

## Inquiry Access to my|CalPERS

To request inquiry access to my|CalPERS – employer reporting system for your school district.

Please email [retiremt@sdcoe.net](mailto:retiremt@sdcoe.net) with:

- **Employee ID # (This is used to look up your CalPERS ID for setting up access.)**
- **Name**
- **Phone**
- **Email**
- **And whether your job function is Payroll or Human Resources**

There are no security forms required. The security process is handled when you log in for the first time and each time thereafter.

Reasons for requesting inquiry access to my|CalPERS:

- With access, classified human resources staff can inquire on a new hire's membership status to ensure accurate payroll withholding on the employee's first pay warrant.
- With access, classified payroll staff can inquire on payroll information as it has been reported to CalPERS, to research service credit discrepancies.
- With access, classified human resources and payroll staff can assist the SDCOE Retirement Reporting unit in ensuring accurate payroll withholding and CalPERS retirement reporting.
- Online training is available.
- Online registration for in person training is available.

**Reminder: If you have already submitted your request, and received your user id and temporary password, please note that the temporary password expires in 30 days.**

**If you already have access and your current or temporary password expired and need it reset, please email [retiremt@sdcoe.net](mailto:retiremt@sdcoe.net).**