



Benefits Alert

January 3, 2008

A Benefits News Bulletin from Human Resource Services

CalPERS Retirement Planning Workshop

Human Resource Services has made arrangements for a California Public Employees' Retirement System (CalPERS) representative to conduct a Retirement Planning Workshop for Cal Poly Pomona employees. The Retirement Planning Workshop presentation is for two and one-half hours on the CalPERS program. Subjects covered at the workshop include the following:

- How retirement benefits are calculated
- Taxability of benefits
- The retirement process
- What to consider in deciding the best time to retire
- Benefit options available
- Post-retirement issues
- CalPERS health benefits

NEW: CalPERS asks that all employees go to their website and complete the on-line registration process. Employees must complete this one-time registration process prior to enrolling in this or future classes or workshops offered by CalPERS. To attend this and future CalPERS workshops, employees must enroll on-line.

****Please see the reverse side for complete instructions on: (1) How to register with CalPERS and (2) How to enroll in CalPERS classes or workshops.**

Seating for this workshop is limited to forty (40) employees. To ensure a spot enroll on-line now! Please bring your most recent CalPERS annual statement for service credit and a calculator.

Retirement Planning Workshop

Thursday, February 7, 2008

9:00 AM – 11:30 AM

Heritage Conference Center, CLA Building 98, 8th floor

For workshop information, please contact Nancy Kitamura, Benefits Assistant, at nskitamura@csupomona.edu / (909) 869-3734 or Ghazala Khan, Benefits Analyst, at gkkhan@csupomona.edu / (909) 869-3735. **For assistance with CalPERS registration and workshop enrollment please contact CalPERS at (888) 225-7377.**

To track member education and to receive credit for attending educational workshops CalPERS is requiring that members (1) register on-line at the CalPERS website and (2) enroll on-line for classes/workshops presented and/or coordinated by CalPERS.

To enroll for a class/workshop you must **first register** with CalPERS for on-line access by visiting their website at www.calpers.ca.gov and clicking on “**Register Now**”. You need to register only once. To register you will need a user ID and a six digit numeric password. Follow the prompts and directions provided on-line by CalPERS.

**** If you are unable to register or need assistance in registering and/or enrolling in a class, please call CalPERS at (888) 225-7377.**

Once registered, you may enroll in a class/workshop by using the following steps:

- Click on **Log-in** and select “**On-line Services – CalPERS Members only**”.
- Enter **User ID** and **Password** and click on “**continue**”.
- The system will prompt “**you have successfully logged in**” click on “**continue**”. This will take you back to the main page. Your name will be displayed on the right-hand side of the screen.
- Under on-line service menu, select “**CalPERS Education Center**” (if you get security warning, click “yes”).
- Click on “**Select a Class**”.
- Place a check mark by “**Display Classes sponsored by employers**” (it takes about 30 seconds before the page is refreshed).
- Scroll down to find **Cal Poly Pomona** classes/workshops.
- Select the class you want to enroll in, the system will open up a page with the class schedule and will show the number of seats available.
- If seat is available, click on “**Enroll**”
- Complete the enrollment form and place a check mark for an e-mail confirmation and enter your **email address**.
- Click “**Next**”. The enrollment summary page will open up for your review and you will have the option to edit your information.
- When information is correct, scroll down to the bottom of the page and click on “**Submit**”. You will receive a confirmation email from CalPERS within few minutes.
- At this point you may enroll in another class/workshop, review other information on your account or just simply log-out.

****As you go through the process if you are unable to register or need assistance in registering or enrolling into a class, please call CalPERS at (888) 225-7377.**