



## MEMORANDUM

DATE: MARCH 21, 2014

TO: ALL EMPLOYEES

FROM: BLANCA RODRIGUEZ, DIRECTOR PAYROLL, BENEFITS, & RETIREMENT SERVICES  
HUMAN RESOURCES, DIVERSITY, AND INCLUSION

SUBJECT: CALPERS RETIREMENT PRESENTATION

A representative from CalPERS will be conducting two retirement presentations on March 25, 2014 for CSUF employees. The intention of the presentations is to answer questions regarding retirement. Both presentations are scheduled on:

Tuesday, March 25th from 9 a.m. – 11:30 a.m.  
Tuesday, March 25th from 1 p.m. – 3:30 p.m.

Both presentations are being held in Human Resources, Diversity & Inclusion, CP-700.

Please register for either one of the presentations (they both contain the same information). Seating is limited. If you would like to attend, you must enroll via the Portal through the **Employee Training Center**. To register:

- ✓ Log into the **Portal**
- ✓ Click on the **Training** tab
- ✓ Click on **ETC Login** (ETC = Employee Training Center)
- ✓ Click on the **Schedule** link

The **Schedule** link, located in the left hand menu bar, displays a calendar of classes currently available

- ✓ Click on the CalPERS Retirement presentation
- ✓ Click on the **Register** button to enroll yourself in the course

If you are not able to enroll online, please email Margie McMillan at [mmcmillan@fullerton.edu](mailto:mmcmillan@fullerton.edu) and she will enroll you for one of the presentations.