CalPERS

CalPERS **457 Plan**

Understanding the CalPERS 457 Plan Online Enrollment Process

The CalPERS 457 Plan now offers an online enrollment option for pre-tax contributions only, designed to make it easier for active non-participating employees to start saving for retirement. This guide will help you manage notifications in myCalPERS to facilitate timely payroll reporting and ensure a seamless implementation of the online enrollment process.

PREPARING FOR ONLINE ENROLLMENT

To implement online enrollment, you and your agency should:

- Familiarize yourselves with the online enrollment process, which you can learn about in the "**How to Enroll Online**" flyer that you can also share with employees.
- Coordinate informational sessions with your dedicated Account Manager to assist employees with online enrollment. Personalized assistance is also available for employees by visiting **calpers457.timetap.com** and scheduling a one-on-one appointment.

SCAN TO SCHEDULE AN APPOINTMENT

You will receive enrollment notices in two formats: a pop-up notification through myCalPERS and a letter by email or mail (based on your myCalPERS preferences). Below are the steps for handling these notifications effectively:

Who receives these pop-up notifications?

All contacts with "Payroll" access in myCalPERS. Please disregard these notices if you do not handle 457 enrollments or payroll processing.

What should I do when I receive a pop-up notification?

When receiving a notification, we encourage you to prioritize prompt action to maintain accurate and timely payroll reporting.

1. Review the employee's name and CalPERS ID.
2. Search the employee's CalPERS ID in myCalPERS to identify their contribution amount listed in the SIP Benefit Information Panel.
3. Coordinate internally to ensure that the contribution elected is deducted from the employee's paycheck on the following earned period after they enrolled.

How can I manage the pop-up notifications?

To permanently dismiss notifications, first add the employee to the payroll report. Once successfully added, check the box next to the employee's name in the pop-up notification and click ***Dismiss***. This will permanently remove the notification.

To temporarily dismiss notifications, click ***X*** to close the notification. The notification will reappear every time you log into myCalPERS until it is dismissed.

How do I handle letter notifications?

File the letter notification in the employee's personnel file for record-keeping and documentation purposes.

What is the effective date for contributions after enrollment?

Contributions can be reported on the next available pay period after the employee enrolls and is added to the payroll report, unless they requested a later effective date.

Additional Notes

- Employees still have the option of completing the forms in the ***Participant Enrollment Kit***, available at calpers457.com, to join the CalPERS 457 Plan.
- As employees begin enrolling online, please share any feedback about the process with your assigned CalPERS Specialist and dedicated Account Manager.
- Online enrollment for Roth after-tax contributions or a combination of pre-tax and Roth sources will be available later this year. Until then, Roth enrollments must be submitted by completing the forms in the ***Participant Enrollment Kit***.