

STATE CONTROLLER'S OFFICE  
PERSONNEL AND PAYROLL SERVICES DIVISION  
P.O. BOX 942850  
SACRAMENTO, CA 94250-5878

DATE: December 5, 2023

PERSONNEL LETTER #23-028

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

**RE: CALPERS – RECIPROCAL SELF-CERTIFICATION FORM AND SUBMISSION PROCESS**

The California Public Employees' Retirement System (CalPERS) has published a revised Reciprocal Self-Certification Form used for reporting employee reciprocal data to CalPERS. This form replaces the Reciprocal Self-Certification Form previously introduced and required under the Public Employees' Pension Reform Act of 2013 (PEPRA) in CalPERS Circular Letter 200-050-18.

This letter supersedes [Personnel Letter #13-012](#), [Personnel Letter #13-013](#) and [Personnel Letter #17-001](#). The purpose of this letter is to highlight the changes regarding submission of the Reciprocal Self-Certification Form and clarify changes to the process. It is imperative that employees with reciprocal membership accurately report the information upon hire in order to be placed into the correct enrollment category. Departments will be responsible for processing their own employees in the myCalPERS system by entering the data provided on the Self-Certification Form. Instructions on form completion are listed below.

**FORM COMPLETION**

1. The Reciprocal Self-Certification Form must be provided to, and completed by, **all employees with a new enrollment in CalPERS membership.**
2. A complete and legible employee name and CalPERS ID Number must be written in section 1 of the form. If a CalPERS ID Number is not available, the employee may list the last four digits of their Social Security Number.
3. The employee must check the most appropriate boxes from the options listed in section 1.
4. If the employee has reciprocal membership, the name of the reciprocal system must be written legibly on the form. **ONLY Reciprocal Retirement Systems that are on the List of Qualifying Public Retirement Systems may be indicated on the form. All dates MUST include Month/Day/Year and be accurate to the day.** No details regarding previous employment covered by CalPERS should be indicated on the form or entered in myCalPERS.
5. The employee must sign and date the form.

**Submission to MYCALPERS**

Effective January 1, 2024, the department will be required to process the Reciprocity Self-Certification form in myCalPERS. Review the State Reference Guide on the CalPERS website, at [www.calpers.ca.gov](http://www.calpers.ca.gov). Subscribe to

employer bulletins to receive notification of new classes, including an online class on how to update reciprocity information which is expected to be available in myCalPERS under the Education tab by January 1, 2024.

Departments must log into myCalPERS to process the Reciprocal Self-Certification form and review the employee's appointment details including the enrollment level designation. If myCalPERS determines a change in the employee's enrollment level (Classic or PEPR New), the system will update automatically. You will also receive a letter from CalPERS notifying you of the change.

Employees should be advised that the completion of the Reciprocal Self-Certification Form does **not** constitute a request to establish reciprocity with CalPERS. If employees want to request reciprocity, they must submit the request to CalPERS through their myCalPERS account by submitting the Confirmation of Intent to Establish Reciprocity When Changing Retirement Systems (PERS-CASD-255) form. Once this form is submitted to CalPERS, a review of the employee's eligibility for reciprocal benefits will be conducted.

**Employees may view their enrollment level on their myCalPERS account. If they have questions regarding the enrollment level designation, they may call the CalPERS Customer Contact Center at (888) CalPERS (or 888-225-7377).**

**Additional Contact Information:**

- Affordable Care Act (ACA) Email [ACASupport@sco.ca.gov](mailto:ACASupport@sco.ca.gov)
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email [CLAS@sco.ca.gov](mailto:CLAS@sco.ca.gov)
- CS Escalation Email (HR Supervisors and Managers) [PPSDOps@sco.ca.gov](mailto:PPSDOps@sco.ca.gov)
- Inquiry Email (HR Supervisors and Managers) [PPSDCSUInquiry@sco.ca.gov](mailto:PPSDCSUInquiry@sco.ca.gov)
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or [DSA@sco.ca.gov](mailto:DSA@sco.ca.gov)
- HR Suggestions Email (All HR Staff) [PPSDHRSuggestions@sco.ca.gov](mailto:PPSDHRSuggestions@sco.ca.gov)
- Management Information Retrieval System (MIRS) Email [PPSDMIRS@sco.ca.gov](mailto:PPSDMIRS@sco.ca.gov)
- Campus Information Retrieval System [CIRS@calstate.edu](mailto:CIRS@calstate.edu)
- [Statewide Customer Contact Center](#) (916) 372-7200

**SCO Key Initiatives:**

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

**Websites:**

- [HR](#)
- [State Employees](#)

JEB:CA:PMAB