

PERMISSIONS FOR CALPERS WEBSITE

COMPLETED FORMS MUST BE FAXED TO DISTRICT FISCAL SERVICES (951) 826-6961 OR EMAILED TO erikaburton@rcoe.us

| Add | | Remove |
|---------------------------------|--------------------------|-------------------|
| District Number: _____ | District Name: _____ | Department: _____ |
| Employee Number: _____ | Employee Name: _____ | |
| Employee's Email Address: _____ | Employee's Phone#: _____ | |

Access will be granted to user upon receipt of form. User will receive their username and temporary password via e-mail. Passwords must be kept confidential. Access to myCalPERS is for official business use only, relevant and necessary in the ordinary course of performing job duties.

Passwords expire every 90 days. A warning message will prompt 15 days prior to the password expiring and until it is reset. If the password expires, contact Erika Burton or Yadira Rike to have it reset.

The district is responsible for notifying the county office when users leave the district or their duties no longer include PERS retirement. Users no longer working with PERS retirement must have access to myCalPERS removed.

By completing this request you acknowledge that all information accessible to users at the district will be used for official business with CalPERS. Permissions will be granted as follows:

- Business Partner Employer Inquiry Business Partner Retirement Enrollment Read-Only
 Business Partner Payroll Read-Only

Will employee be responsible for submitting Employment Certifications for Service Credit Purchase requests? If YES, check the box below:

Business Partner Arrears

Will employee be responsible for submitting the LEA's Social Security Annual Information Request (AIR)? If YES, check the box below:

Business Partner Social Security

Authorized Signature: _____ Date: _____
Name: _____ Title: _____
Email: _____ Phone#: _____