

HUMAN RESOURCES MEMORANDUM 14-005		DATE ISSUED: March 12, 2014
SUBJECT: PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 – NEW ENROLLMENTS, NEW AND REVISED FORMS AND PUBLICATIONS		REFERENCE: CalPERS Circular Letter 200-063-12
TO: SUPERVISORS AND MANAGERS, PERSONNEL LIAISONS, ATTENDANCE CLERKS		SUPERCEDES: Until Superseded

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose The purpose of this HR Memo is to provide information regarding new retirement enrollment forms and publications that CalPERS has 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 Form The [Member Reciprocal Self-Certification Form \(PERS-CASD-801\)](#) is used to identify if new employees are a "classic member" due to reciprocity or are a "new member" as defined in CalPERS Circular Letter 200-055-12. It is extremely important to properly identify the status of members at the time of hire. **Beginning immediately all new employees are required to complete this form within 10 days of employment.**

DGS has also added the above referenced form to the [Appointment Document Checklist GS70](#) please begin using the revised **Appointment Document Checklist** immediately.

Employer Requirements

- Employers* must provide the Member Reciprocal Self-Certification Form (PERS-CASD-801) to all new employees upon eligibility for CalPERS membership.
- Employers* must sign and date the Member Reciprocal Self-Certification Form on the date the form is given to the employee.
- Upon receipt of the completed Member Reciprocal Self-Certification Form, the employer* will enter the date the employee returns the form.
- The Member Reciprocal Self-Certification Form (PERS-CASD-801) must be submitted to your Personnel Specialist along with all other required hire documents.
- The employee will be enrolled in to CalPERS membership based on the information provided on the form, myCalPERS will determine the retirement benefit formula.

- The Member Reciprocal Self-Certification Form will be maintained in the employee official personnel file for audit purposes.

*Supervisors, Managers, Personnel Liaisons and Attendance Coordinator's represent "Employers" in all references in this HR Memo.

**Revised
Forms and
Publications**

CalPERS has revised and updated many other forms and publications with additional information where applicable regarding the Public Employees' Pension Reform Act of 2013.

Revised versions of the following publications are available online in the [Forms & Publications Center](#) on CalPERS On-Line.

- State Safety Member Benefit Publications (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)
- 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)

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

Questions

If you have any questions, please contact your assigned OHR Personnel Specialist.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

AB:DAP

Attachment