



California Public Employees' Retirement System
Employer Management Account Division
P.O. Box 942709, Sacramento, CA 94229-2709 | Fax: (916) 795-3287
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Agency Name
Attention: Human Resources and Payroll Personnel
Street Address Line 1

CalPERS ID:0000000000

Click or tap to enter a date.

Dear Agency Name,

This letter is regarding Member name's, CalPERS ID Member CID, ***Election of Optional Membership-Legislative Employee.***

The California Public Employees' Retirement Law (PERL) states "optional" members are excluded from membership with the California Public Employees' Retirement System (CalPERS) unless they file an election in writing to become a member. The optional membership enrollment date is determined by when the election is received by CalPERS:

- If the completed election is received by CalPERS within 90 days from the date the member became eligible for membership for the term/appointment, this date will be used as the CalPERS enrollment date.
- If the completed election is received by CalPERS after 90 days from the date the member became eligible for membership for the term/appointment, the enrollment date will be the first day of the month when the election was received.

We received the ***Election of Optional Membership*** form on Received Date. Therefore, we have determined the member's enrollment under Agency Name is effective Effective Date.

[For Non Central State/PA/School] Complete any necessary corrections in myCalPERS within 30 days from the date of this letter to ensure the member's enrollment eligibility date and payroll reported are effective Effective Date. It is the employer's responsibility to comply with the PERL and complete all required corrections to the member's appointment and payroll reported in the myCalPERS system.

[Central State] Complete any necessary corrections in the Personnel Information Management System (PIMS) within 30 days from the date of this letter to ensure the member's enrollment eligibility date and payroll reported are effective Effective Date . It is the employer's responsibility to comply with the PERL and complete all required corrections to the member's

appointment and payroll reported in PIMS to ensure it matches what is reflecting in the myCalPERS system.

The membership rights for optional members are based upon the provisions set forth by the PERL. Based upon these corrections, adjustments will need to be made to the member's reported enrollment eligibility date, payroll, and contributions. Please work with the member to resolve any member contribution refund or balance owed due to these adjustments.

For more information regarding optional members of CalPERS, refer to our Circular Letter #####.

We remain committed to assisting our members and employers in all matters within the scope of the statutory authority available to us. If you have any questions, visit our website www.calpers.ca.gov or contact us at [Member Election Team@Calpers.ca.gov](mailto:Member_Election_Team@Calpers.ca.gov).

Sincerely,

Member Elections Team
Employer Account Management Division