



Official State Social Security Administrator

About the State Social Security Administrator Program Newsletter

The State Social Security Administrator Program Newsletter provides information about Social Security and Medicare coverage for state and local government employees.

Contact Us

CalPERS - SSSA Program
P.O. Box 720720
Sacramento, CA 94229-0720

[Email](#)

Phone: (916) 795-0810

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State Social Security Administrator Program Newsletter

Winter 2022

Why Public Employers Need myCalPERS Access

In 1955, the California Public Employees' Retirement System (CalPERS) was designated as the official State Social Security Administrator (SSSA) for the State of California. The role of the state administrator is to address coverage-related issues and questions regarding Social Security and Medicare coverage. Coverage assistance is not only offered to CalPERS-covered agencies, but rather to all public employers in California.

The SSSA has made it easier than ever for public employers to correct Social Security and Medicare issues with CalPERS by utilizing [myCalPERS](#); the electronic system used to access real-time details relating to Social Security and retirement data entered by your public agency. All public agencies, schools, and state departments in California have a myCalPERS business partner profile which allows access to our system, regardless of whether they contract for retirement or health benefits with CalPERS.

myCalPERS allows public agencies to:

- Report tax withholding information via the Annual Information Request (AIR), which is a required form that must be completed by all agencies who have Section 218 Agreements
- View their Section 218 Agreements to review Social Security and Medicare coverage for their employees
- Request to modify or upload Social Security documents
- Maintain contact information, such as mailing address, communication preference, or agency contacts

First time users will need to obtain a username and password from your agency's System Access Administrator (SAA). If your agency does not currently have an SAA, email the SSSA team at SSSA@calpers.ca.gov to request access. In the request, provide the name, phone number, and email address of the individual who will be granted system access.

If your agency has questions about the myCalPERS system or obtaining system access, contact our office via email or call us directly at (916) 795-0810.

Completing the Annual Information Request with CalPERS

The Annual Information Request (AIR) is a federal requirement for all public employers in the state of California. It must be completed whether your public agency contracts for retirement benefits with CalPERS or any other retirement system, or whether your agency has a Section 218 Agreement or not. One of the responsibilities of the State Social Security Administrator (SSSA), as established by the Social Security Administration (SSA), is to contact all of the public agencies on an annual basis to ensure they are tax compliant with respect to Social Security withholding. The SSA asks us to secure current contact and mailing information including current legal status of your agency, possible subdivision name changes, address changes, telephone and fax numbers, email address, and Federal Employer Identification Number. The AIR needs to be completed once every fiscal year, which starts July 1 and ends June 30. The SSSA will send a letter based on your agency's preferred method of communication in myCalPERS. Reminders will be sent if the AIR is not completed within 30 days of issuance.

We recommend individuals working in the finance, payroll, or human resources departments of your agency complete the AIR, as there are questions regarding Social Security and Medicare withholdings in addition to the hire dates of the agency's employees. For the agencies that complete the AIR online in [myCalPERS](#) and know the withholding practices for their employees, the AIR takes just a few minutes to complete. Contact the SSSA team at (916) 795-0810 to help you get access to the AIR.

2022 Webinar Schedule

10:00 a.m. to 11:00 a.m.

Date	Topic
February 23, 2022	Introduction to Section 218 Agreements Part II
April 27, 2022	Hot Topics for School Employers

Please visit our [webpage](#) to view the complete list.