



California Public Employees' Retirement System  
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## Health Benefits

# Circular Letter

June 6, 2022

Circular Letter: 600-045-22

Distribution: Special

**To: All CalPERS Health Benefits Officers and Assistant Health Benefits Officers**  
**Subject: Health Enrollment Self-Service for Active Employees**

### Purpose

The purpose of this Circular Letter (CL) is to supplement [CL 600-064-21 \(PDF\)](#) and provide information on the new and additional health enrollment self-service functionality in myCalPERS. In December 2021, we launched functionality that allows state active employees to submit most health enrollment changes, along with supporting documentation, online through their myCalPERS account. Learn more about the functionality on the [Health Enrollment Self-Service for Active Employees](#) webpage.

### New Functionality for Contracting Agencies and Non-Central State Agencies

Beginning June 20, 2022, contracting public agencies, schools, and non-central state agencies, along with their active employees, will be able to use the new health enrollment self-service functionality. All eligible active employees will be able to enroll themselves and their eligible dependents into health benefits. Additionally, with a qualifying event, those already enrolled in health benefits will be able to:

- Add or remove dependents
- Change health plans
- Recertify a parent-child relationship
- Cancel coverage

## **Additional Functionality for State Agencies**

Beginning June 20, 2022, state agencies, along with their active employees, will have access to additional health enrollment self-service functionality. All eligible active employees will be able to enroll themselves and their eligible dependents into health benefits, in addition to the existing functionality, which allows those already enrolled in health benefits to:

- Add or remove dependents
- Change health plans
- Recertify a parent-child relationship
- Cancel coverage

## **Streamlined Open Enrollment**

Beginning September 19, 2022, all active employees will be able to submit any Open Enrollment changes online. During Open Enrollment, when an employee changes their health plan online, no action is required within myCalPERS by human resource departments. However, certain transactions, such as new enrollments, adding a dependent, and some delete dependent transactions, will still require your review of eligibility and documentation. You will be able to monitor Open Enrollment transactions through on-demand Cognos reports.

## **What You Need to Know**

Although this functionality is built into myCalPERS, agencies may instruct their employees not to submit transactions through their myCalPERS account and not approve any transactions that may be submitted. Use of the new functionality is at the discretion of your agency.

At the end of each day, your designated primary health benefits officer (HBO) will receive an email notification of any change requests or documents that your employees submitted that day. You'll see the change requests on the homepage of myCalPERS as well. The primary HBO will not receive an email if there were no change requests or documents submitted by your employees. You can also run [Cognos](#) reports to keep informed of all health enrollment changes your employees make.

Your HR department is still responsible for making all eligibility determinations and maintaining compliance with Internal Revenue Code section 125 Cafeteria Plans as applicable. You will also have the ability to approve or deny most changes.

When your employees use the new functionality, you no longer need to collect the Health Benefits Plan Enrollment Form for Active Employees (HBD-12) or other hard copy documents. All this information will be submitted electronically. This is also an opportunity to direct your employees online to view publications like the [Health Program Guide \(PDF\)](#) and [Health Benefit Summary \(PDF\)](#) which will minimize the need for hard-copy publications.

## How to Prepare

Be sure all those impacted in your agency have subscribed to Employer Bulletins on the CalPERS website and stay tuned for additional information. Sign up on the [Email Subscriptions](#) webpage. Ensure your primary HBO contact in myCalPERS is up to date. The contact designated as the primary HBO will receive an email when employees submit change requests in myCalPERS.

We'll continue to communicate information about the new functionality through Employer Bulletins, email, Employer News, and updates on the dedicated [Health Enrollment Self-Service for Active Employees](#) webpage. Check the webpage often for the most current information.

## Questions

We're committed to assisting you when you conduct business with the CalPERS Health Benefits Program. If you have questions, visit the [CalPERS website](#) or call the CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Rob Jarzombek, Chief  
Health Account Management Division