



A Guide to Your CaIPERS

Service Credit Purchase Options

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TABLE OF CONTENTS

| | |
|---|----|
| Introduction | 3 |
| Understanding Service Credit | 4 |
| Service Credit Purchase Eligibility | 4 |
| Service Credit Purchase Types | 5 |
| Purchasing Service Credit | 7 |
| Service Credit Purchase Costs and Processing Time | 7 |
| Your Service Credit Purchase Decision | 7 |
| Payment Options | 8 |
| Other Information | 8 |
| Steps for Making a Service Credit Purchase | 9 |
| Alternate Retirement Program (ARP) Service | 10 |
| Who Is Eligible? | 10 |
| What Is Required? | 11 |
| What Is the Cost? | 11 |
| What Is Next? | 12 |
| California National Guard Military Service Credit | 13 |
| Who Is Eligible? | 13 |
| What Is the Cost? | 14 |
| What Is Next? | 14 |
| <i>Request for Service Credit Cost Information —</i> <i>California National Guard Military</i> | 15 |
| Layoff, Prior Service, and Optional Member Service | 17 |
| Who Is Eligible? | 17 |
| What Is Required? | 17 |
| What Is the Cost? | 18 |
| What Is Next? | 19 |
| <i>Request for Service Credit Cost Information —</i> <i>Layoff, Prior Service, and Optional Member Service</i> | 21 |
| Leave of Absence | 23 |
| Who Is Eligible? | 23 |
| What Is Required? | 23 |
| What Is the Cost? | 25 |
| What Is Next? | 26 |
| <i>Request for Service Credit Cost Information —</i> <i>Leave of Absence</i> | 27 |
| Military Service Credit | 29 |
| Who Is Eligible? | 29 |
| What Is Required? | 29 |
| What Is the Cost? | 30 |
| What Is Next? | 31 |

| | |
|--|----|
| Peace Corps, AmeriCorps*VISTA, or AmeriCorps Service Credit | 33 |
| Who Is Eligible? | 33 |
| What Is Required? | 33 |
| What Is the Cost? | 33 |
| What Is Next? | 34 |
| Redeposit of Withdrawn Contributions | 35 |
| Who Is Eligible? | 35 |
| What Is Required? | 35 |
| What Is the Cost? | 35 |
| What Is Next? | 36 |
| Service Prior to Membership, CETA, and Fellowship Service | 38 |
| Who Is Eligible? | 38 |
| What Is Required? | 38 |
| What Is the Cost? | 39 |
| What Is Next for SPM? | 40 |
| What Is Next for CETA and Fellowship? | 41 |
| State Second Tier to First Tier Conversion | 42 |
| Who Is Eligible? | 42 |
| What Is Required? | 43 |
| What Is the Cost? | 44 |
| What Is Next? | 45 |
| Become a More Informed Member | 46 |
| CalPERS On-Line | 46 |
| myCalPERS | 46 |
| CalPERS Education Center | 46 |
| Connect With Us Through Social Media | 46 |
| Reach Us by Phone | 46 |
| Visit Your Nearest CalPERS Regional Office | 47 |
| Information Practices Statement | 48 |

INTRODUCTION

Each year, CalPERS makes available your Annual Member Statement containing information about your CalPERS years of service and member contributions. It's important to review this statement, since your service credit is an important component in determining your future retirement benefits. There may be ways you can increase the amount of your CalPERS service credit. Perhaps you want to redeposit contributions you previously withdrew or make new contributions for eligible service you performed in the past for which you did not receive service credit.

This publication describes various types of CalPERS service credit you may be eligible to purchase, and helps you determine whether the increase in your future retirement benefits is worth the cost. After reading this publication, you will know whether you may be eligible for a particular service credit type and what process you need to follow to request cost information and elect the purchase.

We encourage you to submit your request to purchase service credit at least one year **before you retire** to ensure that we include your purchase in your retirement benefit calculations.

This is especially important if you are requesting to redeposit funds previously withdrawn from CalPERS to re-establish your membership and to coordinate a concurrent retirement date with one or more reciprocal retirement systems. For more information about reciprocity, review the CalPERS publication *When You Change Retirement Systems*.

You may also have the option to convert past service credit you've earned under a State Second Tier retirement formula to the corresponding State First Tier formula. If you are presently under a State Second Tier formula, you must first elect State First Tier on a prospective (future) basis before converting your past Second Tier service credit. In the section "State Second Tier to First Tier Conversion," this publication describes how you can request cost information to convert your past Second Tier credit to First Tier. This conversion can be a valuable benefit because First Tier retirement benefits are significantly higher than those for Second Tier. For more information on State First and Second Tier, including benefit comparisons between First and Second Tier retirement formulas, refer to the CalPERS publication *Second Tier Benefit Election Package*, which is available from your employer.

Requesting a Service Credit Purchase

In most cases, you must request your service credit purchase cost information **before** you retire. Be sure to do so early in your retirement planning process.

Retirement vs. Leave Time Credit

Service credit for retirement purposes may differ from the service credit used by your employer for accrual of leave time. If you have questions, check with your Personnel Office.

Retirement Dates

If you backdate your retirement date prior to when CalPERS received your service credit purchase request, your request may become invalid.

UNDERSTANDING SERVICE CREDIT

You earn CalPERS service credit for work with a CalPERS-covered employer. Service credit accumulates on a fiscal year basis (July 1 through June 30), and is one of the factors CalPERS uses to calculate your future retirement benefits.

Your retirement benefit is based on:

- Your years of service
- Your age at retirement
- Your final compensation (your highest salary averaged over one or three consecutive years, depending on your employer's contract)

To earn a full year of service credit during a fiscal year, in general you must work at least:

- Hourly pay employees – 1,720 hours
- Daily pay employees – 215 days
- Monthly pay employees – 10 months full time

Service Credit Purchase Eligibility

To see if you're eligible to purchase service credit, you need to check your CalPERS Annual Member Statement against your own employment records. Statements are prepared each fall based on data we receive from your employer. Your statement reports your service credit and employment information through June 30 of each year. You can view your Annual Member Statement by logging in to your myCalPERS account at my.calpers.ca.gov or by contacting us to request a copy.

You may be eligible to purchase service credit for a period during which you withdrew contributions, were a temporary employee, were in the military, or took a leave of absence. You should also review the service credit purchase types described in this publication to see if any of these options apply to you.

Active Members

If you are currently employed by a CalPERS-covered employer, you are eligible to make a service credit purchase. This eligibility applies to State employees, classified school employees, and employees of cities, counties, and public agencies that contract with CalPERS.

Inactive Members

If you are no longer working for a CalPERS-covered employer, but have service credit on account at CalPERS, you are also eligible to make a purchase. Inactive members can purchase only certain types of service credit. See each option section for specific eligibility.

Retired Members

If you are a CalPERS retiree, there are certain types of service credit you can purchase. See each option section for specific eligibility.

Reciprocal System Members

If you are a former CalPERS member who is an active member of another California retirement system that can be “linked” to CalPERS at retirement, you are eligible to redeposit previously withdrawn CalPERS contributions and re-establish your CalPERS membership. Retirement systems that have reciprocity with CalPERS are listed on page 36.

You must make the election to purchase service credit prior to your retirement with both systems. Otherwise, your monthly retirement allowance payments may be delayed several months while your membership is being re-established with CalPERS.

Optional Members

If you are an elected or appointed official or a legislative employee who exercises the option of becoming a CalPERS member, you are eligible to purchase service credit.

Alternate Retirement Program (ARP) Participants

If you were enrolled in ARP on or after August 11, 2004, through June 30, 2013, because you were a new, first-time State miscellaneous or industrial employee, you became a member of CalPERS. As such, you are eligible to purchase most types of service credit (unless otherwise specified) provided in this publication, whether or not you are a current or former ARP participant. See “Military Service Credit” for specific eligibility guidelines.

Service Credit Purchase Types

CalPERS offers a variety of service credit purchase types as described in this publication. However, there are some limitations as to who is eligible for each. Please review the appropriate section for additional information and to see whether you qualify.

Alternate Retirement Program (ARP) Service

- Were a new State miscellaneous or industrial employee hired on or after August 11, 2004, through June 30, 2013.
- Have reached the conclusion of your three-month ARP election period.
- Did not elect to convert your ARP time to CalPERS service credit.
- Received a distribution of ARP funds after separating from State service but prior to your three-month election period.
- While being maintained by CalHR, a portion of your ARP funds were distributed to a former spouse or domestic partner.

California National Guard

- Elect CalPERS membership as a California National Guard member.
- Currently serving in the California National Guard.

Layoff, Prior Service, and Optional Member Service

- Laid off by a CalPERS-covered employer that contracts for the layoff benefit (you must have been a full-time employee laid off on or after January 1, 1981).
- Worked for your employer before it contracted with CalPERS or before a contract exclusion was removed.
- Served as an elected or appointed official or legislative employee.

Leave of Absence

- For maternity or paternity.
- For a job-related injury or illness (temporary disability).
- To further your education.
- To work for a government agency, college, university, or nonprofit organization.
- For a sabbatical.
- For your own serious illness or injury.
- For a military leave of absence (See “Military Service Credit”).

Military Service

- Served in active military duty prior to your CalPERS membership.
- While a CalPERS member, took a leave of absence to serve on active military duty.

Peace Corps, AmeriCorps*VISTA, or AmeriCorps Service

- Served as a volunteer in the Peace Corps, AmeriCorps VISTA (Volunteers in Service to America), or AmeriCorps.

Redeposit of Withdrawn Contributions

- Withdrew your CalPERS retirement contributions.
- Contributions were removed from a member account due to a community property settlement and were refunded.

Service Prior to Membership

- Worked for a CalPERS-covered employer before you became a CalPERS member (for example, seasonal, temporary, or part-time employee).
- Worked for a federal or State employer under the Comprehensive Employment and Training Act (CETA) from 1973 to 1982.
- Worked in a fellowship program.

PURCHASING SERVICE CREDIT

Service Credit Purchase Costs and Processing Time

Cost is determined using formulas that are established by law which can differ depending on your type of membership (State, school, or public agency) and the service credit you're requesting. You'll find more specific information on cost in each section.

Since service credit purchases can be costly, you can use the Service Credit Cost Estimator (SCCE) on the CalPERS website at www.calpers.ca.gov/servicecreditestimator to get an idea of the cost of the following service credit purchases:

- Redeposit of Withdrawn Contributions
- Maternity/Paternity Leave
- Sabbatical Leave
- Military
- Peace Corps, AmeriCorps*VISTA, or AmeriCorps
- Service Prior to Membership
- Alternate Retirement Program

In addition, you will be required to submit an estimate from the SCCE for Redeposit, Military, and Service Prior to Membership with your request form, which is accessed from the "Service Credit Cost Estimate Results" page of the SCCE.

CalPERS processes purchase requests on a first-in, first-out basis, giving special consideration to those members who are already retired or in the process of retiring.

Requesting a Service Credit Purchase

In most cases, you must request your service credit purchase cost information **before** you retire. Be sure to do so early in your retirement planning process.

We encourage you to submit your service credit request at least one year prior to your retirement date. In order for us to include your purchased service credit in your retirement benefit calculation, we must first complete the processing of your service credit purchase election and all required documents.

Your Service Credit Purchase Decision

Only **you** can decide whether the increase to your future benefits is worth the cost of your purchase. You may want to attend a CalPERS member education class to find out more. Register online using the CalPERS Education Center or check with a CalPERS Regional Office for dates and locations. You can also use the Retirement Estimate Calculator on the CalPERS website at www.calpers.ca.gov/retirementcalculator to see how additional service could impact your future retirement benefits.

Service With Another Retirement System

You cannot purchase service credit in CalPERS if you have already received credit for it in another public retirement system.

Your Documentation

If you select a payment option that includes a lump sum or partial payment, that payment — and any documentation required — needs to be returned at the same time as your signed election document.

Payment Options

You can choose to pay for service credit in one of four ways:

Lump Sum Payment

You pay the entire amount at one time.

Installment Payments

You can make payments for up to 180 months. Interest continues to accrue until the entire amount is paid.

Partial Lump Sum Payment With Installment Payments

You pay an initial lump sum and spread out payments on the remaining balance. Interest continues to accrue until the entire amount is paid.

Plan-to-Plan Transfer or Rollover

You may be eligible to make a lump sum or partial lump sum payment through a rollover or “in service” plan-to-plan transfer from certain qualified retirement plans and IRA accounts. More detailed information, including specific plan types, will be provided to you along with your election to purchase service credit. Since the process of coordinating between different financial institutions can be lengthy, submit your service credit request at least six months before your retirement date if you intend to use a plan-to-plan transfer or rollover.

Additional details on payment options, pre-tax vs. after-tax payments, and interest rates will be sent to you with your cost information and election document.

Other Information

If you decide to make installment payments and retire before the entire amount is paid, **CalPERS will automatically continue deductions from your monthly retirement allowance (on an after-tax basis), unless you make other payment arrangements.**

Service credit purchases have tax implications that need to be taken into consideration. For more information about taxes, contact the IRS, the California Franchise Tax Board, or a tax advisor. You can obtain a free copy of Pension and Annuity Income, IRS Publication 575, by calling toll free (800) 829-1040, or visit their website at www.irs.ustreas.gov. Contact the California Franchise Tax Board by calling toll free (800) 852-5711, or visit their website at www.ftb.ca.gov.

Visit the CalPERS website for additional information regarding service credit purchases.

Steps for Making a Service Credit Purchase

CalPERS Review

When CalPERS receives your completed request form, we will:

- **Review your request.** If your form is incomplete, we will notify you. You will then need to resubmit a complete new request to CalPERS.
- If you are **not** eligible, we will send you a letter of explanation.
- If you **are** eligible, we will calculate the cost and mail your service credit purchase packet to you.

Your Final Decision

When you receive the service credit purchase packet, you need to:

- **Choose the payment option** that is right for you.
- **Complete and sign** the election document.
- **Make a copy** for your records, and mail the original to CalPERS.

ALTERNATE RETIREMENT PROGRAM (ARP) SERVICE

ARP Service Request Form

This CalPERS publication does not include the form to request a purchase of unconverted Alternate Retirement Program service. You can find the form—and information on this purchase option—on the CalPERS website at www.calpers.ca.gov.

If you are a first-time State miscellaneous or industrial employee hired on or after August 11, 2004, through June 30, 2013, you were automatically enrolled in ARP (administered by the California Department of Human Resource's Savings Plus Program) during your first two years of employment. During this time, you do not receive service credit toward your future retirement benefit from CalPERS.

You have a one-time opportunity to transfer the funds in your ARP account to CalPERS and convert the actual amount of time you worked during your two years of ARP participation to CalPERS service credit. You make this decision during a three-month election period starting on the first day of the 47th month following your enrollment date in ARP and ending on the last day of the 49th month. For more information on the ARP process, read the CalPERS publication *A Guide to CalPERS Alternate Retirement Program*.

If you do not elect to convert your ARP time to CalPERS service credit at that time, you may then be eligible to purchase this service credit following the conclusion of your three-month election period.

If you previously separated prior to your three-month election period and received a distribution of your ARP contributions from CalHR, you may be eligible to purchase that ARP time as well, but prior to your retirement.

Because the purchase of this service credit may be costly, you should consider it carefully.

If your ARP funds were distributed to a former spouse or domestic partner following a community property settlement agreement while maintained by CalHR, you may be eligible to redeposit these funds plus interest into your CalPERS account.

Who Is Eligible?

You can purchase your unconverted ARP service at any time after the conclusion of your three-month ARP election period but prior to your retirement date.

You cannot purchase this service credit if you have already elected to convert your ARP time to CalPERS service credit or if you are retired.

What Is Required?

You will need your CalPERS Annual Member Statement to determine how much unconverted ARP time you have. The Annual Member Statement lists your CalPERS service credit earned for each employer. Your eligible ARP time is listed as well.

You must purchase all unconverted ARP time for which you are eligible, based on the actual amount of time worked during your two years of ARP participation. You cannot purchase partial service credit or only purchase service credit for a specific employment period.

What Is the Cost?

CalPERS determines the cost to purchase this service credit using the “present value” method, which is based on your highest monthly full-time pay rate and an average of any special compensation (for example, uniform allowance, holiday pay, longevity pay, etc.) your employer reports to CalPERS. This present value method provides CalPERS with the best estimate of the potential future final compensation figure that may be used at retirement for calculating your retirement benefit. We look at the projected retirement benefit increase you may receive from this additional service credit at retirement and then convert that to a lump sum cost in today’s dollars.

Determining the increase to your future benefits involves a number of actuarial assumptions, including projected age at retirement, life expectancy, salary inflation, and the assumed rate of return on investments. These assumptions are the same assumptions we use to ensure that all our benefits are adequately funded.

CalPERS updates the actuarial tables used in this process as needed due to existing benefit changes, new benefits mandated by law, or changes in assumptions to reflect our current best estimate of future outcomes based on the most recent experience study.

Note that your election to purchase service credit is irrevocable. Once we process your election to purchase service credit, any future changes to the assumptions will not affect the cost of your service credit purchase.

You can use our online Service Credit Cost Estimator to get an estimate of the cost of purchasing this service.

What Is Next?

The documents you need to make an Alternate Retirement Program Service purchase are available only on the CalPERS website.

Step 1

Complete Section 1 of the Request Form

- Fill in your current mailing information.
- If we have provided cost information to you in the past for this type of service credit purchase, check the “Yes” box and indicate the date your request was submitted.
- If you have submitted a retirement application, check the “Yes” box and indicate your planned retirement date.
- If you are a member of a public retirement system in California other than CalPERS, check the “Yes” box and write in the name of the system.

Complete Section 2 of the Request Form

List all periods of CalPERS-covered employment during your first two years of CalPERS membership.

Complete Section 3 of the Request Form

Sign and date the request form.

Step 2

Submit the completed request form to CalPERS. Be sure to make a copy for your records, and mail the original to the CalPERS address listed on the form.

Note: The *Request for Service Credit Cost Information—Alternate Retirement Program Service* form is **not** the form you use to elect to convert your ARP time to CalPERS service credit during your three-month election period as defined in Sections 20908(a) and 20908(c) of the Government Code. The *Alternate Retirement Program Payout Selection* form will be mailed to you prior to the 47th month following your enrollment date in ARP. If you haven’t received your form or have any questions, please call the Savings Plus Program at (855) 616-4776 to speak to a customer service representative or visit the CalHR website at www.calhr.ca.gov.

CALIFORNIA NATIONAL GUARD MILITARY SERVICE CREDIT

If you are currently serving in the California National Guard you may be able to purchase this time as CalPERS service.

Who Is Eligible?

You can purchase National Guard military service credit if you:

- Have elected membership in CalPERS as a California National Guard member.
- Are currently serving in the California National Guard.

You cannot purchase National Guard military service credit if:

- You have retired from the California National Guard.
- The time you served in the California National Guard is with a state other than California.

For more information on National Guard membership, please review the CalPERS publication *What You Need to Know About Your CalPERS National Guard Benefits*.

Special Consideration on Service Credit

If you are already a CalPERS member who also elects California National Guard membership, you should be aware of special considerations regarding service credit for full-time or part-time CalPERS service.

Full-time CalPERS Members

If you are employed full time with a CalPERS-covered employer and serve part time in the California National Guard, you will only pay CalPERS retirement contributions for your full-time position. Your part-time California National Guard position would be considered overtime, which does not qualify for additional service credit used in calculating retirement benefits.

If you had California National Guard service prior to your full-time CalPERS employment, you may be eligible to purchase that previous service time. You would not be eligible to purchase any past National Guard service in fiscal years when you had already earned a full year of CalPERS service credit. A member cannot receive more than 1.000 year of CalPERS service in any fiscal year for any reason.

Part-time CalPERS Members

If you are employed part time by a CalPERS-covered agency, you may be eligible to purchase past California National Guard service up to the equivalency of full-time employment or 1.000 year in any fiscal year. In addition to your part-time CalPERS service, your current California National Guard service would be counted toward one full year of service credit in a given fiscal year. However, you would pay both employee and employer retirement contributions on the California National Guard service that is reported to CalPERS. Please contact CalPERS if you have additional questions.

Active Duty Military

You may be eligible to purchase active duty military service credit. Refer to the "Military Service Credit" section for more information.

What Is the Cost?

CalPERS determines the cost to purchase this service credit using the “present value” method, which is based on your highest monthly full-time pay rate and an average of any special compensation (for example, uniform allowance, holiday pay, longevity pay, etc.) your employer reports to CalPERS. This present value method provides CalPERS with the best estimate of the potential future final compensation figure that may be used at retirement for calculating your retirement benefit. We look at the projected retirement benefit increase you may receive from this additional service credit at retirement and then convert that to a lump sum cost in today’s dollars.

Determining the increase to your future benefits involves a number of actuarial assumptions, including projected age at retirement, life expectancy, salary inflation, and the assumed rate of return on investments. These assumptions are the same assumptions we use to ensure that all our benefits are adequately funded.

CalPERS updates the actuarial tables used in this process as needed due to existing benefit changes, new benefits mandated by law, or changes in assumptions to reflect our current best estimate of future outcomes based on the most recent experience study.

Note that your election to purchase service credit is irrevocable. Once we process your election to purchase service credit, any future changes to the assumptions will not affect the cost of your service credit purchase.

What Is Next?

Complete Sections 1, 2, and 3 of the *Request for Service Credit Cost Information – California National Guard Military* form. Send your request form to the Military Department for completion of Sections 4, 5, and 6. Obtain from the Military Department copies of your National Guard service documents. Submit the completed request form to CalPERS along with your supporting military documentation (for example, a copy of your DD-214, National Guard Retirement Points History Statement, etc.).

Military Department
9800 Goethe Road
Sacramento, CA 95826-9101



Request for Service Credit Cost Information — California National Guard Military

888 CalPERS (or 888-225-7377) • TTY (877) 249-7442

Name of Member (Last Name, First Name, Middle Initial) | Social Security Number or CalPERS ID

Section 1

If we have provided cost information to you in the past for this type of service credit purchase, check the Yes box and indicate the date you submitted your request. If you have submitted a retirement application, check the Yes box and indicate your planned retirement date.

About You

Former Name (if applicable) | () | Daytime Phone

Mailing Address

City | State | ZIP Code | Current Employer

Have you requested this cost information before? No Yes Requested Date (mm/dd/yyyy)

Have you submitted a retirement application? No Yes Retirement Date (mm/dd/yyyy)

Are you currently in the California National Guard? No Yes

Are you a member of a public retirement system in California other than CalPERS? No Yes

Name of System

Section 2

List your California National Guard service dates (and type of discharge, if applicable).

Attach additional pages as needed.

California National Guard Military Service Dates (attach certification)

| From (mm/dd/yyyy) | To (mm/dd/yyyy) | Type of Discharge |
|-------------------|-----------------|-------------------|
| | | |
| | | |
| | | |

Section 3

Sign and date the request form. Make a copy for your records.

Attach a copy of your military documents.

Member Certification

I hereby certify that the above information is true and correct.

Member Signature | Date (mm/dd/yyyy)

Section 4

To be completed by the Military Department for service while under Title 10 and/or Title 32.

Attach additional pages as needed.

Title 10 and Title 32 Service

| From (mm/dd/yyyy) | To (mm/dd/yyyy) | Type of Discharge |
|-------------------|-----------------|-------------------|
| | | |
| | | |
| | | |

Put your name and Social Security number or CalPERS ID at the top of every page

Your Name | Social Security Number or CalPERS ID

Section 5

Emergency State Active Duty Service

To be completed by the Military Department for service while under Emergency State Active Duty (ESAD).

From (mm/dd/yyyy) | To (mm/dd/yyyy) | Type of Discharge

Attach additional pages as needed.

Section 6

Statement and Signature of Certifying Officer

To be completed by the Certifying Office with the Military Department.

I hereby certify that the above information is true and correct.

Signature | Title | Date (mm/dd/yyyy)

Printed Name | Daytime Phone | Fax

Return this request form and National Guard service documentation to the member. The member will submit the request to CalPERS.

LAYOFF, PRIOR SERVICE, AND OPTIONAL MEMBER SERVICE

This section describes service credit options for Layoff (time spent away from work as a result of a formal layoff); Prior Service (time worked for an employer before it contracted with CalPERS or the contract included this option); and Optional Member Service (time spent working in certain exempt, appointed, or elected positions).

Who Is Eligible?

You can purchase service credit for Layoff, Prior Service, or Optional Member Service if:

- You are (or elect to become, if eligible) a CalPERS member.

You cannot purchase service credit if:

- Your agency did not contract for this option.
- You are retired.

What Is Required?

Layoff

Time spent away from work as a result of a formal layoff action.

- You must be an active or inactive CalPERS member.
- You must have been laid off from a CalPERS-covered public agency employer that had this option in their contract.
- You must have been a full-time employee prior to being laid off.
- The layoff period must have been on or **after** January 1, 1981.
- You must have returned to full-time, CalPERS-covered employment with the layoff employer within 12 months of being laid off.
- You must currently be active with the layoff employer.
- You must elect to purchase this service within three years of returning to work or within three years of the effective date your employer adds this option to its contract.
- You must redeposit any contributions you withdrew during the layoff, plus interest.
- You can purchase a maximum of one year for each layoff period.

Prior Service

Time worked for an employer before it contracted with CalPERS (or before the contract included this option).

- You must be an active or inactive CalPERS member.
- There is no maximum amount of time for which you can receive credit.
- If you worked for a CalPERS-covered employer:
 - The agency must have contracted for this option.
 - Limitations or restrictions vary by agency (i.e., some agencies can require you be employed on the effective date of the contract). Check with your personnel office.

Service Prior to Membership

If your service occurred after your employer's contract date with CalPERS but prior to your CalPERS membership date, refer to the section "Service Prior to Membership, CETA, and Fellowship Service."

What Is an Optional Member?

An optional member can be a State employee who was appointed by the Governor, Lieutenant Governor, Attorney General, Controller, Secretary of State, Treasurer, or Superintendent of Public Instruction and is exempt from civil service.

Some officials elected or appointed to a fixed term of office with a city or county are also optional members, including city attorneys and elected or appointed school and contracting agency officials. Eligibility is generally determined by the term-of-office dates.

An employee of the California State Senate or Assembly who is paid from funds controlled by either body is an optional member.

Optional Member Service

Time spent working in certain exempt, appointed, or elected positions that allow employees the option of joining CalPERS.

- You must be an optional member on the date you request your cost information, and you must elect CalPERS membership at the same time. (If you formerly held an optional position and are now a CalPERS member, you can also purchase your former service. See “Service Prior to Membership, CETA, and Fellowship Service” for more information.)
- There is no limitation on the amount of time that you can purchase.

What Is the Cost?

Layoff

You must pay the contributions due for the period during which you were laid off, plus interest, compounded annually to the date you make your purchase. The cost is based on your pay rate and the contribution rate on the date you returned to employment. Interest is calculated from the date you return through the date you make the purchase.

Prior Service

This benefit depends on the specific terms of your employer’s contract with CalPERS. Depending on the contract, you could be:

- Credited at no cost with all of the service credit you would have earned.
- Credited at no cost with some of the service credit you would have earned, and be given the option to purchase the rest, based on your pay rate and the contribution rate on the date you became a member (after the service was rendered), plus interest, compounded annually to the date you make your purchase.
- Given the option to purchase the service credit you would have earned, based on your pay rate and the contribution rate on the date you became a member (after the service was rendered), plus interest, compounded annually to the date you make your purchase.

Optional Member Service

The cost calculation is based on your pay rate and contribution rate on the date you became a member (after the service was rendered), plus interest, compounded annually to the date you make your purchase.

What Is Next?

Gather your employment history information for the period during your layoff, prior service, or optional member service.

Step 1

Complete Section 1 of the Request Form

- Fill in your current mailing information.
- If we have provided cost information to you in the past for this type of service credit purchase, check the “Yes” box and indicate the date your request was submitted.
- If you have submitted a retirement application, check the “Yes” box and indicate your planned retirement date.
- If you are a member of a public retirement system in California other than CalPERS, check the “Yes” box and write in the name of the system.

Complete Section 2 of the Request Form

List your employment information.

Complete Section 3 of the Request Form

Sign and date the request form.

Step 2

Give the request form to the agency that employed you at the time of your layoff, prior service, or optional member service to complete the appropriate employer certification. For layoff only, it is not necessary for the employer to complete Section 5, “Member Detailed Employment History.” When the employer returns the form to you, continue to Step 3.

Step 3

Submit the completed request form. Be sure to make a copy for your records, and mail the original to CalPERS using the address shown on the form.



Request for Service Credit Cost Information — Layoff, Prior Service, and Optional Member Service

888 CalPERS (or 888-225-7377) • TTY: (877) 249-7442

Name of Member (Last Name, First Name, Middle Initial)

Social Security Number or CalPERS ID

Section 1

About You

To ensure that you are using the correct form, review the instructions for both this section and the Service Prior to Membership section.

Former Name (if applicable) () Daytime Phone

Mailing Address

City State ZIP Code Current Employer

Have you requested this cost information before? No Yes Requested Date (mm/dd/yyyy)

Have you submitted a retirement application? No Yes Retirement Date (mm/dd/yyyy)

Are you a member of a public retirement system in California other than CalPERS? No Yes

Name of System

Section 2

Employment Information

List information about the employer you worked for at the time of your layoff, prior service, or optional member service.

Employment From (mm/dd/yyyy) Employment To (mm/dd/yyyy) Employer

Type of Credit Layoff Prior Service Optional Member Service

Employment From (mm/dd/yyyy) Employment To (mm/dd/yyyy) Employer

Type of Credit Layoff Prior Service Optional Member Service

Employment From (mm/dd/yyyy) Employment To (mm/dd/yyyy) Employer

Type of Credit Layoff Prior Service Optional Member Service

Employment From (mm/dd/yyyy) Employment To (mm/dd/yyyy) Employer

Section 3

Member Certification

Give this form to the employer you worked for at the time of your layoff, prior service, or optional member service for completion of Sections 4, 5, and 6 before returning to CalPERS.

I hereby certify that the above information is true and correct.

Member Signature Date (mm/dd/yyyy)

This form continues on page 2.

| | |
|-----------|--------------------------------------|
| Your Name | Social Security Number or CalPERS ID |
|-----------|--------------------------------------|

Section 4

Employer Certification (To be completed by the employer at the time of the member's layoff, prior service, or optional member service.)

For layoff, list the dates the member was laid off work.

Member Layoff History

| | |
|------------------------|----------------------|
| Date From (mm/dd/yyyy) | Date To (mm/dd/yyyy) |
|------------------------|----------------------|

For prior service, complete the detailed history for the employment dates and time worked.

For layoff only, skip Section 5 and go to Section 6.

Member Prior Service History

Did your agency have a local retirement system (prior to CalPERS contract)? No Yes

Was this member a participant of the local retirement system? No Yes

Did the member withdraw these funds? No Yes

| | | |
|--------------|------------------|-----------------|
| Service Time | Amount Withdrawn | Withdrawal Date |
|--------------|------------------|-----------------|

Plan Type: Defined Benefit Defined Contribution

| |
|----------------|
| Position Title |
|----------------|

Optional Member Service

Was this position filled by an election or appointment to a fixed term of office? Election Appointment

| |
|----------------|
| Position Title |
|----------------|

Was compensation paid considered a salary? (Expense reimbursement is not a salary.) No Yes

Section 5

Member Detailed Employment History

Be sure to include employment dates, pay rate, time worked, and earnings for the optional period.

| | | | |
|------------------------------|----------------------------|-------------------------|----------|
| Employment From (mm/dd/yyyy) | Employment To (mm/dd/yyyy) | Time Worked (hour/days) | Earnings |
| Employment From (mm/dd/yyyy) | Employment To (mm/dd/yyyy) | Time Worked (hour/days) | Earnings |
| Employment From (mm/dd/yyyy) | Employment To (mm/dd/yyyy) | Time Worked (hour/days) | Earnings |
| Employment From (mm/dd/yyyy) | Employment To (mm/dd/yyyy) | Time Worked (hour/days) | Earnings |
| Employment From (mm/dd/yyyy) | Employment To (mm/dd/yyyy) | Time Worked (hour/days) | Earnings |
| Employment From (mm/dd/yyyy) | Employment To (mm/dd/yyyy) | Time Worked (hour/days) | Earnings |

Section 6

Statement and Signature of Personnel or Payroll Officer

If the member performed service for the State of California or California State University, employer certification is not required.

I hereby certify that the above information is true and correct. I understand that this provides CalPERS with the information it needs to determine and apply all appropriate service credits, and that there is a potential for employer liability if this certification results in a change to the member's employment history record in the CalPERS system.

| | | |
|--------------------|-------|-------------------|
| Employer Signature | Title | Date (mm/dd/yyyy) |
|--------------------|-------|-------------------|

Employer: Please return the completed form to the member.

| | | |
|--------------|---------------|-----|
| Printed Name | Daytime Phone | Fax |
|--------------|---------------|-----|

LEAVE OF ABSENCE

A leave of absence is time during which your employer authorized you to be absent from some or all of your duties. This may be time you took for a maternity or paternity, temporary disability, educational, service, sabbatical, or serious illness leave. To be eligible to purchase service credit for this time, you must have returned to CalPERS-covered employment after your leave of absence.

By law, some service leaves of absence are not eligible for CalPERS service credit, even if the employer gives prior approval.

Who Is Eligible?

You may be able to purchase service credit for a leave of absence if:

- You are an active or inactive CalPERS member. (With the exception of maternity/paternity, temporary disability leave, and serious illness leave, which are available to all members, eligibility depends on type of leave and employer contract.)

You cannot purchase service credit for a leave of absence if:

- The leave was not approved by your employer.
- You retired prior to your request to purchase service credit.

What Is Required?

Maternity/Paternity Leave

Time off after the birth or adoption of a child.

- You must return to CalPERS-covered employment at the end of the approved leave, and remain in the CalPERS-covered employment at least the same amount of time.
- You can purchase up to 12 months per leave.
- You cannot purchase additional service if you have **already** earned a full year of credit (10 full-time months) during that fiscal year (July 1 through June 30).

Temporary Disability Leave

Time off while receiving temporary disability payments because of a job-related injury or illness.

- You must either return to CalPERS-covered employment or immediately retire after your leave of absence (you must request cost information **prior** to retirement).
- There is no limit to the amount of time you can purchase.
- You have requested to purchase this service credit prior to retirement.

Educational Leave of Absence

Time off to pursue higher education.

- You must be a State, University of California, or California State University employee both before and on your return from the leave.
- You can purchase a maximum of two years' service credit (even if the combined total of your educational leaves exceeds two years).

Service Leave

Time off to serve with a college or university; a local, State, federal, or foreign government agency; or certain nonprofit organizations.

- You must be an active or inactive CalPERS member.
- You can purchase a maximum of two years' credit for **each** service leave.
- You must return to CalPERS-covered employment with the employer from which the leave was granted, or immediately retire after your leave of absence. If the leave was from a California State University, the employer you return to could include any campus within the CSU system. (You must request cost information **prior** to retirement.)

Sabbatical Leave

A partially compensated leave of absence from CalPERS-covered employment.

- You must be an active or inactive CalPERS member.
- There is no maximum time you can purchase.
- You must return to CalPERS-covered employment after your leave of absence.

Serious Illness Leave of Absence

Employer-approved uncompensated leave of absence because of a serious illness or injury.

- You must be an active or inactive CalPERS member.
- Your employer must certify you were approved for a leave because of your own serious illness or injury.
- You must return to active service with a CalPERS-covered employer following the leave.
- There is no maximum time you can purchase.

What Is the Cost?

CalPERS determines the cost to purchase Maternity/Paternity, Educational, Service, Sabbatical, and Serious Illness leaves using the “present value” method, which is based on your highest monthly full-time pay rate and an average of any special compensation (for example, uniform allowance, holiday pay, longevity pay, etc.) your employer reports to CalPERS. This present value method provides CalPERS with the best estimate of the potential future final compensation figure that may be used at retirement for calculating your retirement benefit. We look at the projected retirement benefit increase you may receive from this additional service credit at retirement and then convert that to a lump sum cost in today’s dollars.

Determining the increase to your future benefits involves a number of actuarial assumptions, including projected age at retirement, life expectancy, salary inflation, and the assumed rate of return on investments. These assumptions are the same assumptions we use to ensure that all our benefits are adequately funded.

CalPERS updates the actuarial tables used in this process as needed due to existing benefit changes, new benefits mandated by law, or changes in assumptions to reflect our current best estimate of future outcomes based on the most recent experience study.

Note that your election to purchase service credit is irrevocable. Once we process your election to purchase service credit, any future changes to the assumptions will not affect the cost of your service credit purchase.

You can use our online Service Credit Cost Estimator to get an estimate of the cost of purchasing Maternity/Paternity and Sabbatical leaves.

Temporary Disability Leave

The cost is based on your pay rate and contribution rate when you return from your leave, or the day prior to your leave if you immediately retire. The CalPERS interest is calculated from this date through the date you make the purchase.

What Is Next?

Gather your employment history information for the time prior to your leave. Complete page 1 of the form according to the steps for requesting service credit cost information. For temporary disability leaves, the employer will then forward the form to the compensation carrier that provided you temporary disability benefits for completion of Sections 5 and 6.

Step 1

Complete Section 1 of the Request Form

- Fill in your current mailing information.
- If we have provided cost information to you in the past for this type of service credit purchase, check the “Yes” box and indicate the date your request was submitted.
- If you have submitted a retirement application, check the “Yes” box and indicate your planned retirement date.
- If you are a member of a public retirement system in California other than CalPERS, check the “Yes” box and write in the name of the system.

Complete Section 2 of the Request Form

Provide information about the employer that granted you the leave and indicate dates and type of leave.

Complete Section 3 of the Request Form

Sign and date the request form.

If your leave of absence was with the State or with a California State University and was for Maternity/Paternity, Sabbatical, or Temporary Disability, go directly to Step 3. Otherwise, continue to Step 2.

Step 2

Give the form to the employer that granted you the leave to complete Section 4. (For Temporary Disability, also forward the form to the compensation carrier for completion of Sections 5 and 6.)

Step 3

Submit the completed request form to CalPERS. Be sure to make a copy for your records and mail the original to CalPERS using the address shown on the form.



Request for Service Credit Cost Information— Leave of Absence

888 CalPERS (or 888-225-7377) • TTY: (877) 249-7442

Name of Member (Last Name, First Name, Middle Initial) Social Security Number or CalPERS ID

Section 1

About You

Former Name (if applicable) () Daytime Phone

Mailing Address

City State ZIP Code Current Employer

Have you requested this cost information before? No Yes _____
Requested Date (mm/dd/yyyy)

Have you submitted a retirement application? No Yes _____
Retirement Date (mm/dd/yyyy)

Are you a member of a public retirement system in California other than CalPERS? No Yes

Name of System

Section 2

Employment Information

List the name and address of the employer that granted the leave.

Employer

Address

List the dates and select the type of leave for each period requested.

City State ZIP Code

Type of Leave (Select one that applies to the dates below):

- Maternity/Paternity
- Temporary Disability
- Sabbatical
- Educational
- Serious Illness*
- Service

Dates of Leave From (mm/dd/yyyy) To (mm/dd/yyyy)

If you need more space to enter additional leaves of absence, please attach a separate sheet.

Type of Leave (Select one that applies to the dates below):

- Maternity/Paternity
- Temporary Disability
- Sabbatical
- Educational
- Serious Illness*
- Service

Dates of Leave From (mm/dd/yyyy) To (mm/dd/yyyy)

Type of Leave (Select one that applies to the dates below):

- Maternity/Paternity
- Temporary Disability
- Sabbatical
- Educational
- Serious Illness*
- Service

Dates of Leave From (mm/dd/yyyy) To (mm/dd/yyyy)

* "Serious Illness" is an employer-approved uncompensated leave of absence granted for the member's own serious illness or injury.

Section 3

Member Certification

The above information in Section 2 is true to the best of my knowledge.

Member Signature Date (mm/dd/yyyy)

Next Step: For all types of leave, give the form to the employer that granted the leave to complete Section 4 of this request form.
Note: For Temporary Disability Leave, the employer must complete Section 4 and also route the form to the member's workers' compensation carrier to complete Sections 5 and 6.

MILITARY SERVICE CREDIT

If you are a CalPERS member who served in the military you may be able to purchase this time as CalPERS service.

If you are a current or retired CalPERS member through employment with the State, University of California, or California State University, or if you are a current, former, or retired member of a CalPERS-covered school or public agency employer that contracts for this option, you may be eligible to purchase a **maximum** of four years of active duty military service credit. Because purchase of this service credit may be costly, you should consider it carefully. You can use the online Service Credit Cost Estimator on our website to get an estimate of the cost and see how this additional service credit could impact your future retirement benefits. **Please note:** Military service credit cannot be used to qualify you for health or dental benefits vesting.

Who Is Eligible?

You can purchase military service credit if you're a current or retired:

- State or school CalPERS member (see exceptions below).
- Public agency member whose employer contracts for this option.

You cannot purchase military service credit if you:

- Receive military retirement pay based on 20 years' active military service.
- Are employed as a safety member with the Los Angeles Community College District.
- Have received military service credit in any other retirement system.

What Is Required?

Current State and school members must have:

- Served in active duty military at least one year.
- Been honorably discharged.
- Earned a minimum of one year of CalPERS service for each year of active duty military service credit requested (four-year maximum).

Alternate Retirement Program (ARP) service does not count toward the years of earned CalPERS service credit unless you elect to transfer your ARP funds to CalPERS during your 47th to 49th month ARP election period or elect to purchase the service credit based on a present-value calculation after your election period.

Retired State and school members must have:

- Served in active duty military at least one year.
- Been honorably discharged.
- Retired with at least one year of CalPERS service for each year of active duty military service credit requested.
- Retired on or after December 31, 1981.
- Retired within 120 days of separation from a qualifying employer.

Your Military Leave of Absence

If you were granted a military leave of absence, entered active military duty within 90 days of leaving your CalPERS-covered employment, and then returned to CalPERS-covered employment (or were placed on a State civil service re-employment list) within six months of your discharge date, service credit may be posted to your account at no cost.

If you returned to employment after the six-month period, you will be required to pay a portion of the cost. There are no limitations on the amount of time that can be credited. However, you do need to request the service credit and provide us with a copy of your military service record.

Note: Do not request your military leave of absence until you have returned to employment.

Requesting a Military Service Credit Purchase After Retirement

If you are already retired, the increase in benefits from a service credit purchase will become effective when CalPERS receives your election. It will not be retroactive to your retirement date.

Request Form

This publication does not include the request form to purchase military service credit. You must obtain the form from our website at www.calpers.ca.gov, as well as submit an estimate from the online Service Credit Cost Estimator. See “What Is Next?” for more details.

Current members of a public agency whose employer contracts for this option:

- Must have served in active duty military.
- May be eligible to purchase up to an **additional** six months of service credit, up to a maximum of four years.

Retired members of a public agency employer that contracts for this option must:

- Have served in active duty military.
- Have retired within 120 days of separation from a qualifying employer.
- Have retired before the effective date of their employer’s contracting for the military benefit for active CalPERS members.

What Is the Cost?

CalPERS determines the cost to purchase this service credit using the “present value” method, which is based on your highest monthly full-time pay rate and an average of any special compensation (for example, uniform allowance, holiday pay, longevity pay, etc.) your employer reports to CalPERS. This present value method provides CalPERS with the best estimate of the potential future final compensation figure that may be used at retirement for calculating your retirement benefit. We look at the projected retirement benefit increase you may receive from this additional service credit at retirement and then convert that to a lump sum cost in today’s dollars.

Determining the increase to your future benefits involves a number of actuarial assumptions, including projected age at retirement, life expectancy, salary inflation, and the assumed rate of return on investments. These assumptions are the same assumptions we use to ensure that all our benefits are adequately funded.

CalPERS updates the actuarial tables used in this process as needed due to existing benefit changes, new benefits mandated by law, or changes in assumptions to reflect our current best estimate of future outcomes based on the most recent experience study.

Note that your election to purchase service credit is irrevocable. Once we process your election to purchase service credit, any future changes to the assumptions will not affect the cost of your service credit purchase.

You can use our online Service Credit Cost Estimator to get an estimate of the cost of purchasing this service. If you decide to submit a request to CalPERS to purchase this service, you will need to attach an estimate from the Service Credit Cost Estimator (SCCE) with your request, which is accessed from the “Service Credit Cost Estimate Results” page of the SCCE. See “What Is Next?” for more information.

What Is Next?

Step 1

Gather Military Documents

You will need supporting documentation (for example, DD-214, copy of military discharge documents, certification of military service record, etc.) that shows your dates of military service and the amount of active military service for all active duty periods. If needed, you can obtain a copy of your discharge document from:

National Personnel Records Center

Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100
www.archives.gov

You can also complete and mail in Standard Form 180, available on their website.

..... or

U.S. Marine Corps Service

Commandant Headquarters
U.S. Marine Corps Personnel Management Support Branch (MM SB-10)
2008 Elliot Road
Quantico, VA 22134-5030

Step 2

Obtain a Cost Estimate From the CalPERS Website

- Use your military service documents (such as DD-214) obtained in Step 1 that show your dates of military service and the amount of active military service to complete the cost estimate.
- Locate the Service Credit Cost Estimator at www.calpers.ca.gov/servicecreditestimator.
- Select **Military Service Credit** on the “Choose Your Service Credit Purchase Option” page.
- Follow the online instructions and use your military documents to enter information.
- Print out your service credit cost estimate on the “Service Credit Cost Estimate Results” page.
- Select the link to the **Military Service Credit Request Form** in the paragraph titled “**Important.**”
- Print out the request form for Step 3.

Military Leave of Absence

If you have a Military Leave of Absence, you will not need to complete a cost estimate. Go to the Forms & Publications Center on our website at www.calpers.ca.gov to access the request form for Military Leave of Absence.

Step 3

Complete the Request Form

Once you have printed an estimate from the Service Credit Cost Estimator, print out and complete the request form, *Request for Service Credit Cost Information—Military Service*, by following these steps:

- Follow the steps from Step 2 above to reach the “Service Credit Cost Estimate Results” page.
- Select the link to the **Military Service Request Form** in the paragraph noted as “**Important**” on the “Service Credit Cost Estimate Results” page.
- Use your military service information to complete Sections 1 through 3 on the request form, *Request for Service Credit Cost Information—Military Service*.

Step 4

Submit Your Request to CalPERS

Submit all required documents to CalPERS, which must include the following:

- Supporting documentation (for example, DD-214, copy of military discharge documents, certification of military service record, etc.) for all active duty periods
- Your printed cost estimate to purchase military service obtained from Step 2 above
- Your completed and signed request form, *Request for Service Credit Cost Information—Military Service*

Make a copy for your records, and mail your request to CalPERS using the address shown on the form. Be sure to include your DD-214 or supporting military documentation, as well as your cost estimate with your request, or CalPERS will return your request unprocessed.

PEACE CORPS, AMERICORPS*VISTA, OR AMERICORPS SERVICE CREDIT

If you are an active or inactive CalPERS member, you may be eligible to purchase service credit for up to three years of service in the Peace Corps, AmeriCorps*VISTA (Volunteers In Service To America), or AmeriCorps.

Who Is Eligible?

You can purchase Peace Corps, AmeriCorps*VISTA, and AmeriCorps service credit if:

- You are a State or school member.
- You are a public agency member and your employer contracts to provide this option.

You cannot purchase Peace Corps, AmeriCorps*VISTA, or AmeriCorps service credit if:

- You are retired.
- You do not have certification of your dates of service.
- Your public agency employer does not include this option in its CalPERS contract.

What Is Required?

- You must be able to provide documentation certifying dates of service.

What Is the Cost?

CalPERS determines the cost to purchase this service credit using the “present value” method, which is based on your highest monthly full-time pay rate and an average of any special compensation (for example, uniform allowance, holiday pay, longevity pay, etc.) your employer reports to CalPERS. This present value method provides CalPERS with the best estimate of the potential future final compensation figure that may be used at retirement for calculating your retirement benefit. We look at the projected retirement benefit increase you may receive from this additional service credit at retirement and then convert that to a lump sum cost in today’s dollars.

Determining the increase to your future benefits involves a number of actuarial assumptions, including projected age at retirement, life expectancy, salary inflation, and the assumed rate of return on investments. These assumptions are the same assumptions we use to ensure that all our benefits are adequately funded.

CalPERS updates the actuarial tables used in this process as needed due to existing benefit changes, new benefits mandated by law, or changes in assumptions to reflect our current best estimate of future outcomes based on the most recent experience study.

Note that your election to purchase service credit is irrevocable. Once we process your election to purchase service credit, any future changes to the assumptions will not affect the cost of your service credit purchase.

We strongly recommend that you use our Service Credit Cost Estimator to get an estimate of the cost of purchasing this service before you submit a request to CalPERS. Visit www.calpers.ca.gov/servicecreditestimator to access the Service Credit Cost Estimator and complete a cost estimate for Peace Corps or AmeriCorps*Vista Service. Follow the steps below if you are still interested in requesting service credit after seeing your cost estimate.

What Is Next?

Step 1

Gather your volunteer service information. You can request a certification letter from:

Peace Corps

Attn: Certifying Officer
Volunteer & Staff Payroll Services Division
1111 20th Street, NW
Washington, DC 20526

*AmeriCorps*VISTA/AmeriCorps*

Attn: CNCS/AmeriCorps*VISTA
Certifying Officer
1201 New York Avenue, NW
Washington, DC 20525

Step 2

Visit the Forms & Publications Center on our website at www.calpers.ca.gov. Locate and print the request form, *Request for Service Credit Cost Information—Peace Corps, AmeriCorps*VISTA, or AmeriCorps*.

Step 3

Complete Sections 1 through 3 of the request form. Use your Peace Corps, AmeriCorps*VISTA, or AmeriCorps documentation to complete the service dates in Section 2.

Step 4

Make copies of your request form and your certification letter from the Peace Corps, AmeriCorps*VISTA, or AmeriCorps.

Step 5

Mail a copy of your completed and signed request form and your certification letter from the Peace Corps, AmeriCorps*VISTA, or AmeriCorps to CalPERS at the address shown on the form.

Request Form

This publication does not include the form to request purchase of Peace Corps, AmeriCorps*VISTA, or AmeriCorps service credit. You can find the form—and information on this purchase option—on our website at www.calpers.ca.gov.

REDEPOSIT OF WITHDRAWN CONTRIBUTIONS

If you were previously a CalPERS member, left your CalPERS-covered employer, and took a refund of your contributions and interest, you may be eligible to redeposit these funds and restore those years of service credit.

Who Is Eligible?

You can redeposit funds you previously withdrew from CalPERS if:

- You are an active CalPERS member.
- You are an inactive CalPERS member with service credit still on account.
- You are a member of a reciprocal California public retirement system (see next page).
- You are a member whose ex-spouse or former domestic partner was awarded a portion of your account as part of a community property judgment or settlement **and** received a refund of the contributions.

You cannot redeposit if:

- Your service was with **another** public retirement system (not CalPERS). (You may want to contact that system to find out whether you can purchase service credit with them.)
- You have previously purchased this service credit with CalPERS.
- You are now an active or inactive CalPERS member, but the agency you previously worked for does not **currently** contract with CalPERS.
- You received credit for this CalPERS time under another public retirement system.
- You are retired.

What Is Required?

If you withdrew contributions for one or more membership periods in **one withdrawal**, you must redeposit in **one** redeposit election. If you made **separate** withdrawals of your contributions for **one** or more membership periods, you can redeposit in one redeposit election or in **separate** redeposit elections. If you choose to make separate redeposit elections, you must begin with the most recent withdrawal and end with the oldest.

What Is the Cost?

CalPERS calculates the amount of the refund, plus interest, compounded annually to the date you make the request. You can use the online Service Credit Cost Estimator on the CalPERS website to get an idea of the cost for purchasing this service. If you decide to submit a request to CalPERS to purchase this service, you will need to attach an estimate from the Service Credit Cost Estimator (SCCE) with your request, which is accessed from the “Service Credit Cost Estimate Results” page of the SCCE. See “What Is Next?” for more information.

Request Form

This publication does not include the request form to purchase service credit for Redeposit of Withdrawn Contributions. You must obtain the form from our website at www.calpers.ca.gov, as well as submit an estimate from the online Service Credit Cost Estimator. See "What Is Next?" for more details.

What Is Next?

Gather your employment history information for the time (or times) you withdrew your CalPERS contributions. Then complete the request form. Members of the following California public retirement systems may be eligible to redeposit funds they withdrew from CalPERS:

Non Reciprocal Retirement Systems

State Teachers' Retirement System
Legislators' Retirement System
Judges' Retirement System
Judges' Retirement System II
University of California Retirement System

Reciprocal Public Agencies

City of Concord
Contra Costa Water District
City of Costa Mesa (safety only)
East Bay Municipal Utility District
East Bay Regional Park District (safety only)
City of Fresno
City of Los Angeles
Los Angeles County Metropolitan Transportation Authority
(Non-Contract Employees' Retirement Income Plan)
City of Oakland (non-safety only)
City of Pasadena Fire and Police Retirement System
City of Sacramento
City of San Clemente (non-safety only)
City of San Diego
City & County of San Francisco
City of San Jose
San Luis Obispo County

Reciprocal 1937 Act Counties

| | |
|--------------|----------------|
| Alameda | Sacramento |
| Contra Costa | San Bernardino |
| Fresno | San Diego |
| Imperial | San Joaquin |
| Kern | San Mateo |
| Los Angeles | Santa Barbara |
| Marin | Sonoma |
| Mendocino | Stanislaus |
| Merced | Tulare |
| Orange | Ventura |

For more information, refer to the CalPERS publication *When You Change Retirement Systems*.

Gather your employment history information for the time (or times) that you withdrew your CalPERS contributions. Then obtain a printed cost estimate from the online Service Credit Cost Estimator, fill out the request form, *Request for Service Credit Cost Information—Redeposit of Withdrawn Contributions*, and submit both the cost estimate and request form to CalPERS by following these steps:

Step 1

Obtain a Cost Estimate From the CalPERS Website

- Locate the Service Credit Cost Estimator at www.calpers.ca.gov/servicecreditestimator.
- Select **Redeposit of Withdrawn Contributions** on the “Choose Your Service Credit Purchase Option” page.
- Enter information to complete a cost estimate for Redeposit of Withdrawn Contributions.
- Print out your service credit cost estimate on the “Service Credit Cost Estimate Results” page.
- Select the link to the **Redeposit of Contributions Request Form** in the paragraph titled “**Important.**”
- Print out the request form for Step 2.

Step 2

Complete Section 1 of the Request Form

- Fill in your current mailing information.
- If we have provided cost information to you in the past for this type of service credit purchase, check the “Yes” box and indicate the date your request was submitted.
- If you have submitted a retirement application, check the “Yes” box and indicate your planned retirement date.
- If you are a member of a public retirement system in California other than CalPERS, check the “Yes” box and write in the name of the system.

Complete Section 2 of the Request Form

List all periods of employment for which you withdrew contributions.

Complete Section 3 of the Request Form

Sign and date the request form.

If you are currently an active or inactive CalPERS member, go directly to Step 4. If you are currently in another retirement system, go to Step 3.

Step 3

Give the form to your current retirement system to complete Sections 4, 5, and 6 (your personnel office can give you the address). When the system returns it to you, continue to Step 4.

Step 4

Submit the completed request form to CalPERS along with the printed cost estimate (obtained in Step 1). Be sure to make a copy for your records, and mail the original to CalPERS using the address shown on the form.

SERVICE PRIOR TO MEMBERSHIP, CETA, AND FELLOWSHIP SERVICE

Employment with a CalPERS-covered employer before becoming a CalPERS member may be creditable. Service Prior to Membership (SPM) credit may be available for employment which did not qualify for membership, usually because of a limited time base or term of employment. Time spent working for a federal or State employer under the Comprehensive Employment & Training Act (CETA) or time spent in the Assembly, Senate, Executive, or Judicial Administration Fellowship program may also be available.

Who Is Eligible?

If you are now an active or inactive CalPERS member, you may be able to purchase service time if you worked:

- For a CalPERS-covered employer as a seasonal, temporary, part-time, or intermittent employee, but were not a CalPERS member.
- Under CETA for a federal or State-sponsored program from 1973 to 1982, such as the Public Employee Program, Public Service Employment, Disabled Veterans' Outreach Program, Public Service Employment Program, or Cal Esteem.
- Under the Assembly, Senate, Executive, or Judicial Administration Fellowship program.

You cannot purchase CalPERS service time if:

- The agency where the service was earned does not currently have a contract with CalPERS.
- Your service is excluded by law or by the employer's contract with CalPERS.
- You worked at a school in a **certified** position (you may want to contact the State Teachers' Retirement System to find out if you can purchase service with that system).
- You worked at the University of California **after** October 1, 1963 (you may want to contact the University of California Retirement System to find out if you can purchase service with that system).
- You work for a contracting agency that does not provide the Fellowship service credit type option.
- You are retired.

What Is Required?

- You must be an active or inactive CalPERS member and be able to provide CalPERS with documentation certifying your dates of service.

What Is the Cost?

SPM

The cost of Service Prior to Membership is based on your pay rate and contribution rate on the date you became a member (after you rendered the service). Interest will be compounded annually to the date you make the purchase.

You can use the Service Credit Cost Estimator on the CalPERS website to get an idea of the cost of purchasing this type of service credit.

CETA

CalPERS determines the cost to purchase this service credit using the “present value” method, which is based on your highest monthly full-time pay rate and an average of any special compensation (for example, uniform allowance, holiday pay, longevity pay, etc.) your employer reports to CalPERS. This present value method provides CalPERS with the best estimate of the potential future final compensation figure that may be used at retirement for calculating your retirement benefit. We look at the projected retirement benefit increase you may receive from this additional service credit at retirement and then convert that to a lump sum cost in today’s dollars.

Determining the increase to your future benefits involves a number of actuarial assumptions, including projected age at retirement, life expectancy, salary inflation, and the assumed rate of return on investments. These assumptions are the same assumptions we use to ensure that all our benefits are adequately funded.

CalPERS updates the actuarial tables used in this process as needed due to existing benefit changes, new benefits mandated by law, or changes in assumptions to reflect our current best estimate of future outcomes based on the most recent experience study.

Note that your election to purchase service credit is irrevocable. Once we process your election to purchase service credit, any future changes to the assumptions will not affect the cost of your service credit purchase.

Fellowship

The cost of crediting your Fellowship program service depends on the dates of that service and the program in which you participated in.

- Participants in the Assembly, Senate, and Executive Fellowship Programs have been excluded from membership since October 14, 1991.

Request Form for SPM

This publication does not include the request form to purchase service credit for SPM service. You must obtain the form from our website at www.calpers.ca.gov after first completing a cost estimate from the online Service Credit Cost Estimator. See “What Is Next for SPM?” for more details.

Request Form for CETA and Fellowship

This publication does not include the request form to purchase service credit for CETA and Fellowship service. You must obtain the form from our website at www.calpers.ca.gov in the Forms & Publications Center. For these two types, a cost estimate is not necessary. See “What Is Next for CETA and Fellowship?” for more details.

- Participants in the Judicial Administration Fellowship Program have been excluded from membership since January 1, 2003.

If you rendered your Fellowship service **before** the applicable exclusion, we will use the costing method that is used for Service Prior to Membership. If after, we will use the costing method that is used for CETA.

What Is Next for SPM?

SPM

For Service Prior to Membership, gather your employment history information for the time that you worked for a CalPERS-covered employer before becoming a CalPERS member. Use this information to obtain a printed estimate from the online Service Credit Cost Estimator, fill out the request form, *Request for Service Credit Cost Information—Service Prior to Membership, CETA, and Fellowship*, and submit both the estimate and request form to CalPERS by following these steps:

Step 1

Obtain a Cost Estimate From the CalPERS Website

- Gather your records of your employment history during your Service Prior to Membership.
- Locate the Service Credit Cost Estimator at www.calpers.ca.gov/servicecreditestimator.
- Select **Service Prior to Membership** on the “Choose Your Service Credit Purchase Option” page.
- Use the information you gathered on your employment history to enter the required information and obtain a cost estimate.
- Print out your cost estimate to purchase SPM from the “Service Credit Cost Estimate Results” page.
- Select the link to the **Service Prior to Membership Request Form** in the paragraph noted as “**Important**” on the “Service Credit Cost Estimate Results” page.
- Print out the request form for Step 2.

Step 2

Complete Three Sections of the Member Portion of the Request Form

Complete Section 1 of the Request Form

- Fill in your current mailing information.
- If we have provided cost information to you in the past for this type of service credit purchase, check the “Yes” box and indicate the date your request was submitted.
- If you have submitted a retirement application, check the “Yes” box and indicate your planned retirement date.
- Indicate if you were compensated or paid for this employment.
- If you are a member of a public retirement system in California other than CalPERS, check the “Yes” box and write in the name of the system.

Note on SPM Requests

If your Service Prior to Membership was with the State or with a California State University, complete Steps 1 and 3.

For service with the Senate Assembly and Joint Rules Committees, as well as for service with those agricultural associations that do not use the Uniform State Payroll System, complete Steps 1 through 6.

If your Service Prior to Membership was with the University of California (prior to October 1, 1963), a public agency, school, or fellowship service, complete Steps 1 through 6.

In some instances, service with the State may still require employer certification. We will notify you if that is needed in your case.

Complete Section 2 of the Request Form

Indicate the employer name where the service was earned and list all periods of employment for which you are requesting credit for Service Prior to Membership.

Complete Section 3 of the Request Form

Sign and date the request form.

Step 3

Complete the Employer Portion of the Request Form

Give the form to the employer you worked for when the service was earned (that is, during your period of SPM service) so that they can complete Sections 4 through 6 on page 2 of the form. When you receive it back from the employer, continue to Step 4.

Step 4

Send Request Form, Documentation, and Cost Estimate to CalPERS

Mail the original request form to CalPERS at the address shown on the form. Attach any needed employment history documentation and a copy of your printed cost estimate obtained from the Service Credit Cost Estimator. Be sure to make a copy for your records.

What Is Next for CETA and Fellowship?

Step 1

Gather Information on Your Employment History

Gather your employment history information for the time that you worked for a State or federal employer under the Comprehensive Employment and Training Act (CETA) or that you worked in a Fellowship program.

Step 2

Obtain a Request Form From the CalPERS Website

- Go to the Member Forms section of the Forms & Publications Center at www.calpers.ca.gov.
- Select the link for the **Comprehensive Employment and Training Act or Fellowship Form**.
- Print out the request form for Step 3.

Step 3

Complete Three Sections of the Member Portion of the Request Form

Complete Section 1 of the Request Form

- Fill in your current mailing information.
- If we have provided cost information to you in the past for this type of service credit purchase, check the “Yes” box and indicate the date your request was submitted.
- If you have submitted a retirement application, check the “Yes” box and indicate your planned retirement date.

- Indicate if you were compensated or paid for this employment.
- If you are a member of a public retirement system in California other than CalPERS, check the “Yes” box and write in the name of the system.

Complete Section 2 of the Request Form

Check whether this service was with CETA or Fellowship and then provide the requested information on employment periods for which you are requesting service credit under CETA or Fellowship.

Complete Section 3 of the Request Form

Sign and date the request form.

Step 4

Complete the Employer Portion of the Request Form

Give the form to the employer you worked for when the service was earned (that is, during your period of CETA or Fellowship service) so that they can complete Sections 4 through 6 on page 2 of the form. When you receive it back from the employer, continue to Step 5.

Step 5

Mail the original request form to CalPERS at the address shown on the form. Attach any needed employment history documentation. Be sure to make a copy for your records.

STATE SECOND TIER TO FIRST TIER CONVERSION

Legislation effective January 1, 2000, allows current State miscellaneous or industrial Second Tier members, and other members who have past State Second Tier service, the opportunity to convert their Second Tier service credit to a First Tier retirement formula. When you convert past Second Tier service, any Second Tier member contributions paid since July 2013 will be factored into the conversion cost.

Who Is Eligible?

To convert past Second Tier service, you must meet all of the following conditions:

- You are not retired;
- You were an active State member on or after January 1, 2000; and,
- You have State Second Tier service credit with CalPERS.

State Miscellaneous and Industrial Retirement Formulas

The following are the State Second Tier retirement formulas with their corresponding State First Tier retirement formulas. To determine which formulas apply to you, consult your personnel office.

| State Second Tier Retirement Formula | Corresponding State First Tier Retirement Formula |
|--------------------------------------|---|
| 1.25% at 65 | 2% at 55 |
| 1.25% at 65 | 2% at 60 |
| 1.25% at 67 | 2% at 62 |

What Is Required?

If you are currently an active member in the Second Tier retirement formula, this conversion entails a two-step process as explained below.

If you meet any of the following criteria, skip to Step 2:

- You are an active member in the First Tier retirement formula, or
- You are an inactive member **and** have past Second Tier service, or
- You are an active Second Tier member **and** are retiring within six months.

The tier conversion section and forms can be accessed from the Members' Service Credit page at www.calpers.ca.gov and then by following these steps:

- Select "State Second Tier" on the Service Credit page.
- Select "State Second Tier Retirement Formula and Conversion" on the State Second Tier page.
- Select the link to **First Tier Future Election Package** in "Step 1 – Elect First Tier for Future Service."
- Select the link to **Tier Conversion Cost Information Request** in "Step 2 – Convert Past Second Tier Service."

Step 1

Elect First Tier for Future Service

Active Second Tier members wishing to convert their past service to the First Tier must first make an irrevocable election to enroll in the First Tier retirement formula for the remainder of their State employment. You can do this by downloading the *First Tier Future Election Package* from the "State Second Tier" section of the CalPERS website at www.calpers.ca.gov and completing and submitting the *First Tier Future Election Document* (and the *Justification for Absence of Spouse's or Registered Domestic Partner's Signature* form if applicable). When you complete this election, you are authorizing CalPERS to change your CalPERS retirement formula from the State Second Tier to the State First Tier retirement formula on a prospective basis. Once your current CalPERS retirement formula has been changed to the State First Tier, you will begin having First Tier retirement contributions withheld from your paycheck.

Website Information

To download the forms and for information on tier conversion, visit the "State Second Tier" section of the CalPERS website at www.calpers.ca.gov. You can locate this section by following the directions in "What Is Required?"

Step 2

Convert Past Second Tier Service

Active members in a First Tier retirement formula and inactive members can request to convert their past Second Tier service to the First Tier retirement formula by submitting the *Tier Conversion Cost Information Request* form available from www.calpers.ca.gov. Upon receipt of your *Tier Conversion Cost Information Request* form, we will provide you with a cost package, including the election forms and available payment options.

If you are an active member and select a payment plan to pay for the conversion, the deductions for this election will be **in addition to your regular, ongoing member retirement contributions**.

What Is the Cost?

The cost for converting State Second Tier service credit is based on a number of factors, including the retirement contributions you would have paid (plus interest) as a State First Tier member, offset by any Second Tier contributions paid since July 2013, and if applicable:

- Previously refunded First Tier member contributions (plus interest) that have not yet been redeposited.
- Past service credit purchases credited under a State Second Tier retirement formula recalculated as First Tier (plus interest).

To compare the differences between First and Second Tier retirement formulas, refer to the *State Miscellaneous & Industrial Benefits* member publication. We also encourage you to use the Retirement Estimate Calculator on our website to generate the following retirement estimate scenarios:

- Keeping all of your service credit under the Second Tier retirement formula.
- Having your future service credited under the First Tier retirement formula with your past service credit remaining under the Second Tier retirement formula.
- Having all of your service credit under the First Tier retirement formula.

You should evaluate your retirement needs very carefully before making a decision to convert from the Second Tier to the First Tier retirement formula. Your election to convert to the First Tier retirement formula is **irrevocable** and will increase the monthly retirement contributions withheld from your paycheck.

What Is Next?

If you meet any of the following criteria, skip to Step 2:

- You are an active member in the First Tier retirement formula; or
- You are an inactive member **and** have past Second Tier service; or
- You are an active Second Tier member **and** are retiring within six months.

Step 1

Elect First Tier for Future Service

Complete the *First Tier Future Election Document*:

- Check the box for Future Service Only Option.
- Sign and date the election document.
- Have your spouse or registered domestic partner date and sign the election document. If you are single or your spouse or registered domestic partner is unable to sign the election document, complete the *Justification for Absence of Spouse's or Registered Domestic Partner's Signature* form provided in the *First Tier Future Election Package*.
- Fill in your mailing address and daytime telephone number.

Once we process your *First Tier Future Election Document*, you will be provided with a written notice and the effective date the State Controller's Office will apply the First Tier retirement contribution withholding.

Step 2

Convert Past Second Tier Service

Complete the *Tier Conversion Cost Information Request* form:

- Check the appropriate box for your current membership status.
- Check the box regarding your retirement date, if applicable.
- Sign and print your name, and provide your contact and personal information.

If you qualify for conversion, we will send you a personalized cost package with forms and instructions for converting your past Second Tier service.

If you do not qualify, we will provide you with a written explanation as to why you are not qualified.

BECOME A MORE INFORMED MEMBER

CalPERS On-Line

Visit our website at www.calpers.ca.gov for information on all our benefits and services.

my|CalPERS

Log in at my.calpers.ca.gov to access real-time details and balances of your CalPERS accounts. With my|CalPERS you can:

- View, print, and save current and past statements.
- View and update your contact information.
- Select mailing preferences for your statements and newsletters.
- Confirm which dependents are covered on your health plan and what health plans are available in your area.
- Estimate your future retirement benefit and save the estimates to view later.
- Send and receive secure messages.
- Order and download free publications.
- Send account information to third parties, such as banks.
- Search for medical premium rates.
- Apply for service retirement.
- Change your beneficiary designation.

CalPERS Education Center

Whether you're in the early stages of your career or getting ready to retire, visit the CalPERS Education Center in my|CalPERS to:

- Take online classes that help you make important decisions about your CalPERS benefits and your future.
- Register for instructor-led classes at a location near you.
- Download class materials and access information about your current and past classes.
- Schedule a one-on-one appointment with a representative at your nearest CalPERS Regional Office.

Connect With Us Through Social Media

Follow us on Twitter: www.twitter.com/CalPERS

Like us on Facebook: www.facebook.com/myCalPERS

Follow us on Google+: www.calpers.ca.gov/googleplus

View videos on YouTube: www.youtube.com/CalPERSNetwork

Reach Us by Phone

Call us toll free at **888 CalPERS** (or **888-225-7377**).

Monday through Friday, 8:00 a.m. to 5:00 p.m.

TTY: (877) 249-7442

Visit Your Nearest CalPERS Regional Office

Fresno Regional Office

10 River Park Place East, Suite 230
Fresno, CA 93720

Glendale Regional Office

Glendale Plaza
655 North Central Avenue, Suite 1400
Glendale, CA 91203

Orange Regional Office

500 North State College Boulevard, Suite 750
Orange, CA 92868

Sacramento Regional Office

Lincoln Plaza East
400 Q Street, Room E1820
Sacramento, CA 95811

San Bernardino Regional Office

650 East Hospitality Lane, Suite 330
San Bernardino, CA 92408

San Diego Regional Office

7676 Hazard Center Drive, Suite 350
San Diego, CA 92108

San Jose Regional Office

181 Metro Drive, Suite 520
San Jose, CA 95110

Walnut Creek Regional Office

Pacific Plaza
1340 Treat Boulevard, Suite 200
Walnut Creek, CA 94597

Visit the CalPERS website for directions to your local office.

Regional Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

INFORMATION PRACTICES STATEMENT

The Information Practices Act of 1977 and the Federal Privacy Act of 1974 require the California Public Employees' Retirement System (CalPERS) to provide the following information to individuals who are asked to supply information to CalPERS. The information requested is collected pursuant to the Government Code (Sections 20000, et seq.) and will be used for administration of the CalPERS Board's duties under the California Public Employees' Retirement Law, the Social Security Act, and the Public Employees' Medical and Hospital Care Act, as the case may be. Submission of the requested information is mandatory. Failure to supply the information may result in the System being unable to perform its function regarding your status and eligibility for benefits. Portions of this information may be transferred to entities including, but not limited to, State and public agency employers, State Attorney General, Office of the State Controller, Franchise Tax Board, Internal Revenue Service, Workers' Compensation Appeals Board, State Compensation Insurance Fund, county district attorneys, Social Security Administration, beneficiaries of deceased members, physicians, insurance carriers, and various vendors who perform services on behalf of CalPERS. Disclosure to the aforementioned entities is done in strict accordance with current statutes regarding confidentiality.

You have the right to review your membership file maintained by the System. For questions concerning CalPERS information practices, please contact the Information Practices Act Coordinator, CalPERS, 400 Q Street, P.O. Box 942702, Sacramento, CA 94229-2702.

While reading this material, remember that we are governed by the Public Employees' Retirement Law and the Alternate Retirement Program provisions in the Government Code, together referred to as the Retirement Law. The statements in this publication are general. The Retirement Law is complex and subject to change. If there is a conflict between the law and this publication, any decisions will be based on the law and not this publication. If you have a question that is not answered by this general description, you may make a written request for advice regarding your specific situation directly to CalPERS.

California Public Employees' Retirement System

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P.O. Box 942701
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888 CalPERS (or 888-225-7377)

www.calpers.ca.gov

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