

# Transitioning from Part-Time, Seasonal, Temporary (PST) Plan to CalPERS Retirement Plan

## A Guide to Purchasing Service Credit Prior to Membership

When you transition from the Part-Time, Seasonal, Temporary (PST) Plan to a CalPERS Retirement Plan, you may have the option to Purchase Service Credit utilizing funds from your PST account. This option can be processed once Savings Plus has moved your PST account to a 457 Plan. **Please Note:** the account transfer is done 75 days after the last contribution activity posts into or out of your PST account and it is up to the employee to verify their PST account transfers into the 457 Plan. This is a guide to aid you in identifying the steps of Purchasing Service Credit prior to Membership. Questions should be directed to CalPERS and Savings Plus, as their processes may have changed.

### Steps to Purchase Service Credit:

**Step 1:** Review the CalPERS [Service Credit](#) webpage, watch a [Service Credit Purchase Video](#), review the CalPERS [Service Credit Purchase Handout](#) and publication: [A Guide to your CalPERS Service Credit Purchase Options](#)

**Step 2:** Complete the steps to Request Service Credit online, by logging in to [MyCalPERS](#). Under **Service Credit**, select **Make a Service Credit Purchase** followed by the **Search for Purchase Options** button. Answer the prompted questions to complete the request process.

If certification is needed from an employer or reciprocal agency, you and the agency will be notified electronically. The agency will have 30 days to provide the required certification.

**Step 3:** Once submitted, you can view the status through your [MyCalPERS](#) account, under **Service Credit** and view **Your Requests**.

*If CalPERS determines that you are eligible to purchase the requested service credit, your cost and election information will be available in your MyCalPERS account for your review. You must make the election by the expiration date provided. If your election is not submitted on or prior to the expiration date, the election will be invalid.*

**Step 4:** Review your “cost to purchase” information provided by CalPERS and determine if you want to move forward with the purchase of service credit:

- If you determine, you do not wish to complete the purchase, there is nothing further required, **OR**
- If you determine, you wish to move forward with the purchase, proceed to Step 5 and follow the [CalPERS Payment Options – Plan to Plan Transfer](#) section. Keep in mind that once your election is signed and submitted to CalPERS it is irrevocable.

**Step 5:** Obtain the Savings Plus “[Purchase Service Credit Request](#)” form and the [CalPERS Rollover Certification Form](#) (reference the [CalPERS Rollover Certification Flow Chart](#)). Note: The financial institution is Savings Plus, not CSU.

**Step 6:** Contact SavingsPlus for instructions on how to complete their process electronically, or you can complete their “Purchase Service Credit Request form”, along with a copy of your completed “Rollover Certification form” and copy of the CalPERS Election documents to the Nationwide Retirement Solutions address indicated at the bottom of the request form. Retain a copy for your records.

**Step 7:** Upon receipt of your check from your SavingsPlus 457 account, you will complete your CalPERS Election and submit with payment to CalPERS for processing within the expiration deadline.

For assistance with your Service Credit Purchase, please contact:

#### CalPERS

Phone: (888) 225-7377

Website: [www.calpers.ca.gov](http://www.calpers.ca.gov)

#### SavingsPlus

Phone: (855) 616-4776

Website: [www.savingsplusnow.com](http://www.savingsplusnow.com)

