Fact Sheet

Part-time, Seasonal, and Temporary Employees Retirement Program (PST)

Employees hired by the State of California or the California State University (CSU) system on a part-time, seasonal, or temporary time basis whose wages don't qualify for Social Security deductions, or membership in CalPERS are required to participate in PST. Savings Plus administers PST, an eligible 457 Plan under the Internal Revenue Code. Your HR office determines who qualifies for PST.

PST is mandatory

PST participation is mandatory for employees who meet the qualifications. PST employees generally include:

- Part-time employees who work less than half time
- Seasonal employees
- Temporary and Permanent-Intermittent (PI) employees, including members of boards or commissions, who work less than six months or 125 days if employed on a daily basis or less than 1,000 hours in a fiscal year (July 1 through June 30) if employed on an hourly basis
- Half-time CSU employees who have less than one academic year of credited service

Your HR office can provide you with information about your PST eligibility.

Employees excluded from PST

Employees who meet these circumstances are excluded from PST participation:

- Full-time students who regularly attend classes in the institution in which they work
- Employees hired temporarily to handle disaster emergencies, such as fires, floods, storms, earthquakes, and more
- Election officials and election workers paid less than $100 in a calendar year
- Persons hired through programs to relieve unemployment, such as summer youth programs
- Persons retired from the state or other public employment covered by CalPERS
- Authorized, nonresident aliens who have F or J visas or M teaching visas
- Persons paid for services performed in a hospital, home, or another institution in which they live
- Persons who have CalPERS coverage through concurrent public agency employment
- Employees employed in multiple positions with the state and/or CSU system with one position covered by Social Security, CalPERS, Judges' Retirement System (JRS), or Legislators' Retirement System (LRS)
- Casual employees who have health and welfare benefits. These persons typically work between 60 and 90 days in a calendar year

savingsplus

Contact Information

savingsplusnow.com

(855) 616–4SPN (4776)

Service Center representatives are available 7:00 a.m. to 7:00 p.m. PT, Monday through Friday for online chat or by phone.

Lobby Hours are 8:00 a.m. to 5:00 p.m. PT, Monday through Friday

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- CSU employees required to participate in an alternative, qualified retirement plan for the Omnibus Budget Reconciliation Act of 1990
- Self-employed persons who render services to the state and make Social Security payments on wages earned from their state contract. To request this exemption, you must submit a letter to your HR office, indicating you'll pay Social Security taxes on the earnings along with a copy of your Schedule SE from your Form 1040 from the previous year

Manage your PST account

Address updates

It's important that Savings Plus has your current mailing address on record to ensure you receive your semi-annual statement.

If your address changes and you're still employed with the State, notify your departmental HR or payroll office of the new address.

If you're no longer employed with the State, you have two ways to change your address with Savings Plus:

- Online at **savingsplusnow.com**. Log in to your account, select ***Your Profile*** and then ***Personal Information***.
- Call Savings Plus toll-free at **(855) 616–4SPN (4776)** to speak with a Service Center representative, available Monday through Friday from 7:00 a.m. to 7:00 p.m. PT.

Beneficiary designation

The fastest way to designate a beneficiary is to log in to your PST account. Follow these steps after you're logged in to your PST account:

- Click on ***Your Profile***, then ***Beneficiaries***.
- Select ***Choose Beneficiaries***.
- Input the requested information.

Your designated beneficiary is displayed at the bottom of your PST statement. If you don't designate a beneficiary, your statement will indicate "No beneficiary on file."

Additional facts

- Because of your part-time status, you're an eligible PST employee not covered by Social Security and not eligible for a pension through CalPERS.
- Your mandatory PST contribution amounts to 7.5% of your gross wages. It is withheld on a before-tax basis, deposited into your PST account, and invested for you.
- Savings Plus deposits your contribution in the Short Term Investment Fund—PST (STIF-PST). The fund's objective is to preserve capital. You can obtain more information about this fund from the PST Fund Fact Sheet available online at **savingsplusnow.com**.
- PST accounts don't receive employer contributions or matching funds. Your account balance consists of your contributions and attributable earnings or losses.
- Savings Plus doesn't charge participants an administrative fee to administer PST. Instead, departments are charged an administrative fee for each active employee.
- Savings Plus issues semi-annual statements reflecting your contributions, earnings/losses, and ending balance. We mail the statement to your preferred mailing address on record, unless you elect to receive statements electronically.
- Upon enrollment, you're fully vested, which means you're entitled to 100% of your account when you separate from service.
- Your participation in PST doesn't limit your contributions to an IRA.
- Your participation in PST prevents you from enrolling and making voluntary contributions to the Savings Plus 401(k) or 457 Plans, until you become eligible for CalPERS.
- If you contribute to another employer's 457 Plan during the same calendar year you contribute to PST, your 457 Plan annual deferral limit for that year must be reduced by the amount deducted from your salary for PST.

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CalPERS eligibility

If your employment status (length of employment or time base) changes and you become eligible for CalPERS membership, the 7.5% PST deduction from your paycheck will stop and your retirement deduction will start.

- Once we verify your CalPERS membership, we'll establish a 457 Plan account for you and transfer 100% of your PST assets to the 457 account. This is done 75 days after the last contribution activity posts into or out of your PST account. It's up to you to verify that your PST account transfers into the 457 Plan.
- The transferred account is deposited in the Short Term Investment Fund (STIF). However, you may exchange your assets from the STIF to another investment of your choice within the Savings Plus investment menu.
- You can manage your 457 Plan account with greater flexibility and begin your contributions online at **savingsplusnow.com** or by calling **(855) 616-4SPN (4776)**.
- You'll receive quarterly statements for your 457 Plan account and Savings Plus will deduct $1.50 per month for administrative expenses. If you also set up a 401(k) Plan account, Savings Plus will deduct $1.50 per month from that account as well.
- You may be able to use your 457 Plan account to purchase permissible service credit with CalPERS or other public pension plans. Discuss your permitted service credit options before completing the Purchase of Service Credit Authorization Form available on our website.

Close your PST account

When you separate from State service:

- You can—and should—close your account. You're eligible to withdraw your full account balance 90 days after the last transaction posts into or out of your account.
- Information about your payment options is online at **savingsplusnow.com** or by calling **(855) 616-4SPN (4776)**.

For additional details about PST, visit our website savingsplusnow.com.