radio button.

Available Actions

Select An Action: ☒ Submit Resolution ☐ Cancel Resolution

Step 29 Select the **Submit** button.

Step 30 Verify that your resolution displays a Submitted status.

Thank you for your Resolution submission. CalPERS will notify you of when you may begin to report EPMC.

Employer Resolutions / Written Labor Agreements					
Resolution Type	Status	Submission Date	Effective Date	Affected Group	Resolution Status
Two Year Additional Service Credit	Active	06/30/2009	06/03/2009		Completed
Tax-Deferred Member Contribution	Active	01/05/2009	01/06/2009		Completed
Tax-Deferred Member Contribution	Active	02/04/2013	01/01/2013		Completed
Employer Paid Member Contribution	Active	06/03/1996	06/04/1996		Completed
Two Year Additional Service Credit	Active	10/20/2009	06/03/2009		Completed
Tax-Deferred Service Credit Purchase	Active	03/29/2009	03/30/2009		Completed
Tax-Deferred Member Contribution	Cancelled	01/24/2013	01/01/2013	Temp	
Employer Paid Member Contribution	Submitted	01/26/2016	01/01/2016	2016 EPMC	

You have completed this scenario.

Unit 6: Pay and Report the Value of Employer Paid Member Contributions (EPMC)

Contact CalPERS before following the steps in this unit. A CalPERS pension contract analyst will contact you to provide further instructions.

System Logic

Follow the step actions in this scenario to:

- Adopt a resolution for Paying and Reporting the Value of Employer Paid Member Contributions (EPMC) resolution for the first time
- Revise a resolution for Paying and Reporting the Value of EPMC on file by increasing or decreasing the EPMC amount

Step Actions (30 steps)

Download the CalPERS Resolution

Step 1 From the CalPERS website, locate the [Resolution for Paying and Reporting the Value of Employer Paid Member Contributions \(DOCX\)](#)

Pathway: CalPERS website > Employers > Forms & Publications > Search box: Resolution

The screenshot shows the CalPERS website's 'Forms & Publications' page. At the top, there is a navigation bar with links for Home, Active Members, Retirees, Employers, and a my|CalPERS Log In button. Below the navigation bar, the page title is 'Forms & Publications'. A search bar is visible with the text 'Resolution' entered. The search results show a list of documents, with the 'Resolution for Paying and Reporting the Value of Employer Paid Member Contributions (DOCX)' document highlighted with a red box. To the left of the search results, there is a 'Filter Documents' section with a list of categories and their counts, including 'All Active Members Documents (90)', 'Beneficiaries (8)', 'Community Property (3)', 'Deferred Compensation (1)', 'Health Benefits (13)', 'Member News (5)', 'Refunds & Reciprocity (3)', 'Retirement Benefits (39)', 'Service Credit (15)', and 'Trusts & Power of Attorney (3)'. The search results also show a 'Showing 1 to 6 of 6 entries (filtered from 740 total entries)' message and a 'Previous 1 Next' pagination control.

Step 2 Select the **Resolution for Paying and Reporting the Value of Employer Paid Member Contributions (DOCX)** document link.

Complete Resolution

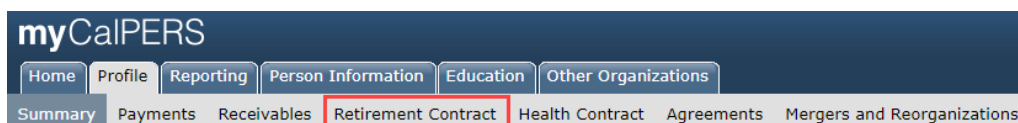
Step 3 Complete the **Resolution for Paying and Reporting the Value of Employer Paid Member Contributions** document, which must include your agency's governing body's signature.

Step 4 Scan the completed and approved resolution document to your computer.

Upload Resolution

Step 5 From the homepage, select the **Profile** global navigation tab.

Step 6 Select the **Retirement Contract** local navigation link.



Step 7 Within the Employer Resolutions/Written Labor Agreements section, select the **Add New** button.

The screenshot shows the 'Employer Resolutions /Written Labor Agreements' section. The 'Add New' button is highlighted with a red box. Below it is a table with columns: Resolution Type, Status, Submission Date, Effective Date, Affected Group, and Resolution Status.

Resolution Type	Status	Submission Date	Effective Date	Affected Group	Resolution Status
Tax-Deferred Member Contribution	Active	02/04/2013	01/01/2013		Completed
Two Year Additional Service Credit	Active	10/20/2009	06/03/2009		Completed
Two Year Additional Service Credit	Active	06/30/2009	06/03/2009		Completed
Employer Paid Member Contribution	Active	06/03/1996	06/04/1996		Completed

Step 8 Select the **Employer Paid Member Contribution** radio button.

The screenshot shows the 'Select Resolution/Agreement Type' form. The 'Employer Paid Member Contribution' radio button is selected and highlighted with a red box. The form includes descriptions for each option: 'Employer Paid Member Contribution' (EPMC), 'Tax-Deferred Member Contribution', 'Tax-Deferred Service Credit Purchase', 'Two Year Additional Service Credit' (Golden Handshake), and 'Special Compensation Written Labor Agreement'. A 'Continue' button is at the bottom.

☒ **Employer Paid Member Contribution**
(EPMC) Resolution (Employers may select to pay a portion of the member contribution: Government Code 20691 or Report the Value of EPMC - 20636 (c)(4))

☐ **Tax-Deferred Member Contribution**
Resolution (The member's contribution deduction is pre-taxed: Internal Revenue Code (IRC) 414 (h)(2))

☐ **Tax-Deferred Service Credit Purchase**
Resolution (The member's service credit purchase deduction is pre-taxed)

☐ **Two Year Additional Service Credit**
(Golden Handshake) Resolution (Selected members are granted additional service credit if they retire during a designated window period)

☐ **Special Compensation Written Labor Agreement**
(Selected members will report different types of special compensation depending on the type of written labor agreement: California Code of Regulations (CCR) 571(a) and (b))

[Continue](#)

Step 9 Select the **Continue** button.

Step 10 Complete the Employer Paid Member Contributions EPMC Details section.

The screenshot shows the 'Employer Paid Member Contributions EPMC Details' form. It includes fields for 'Resolution Effective Date', a question 'What Portion of the member contribution will be covered?' with radio buttons for 'Fixed Percent', 'Relative Adjustment', and 'Dollar Adjustment', a question 'Does the resolution include time-in-grade?' with radio buttons for 'Yes' and 'No' (selected), and a question 'Will the value of EPMC be considered compensation?' with radio buttons for 'Yes' and 'No' (selected).

Employer Paid Member Contributions EPMC Details

EPMC Details

Please enter the details about your EPMC resolution.

Resolution Effective Date: *

What Portion of the member contribution will be covered? *

☐ Fixed Percent

☐ Relative Adjustment

☐ Dollar Adjustment

Does the resolution include time-in-grade? (New hires must be vested within five years to be eligible for EPMC): *

☐ Yes

☒ No

EPMC as Compensation

Will the value of EPMC be considered compensation? *

☐ Yes

☒ No

Step 11 Select the **Save & Continue** button.

Step 12 Complete the Identify Covered Employees section.

Identify Covered Employees

Please identify the covered employees.

[Select Members](#)

Choose your method of selecting members below. You can include all of your employees or identify specific covered employees. *

☐ Include all employees

☐ Identify specific group of covered employees

[Save & Continue](#) [Clear](#)

Step 13 Select the **Save & Continue** button.

Step 14 Will this resolution cover all employees?

Yes: Skip to step 19.

No: Complete the Select Criteria section, and then continue to step 15.

Select Criteria

Criteria Name: *

Please click the Select link to choose/modify criteria values for groups of employees.

Member Category: 0 selected [Select](#)

Collective Bargaining Unit: 0 selected [Select](#)

Position: 0 selected [Select](#)

Division: 0 selected [Select](#)

I need to identify a group of Employees not classified by the above criteria: *

☐ Yes ☒ No

[Save & Continue](#) [Clear](#)

Step 15 Select one or all items in the Criteria Values box.

Select Criteria Values

Please select one or more values from the choices listed on the left and move them to the list on the right by selecting the > button. If you wish to move multiple choices, press and hold the Ctrl key as you select each choice with your mouse.

Criteria: Member Category

Criteria Values:

Safety - Police

Miscellaneous

Selected Criteria Values:

Safety - Fire

Add Criteria > [Add All Criteria](#)

Remove Criteria < [Remove All Criteria](#)

[Save](#)

Step 16 Select the **Add Criteria >** button.

Step 17 Select the **Save** button.

Step 18 Select the **Save & Continue** button.

Step 19 Within the Documents section, select the Resolution for Paying and Reporting EMPC **Provide Document** link.

Documents						
Document Type	Requirement Status	Submission Method	Received Date	Received Document	Replace Document	Coversheet/ Template
Resolution for Paying and Reporting EPMC	Required	Provide Document				Download
Memorandum of Understanding (MOU)	Required	Provide Document				Download

Step 20 Complete the Submit Documentation section to attach the recently approved and scanned resolution document.

Submit Documentation

For faster processing of the required documentation, you can upload documents directly to CalPERS. If a cover sheet is generated when you submit, please print the cover sheet and submit it along with the document you are sending to CalPERS.

Document Category: Retirement Contract
Document Type: Resolution for Paying and Reporting EPMC
Submission Method:
Path:

Step 21 Select the **Submit** button to upload the completed resolution document.

Step 22 Select the Memorandum of Understanding (MOU) **Download** link.

Document Type	Requirement Status	Submission Method	Received Date	Received Document	Replace Document	Coversheet/Template
Resolution for Paying and Reporting EPMC	Required	Upload	08/10/2018	View Document	Replace	Download
Memorandum of Understanding (MOU)	Required	Provide Document				Download

Step 23 Save the MOU in PDF.

Step 24 Close the MOU.

Step 25 Select the Memorandum of Understanding (MOU) **Provide Document** link.

Step 26 Complete the Submit Documentation section to attach the MOU.

Step 27 Select the **Submit** button to upload the MOU.

Submit Resolution

Step 28 Select the **Submit Resolution** radio button.

Available Actions

Select An Action: ☒ Submit Resolution ☐ Cancel Resolution

Step 29 Select the **Submit** button.

Step 30 Verify that the resolution displays a Submitted status.

Thank you for your Resolution submission. CalPERS will notify you of when you may begin to report EPMC.

Employer Resolutions / Written Labor Agreements					
Resolution Type	Status	Submission Date	Effective Date	Affected Group	Resolution Status
Two Year Additional Service Credit	Active	06/30/2009	06/03/2009		Completed
Tax-Deferred Member Contribution	Active	01/05/2009	01/06/2009		Completed
Tax-Deferred Member Contribution	Active	02/04/2013	01/01/2013		Completed
Employer Paid Member Contribution	Active	06/03/1996	06/04/1996		Completed
Two Year Additional Service Credit	Active	10/20/2009	06/03/2009		Completed
Tax-Deferred Service Credit Purchase	Active	03/29/2009	03/30/2009		Completed
Tax-Deferred Member Contribution	Cancelled	01/24/2013	01/01/2013	Temp	
Employer Paid Member Contribution	Submitted	01/26/2016	01/01/2016	2016 EPMC	

You have completed this scenario.

Unit 7: Two Years Additional Service Credit (Golden Handshake)

Contact CalPERS before following the steps in this unit and a pension contract analyst will contact you to provide further instructions.

Contents

Scenario 1: Request Contract Amendment for Two Years Additional Service Credit	30
Scenario 2: Receive Initial Contract Amendment Documents	32
Scenario 3: Receive Final Contract Amendment Documents.....	34
Scenario 4: Verify Amendment Approval	36
Scenario 5: Request a Golden Handshake Window Period	36

Scenario 1: Request Contract Amendment for Two Years Additional Service Credit

System Logic

Only one contract amendment can be submitted at a time.

Step Actions (16 steps)

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.

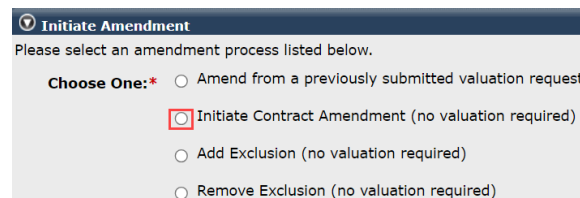


Step 3 At the bottom of the page, within the Available Actions section, select the *Request Amendment to Contract* option from the drop-down list.



Step 4 Select the **Submit** button.

Step 5 Select the **Initiate Contract Amendment (no valuation required)** radio button.

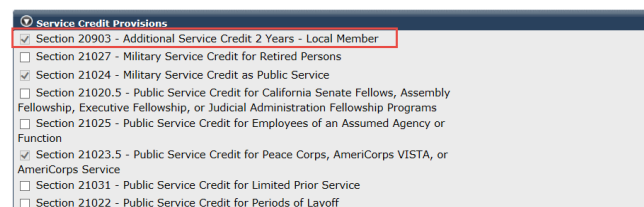


Step 6 Select the **Continue** button.

Step 7 Within the Amendment Not Requiring Valuation Request section, select the **Select Provisions** link for the appropriate member category.



Step 8 Within the Service Credit Provisions section, select the appropriate check box.

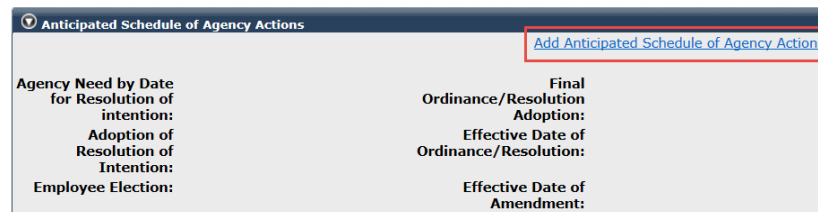


Step 9 Select the **Save & Continue** button.

Step 10 If you would like to add additional benefits to another member category, repeat steps 7-9.

Step 11 Select the **Continue** button, located below the Amendment Not Requiring Valuation Request section.

Step 12 Within the Anticipated Schedule of Agency Actions section, select the **Add Anticipated Schedule of Agency Actions** link.



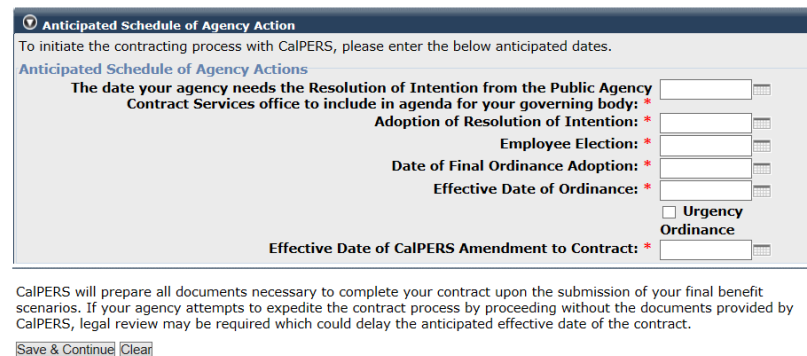
Anticipated Schedule of Agency Actions

Add Anticipated Schedule of Agency Actions

Agency Need by Date for Resolution of intention:
Adoption of Resolution of Intention:
Employee Election:

Final Ordinance/Resolution Adoption:
Effective Date of Ordinance/Resolution:
Effective Date of Amendment:

Step 13 Complete the Anticipated Schedule of Agency Action section. Refer to unit 7 for more details.



Anticipated Schedule of Agency Action

To initiate the contracting process with CalPERS, please enter the below anticipated dates.

Anticipated Schedule of Agency Actions

The date your agency needs the Resolution of Intention from the Public Agency Contract Services office to include in agenda for your governing body: *

Adoption of Resolution of Intention: *

Employee Election: *

Date of Final Ordinance Adoption: *

Effective Date of Ordinance: *

☐ Urgency Ordinance

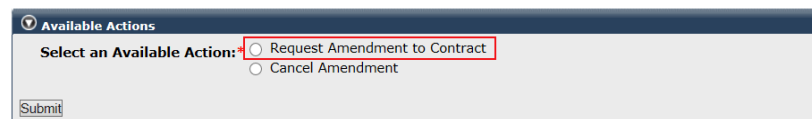
Effective Date of CalPERS Amendment to Contract: *

CalPERS will prepare all documents necessary to complete your contract upon the submission of your final benefit scenarios. If your agency attempts to expedite the contract process by proceeding without the documents provided by CalPERS, legal review may be required which could delay the anticipated effective date of the contract.

Save & Continue Clear

Step 14 Select the **Save & Continue** button.

Step 15 Within the Available Actions section, select the **Request Amendment to Contract** radio button.



Available Actions

Select an Available Action: *

☒ Request Amendment to Contract

☐ Cancel Amendment

Submit

Step 16 Select the **Submit** button.

You have completed this scenario.

Scenario 2: Receive Initial Contract Amendment Documents

To request a contract amendment, contact [CalPERS](mailto:pensioncontracts@calpers.ca.gov) by sending an email to pensioncontracts@calpers.ca.gov before following the steps in this unit. A pension contract analyst will contact you to provide further instructions.

CalPERS will notify your agency (based on your preferred communication method) that the Initial Contract Amendment documents are available in myCalPERS.

Scenario

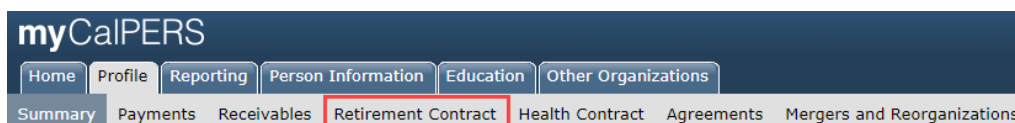
You will download the **Amendment Resolution of Intention Letter** which includes detailed instructions on completing the required documents and uploading them in myCalPERS.

Step Actions (12 steps)

Download Required Documents

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Contract Event Summary section, select the appropriate Contract Event **Amendment** link.

Contract Event Summary				View More Actions & Records»	
Contract Event	Status	Member Category	Submission Date	Effective Date	Amendment Status
Amendment	Amendment In Progress	Safety - Police	09/23/2015	09/23/2015	
Amendment	Approved	Safety - Fire	08/26/2014	12/20/2014	Completed
Amendment	Cancelled	Safety - Fire	09/23/2015	09/23/2015	
Amendment	Approved	Miscellaneous	08/08/2012	06/08/2012	Completed

Step 4 Select the **Download** link for each document type.

Complete Required Documents

Step 5 Follow the instructions in the Amendment Resolution of Intention Letter.

Step 6 Complete each document before scanning and saving to your computer.

Upload Required Documents

Step 7 Select the **Profile** global navigation tab.

Step 8 Select the **Retirement Contract** local navigation link.

Step 9 Within the Contract Event Summary section, select the appropriate Contract Event **Amendment** link.

Step 10 Within the Documents section, select each **Provide Document** link.

Documents						
Document Type	Requirement Status	Submission Method	Received Date	Received Document	Replace Document	Coversheet/Template
Uploaded Documentation Notification						Download
Amendment Resolution of Intention Letter						Download
Amendment Resolution of Intention	Required	Provide Document				Download
Amendment To Contract	Required	Provide Document				Download
Certification of Governing Body Action	Required	Provide Document				Download
Certification of PA Compliance with 7507	Required	Provide Document				Download
Ordinance	Required	Provide Document				Download

Submit Required Documents

Step 11 Select the **Submit Initial Contract Amendment Documents** radio button.

Available Actions

Select an Available Action:

☒ Submit Initial Contract Amendment Documents

☐ Submit Final Contract Amendment Documents

☐ Cancel Amendment

Step 12 Select the **Submit** button.

You have completed this scenario.

Scenario 3: Receive Final Contract Amendment Documents

After CalPERS receives the Initial Contract Amendment documents, we will overnight mail a packet which will include the following:

- A pre-paid envelope
- Certification of Final Action of Governing Body, Form CON-5
- Two copies of the blue Amendment to Contract
- An instructional cover letter:
 - The following documents must be submitted in myCalPERS, and the original documents must be returned to CalPERS by mail:
 - » Amendment to Contract, two original executed sets
 - » Ordinance (city or county) or the final resolution (all other public agencies)
 - » Certification of Final Action of Governing Body, Form CON-5
 - Original signatures are required on all contracts.

Step Actions (12 steps)

Download Required Documents

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.

Step 3 Within the Contract Event Summary section, select the appropriate Contract Event **Amendment** link.

Contract Event Summary				View More Actions & Records»		
Contract Event	Status	Member Category	Submission Date	Effective Date	Amendment Status	
Amendment	Amendment In Progress	Safety - Police	09/23/2015	09/23/2015		
Amendment	Approved	Safety - Fire	08/26/2014	12/20/2014	Completed	
Amendment	Cancelled	Miscellaneous	09/23/2015	09/23/2015		
Amendment	Approved	Miscellaneous	08/08/2012	06/08/2012	Completed	

Step 4 Within the Documents section, select the **Download** link for the Ordinance (city or county) or the final resolution (all other public agencies), and then print the document.

Complete Required Documents

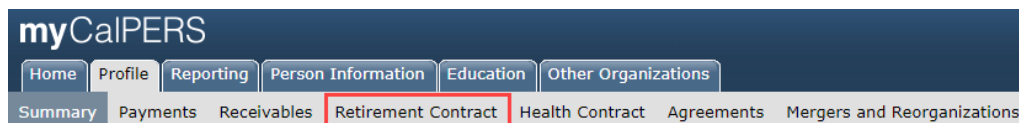
Step 5 Complete the Ordinance (city or county) or the final resolution (all other public agencies), Amendment to Contract, and Certification of Final Action of Governing Body, Form CON-5 documents.

Step 6 Scan the completed documents to your computer.

Upload Required Documents

Step 7 Select the **Profile** global navigation tab.

Step 8 Select the **Retirement Contract** local navigation link.



Step 9 Select the appropriate Contract Event **Amendment** link.

Contract Event Summary				View More Actions & Records»	
Contract Event	Status	Member Category	Submission Date	Effective Date	Amendment Status
Amendment	Amendment In Progress	Safety - Police	09/23/2015	09/23/2015	
Amendment	Approved	Safety - Fire	08/26/2014	12/20/2014	Completed
Amendment	Cancelled	Miscellaneous	09/23/2015	09/23/2015	
Amendment	Approved	Miscellaneous	08/08/2012	06/08/2012	Completed

Step 10 Within the Submit Documentation section, select each **Provide Document** link.

Submit Documentation

For faster processing of the required documentation, you can upload documents directly to CalPERS. If a cover sheet is generated when you submit, please print the cover sheet and submit it along with the document you are sending to CalPERS.

Document Category: Business Partner Admin
Document Type:* Cost Share Adjustment Cover Letter
Submission Method:* Upload
Path:*

Submit Required Documents

Step 11 Select the **Submit Final Contract Amendment Documents** radio button.

Available Actions

Select an Available Action:* ☐ Submit Initial Contract Amendment Documents
☒ Submit Final Contract Amendment Documents
☐ Cancel Amendment

Step 12 Select the **Submit** button.

You have completed this scenario.

Scenario 4: Verify Amendment Approval

CalPERS will review all submitted documents. If the review is successful, we will approve the amendment and send both Amendment to Contract documents to the authorized people.

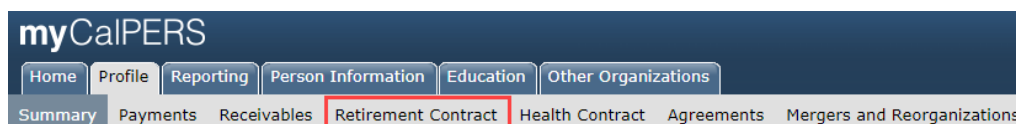
Process and Employer Notification

1. A CalPERS pension contract analyst receives the signed hard copy documents and reviews them for approval within five business days.
2. Upon approval, the contract amendment is activated in myCalPERS with the effective date.
3. The documents are reviewed and then signed by the CalPERS Pension Contracts & Prefunding Programs Division chief. An executed copy is sent to your agency.
4. You may check the status of the amendment to determine if approved. If there are issues with documents, a pension contract analyst will contact your agency and provide guidance.

Step Actions

Step 1 From the homepage, select the **Profile** global navigation tab.

Step 2 Select the **Retirement Contract** local navigation link.



Step 3 Within the Contract Event Summary section, verify that the amendment displays Approved under the Status column.

Contract Event Summary					View More Actions»
Contract Event	Status	Member Category	Submission Date	Effective Date	Amendment Status
Amendment	Approved	Miscellaneous Safety - Police	03/20/2018	07/08/2018	Completed
Contract Initiation	Active	Miscellaneous Safety - Fire Safety - Police	08/30/1967	08/31/1967	

You have completed this scenario.

Scenario 5: Request a Golden Handshake Window Period

A public agency must contract for Section 20903 Two Years Additional Service Credit, also known as Golden Handshake (GHS), to open a GHS window period.

Send an email to pensioncontracts@calpers.ca.gov to add this benefit by a contract amendment. A pension contract analyst will contact you with further instructions.

You have completed this scenario.

CalPERS Resources

Obtain more information by visiting the [CalPERS website](http://www.calpers.ca.gov) at www.calpers.ca.gov.

- [myCalPERS Student Guides & Resources](#)
Pathway: CalPERS website > Employers > Employer Education > myCalPERS Student Guides & Resources (*under Resources heading*)
- [Business Rules & myCalPERS Classes](#)
Pathway: CalPERS website > Employers > Employer Education > Business Rules & myCalPERS Classes
- [Self-Paced Online Classes](#) (log in to myCalPERS, select the **Education** global navigation tab, then the **Classes** local navigation link)
 - Business Rules
 - Retirement Contracts for Public Agencies & Schools
 - myCalPERS
 - Navigate Your Retirement Contract Benefits
- [myCalPERS Technical Requirements](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements
- [Circular Letters](#)
Pathway: CalPERS website > Employers > Circular Letters
- [Public Agency & Schools Reference Guide \(PDF\)](#)
Pathway: CalPERS website > Employers > Reference & Health Guides > Public Agency & Schools Reference Guide (PDF)
- [Public Employees' Retirement Law \(PERL\)](#)
Pathway: CalPERS website > About > Laws, Legislation & Regulations > Public Employees' Retirement Law (PERL)
- [Forms & Publications](#)
Pathway: CalPERS website > Employers > Forms & Publications > Search Box: Resolution
 - Employer Resolution for Tax Deferred Deduction Plan for Service Credit Purchases
 - Resolution for Employer Paid Member Contributions
 - Resolution for Employer Paid Member Contributions with Time-in-Grade Exceptions
 - Resolution for Paying and Reporting the Value of Employer Paid Member Contributions
 - Resolution for Paying and Reporting the Value of Employer Paid Member Contributions with Time-in-Grade Exception
 - Resolution to Tax Defer Member Paid Contributions - IRC 414(h)(2) Employer Pick-Up
- [Pension Contract Amendments & Agency Updates](#)
Pathway: CalPERS website > Employers > Contracts > Pension Contract Amendments & Agency Updates

- [Optional Benefits Listing \(PERS-CON-40\) \(PDF\)](#)
Pathway: CalPERS website > Employers > Forms & Publications > Optional Benefits Listing (PERS-CON-40) (PDF)
- [Public Agency Required Employer Contributions](#)
Pathway: CalPERS website > Employers > Actuarial Services > Employer Contributions > Public Agency Required Employer Contributions
- [Public Agency Actuarial Valuation Reports](#)
Pathway: CalPERS website > Employers > Actuarial Services> Public Agency Actuarial Valuation Reports
- [myCalPERS Employer Reports \(Cognos\) Catalog](#)
Pathway: CalPERS website > Employers > myCalPERS Technical Requirements > myCalPERS Employer Reports (Cognos) Catalog

Some common reports that are run for retirement contracts:

- Business Partner Info Report
- Contract Detail Report

CalPERS Contacts

Email

- To contact [employer educators](#) for questions and requests, email **calpers_employer_communications@calpers.ca.gov**.
- To contact a [pension contract](#) analyst, email **pensioncontracts@calpers.ca.gov**.
- To contact the [Employer Response Team](#) for assistance with your most critical, complex, or time-sensitive issues, email **ert@calpers.ca.gov**.

Phone or Fax

You can reach CalPERS at **888 CalPERS** (or **888-225-7377**), Monday through Friday, 8:00 a.m. to 5:00 p.m., except on state holidays.

- TTY: (877) 249-7442 (This number does not accept voice calls)
- CalPERS centralized fax number: (800) 959-6545
- Employer Response Team phone number: (800) 253-4594

Submit Inquiry

You can send secure messages through myCalPERS. Expand the **Common Tasks** left-side navigation folder and select the **Submit Inquiry** link to submit a question or request.