

CalPERS 457 Plan Online Enrollment and Contribution Change Notifications Guide

Learn how to receive and access online enrollment and contribution change notifications

When an employee completes an online enrollment or submits an online contribution change for the CalPERS 457 Plan, notifications are generated in myCalPERS to help employers take any necessary payroll action.

Notifications are delivered through two separate channels:

- Email notifications direct employers to retrieve documents from Document History in myCalPERS
- Pop-up notifications are displayed when logging into myCalPERS

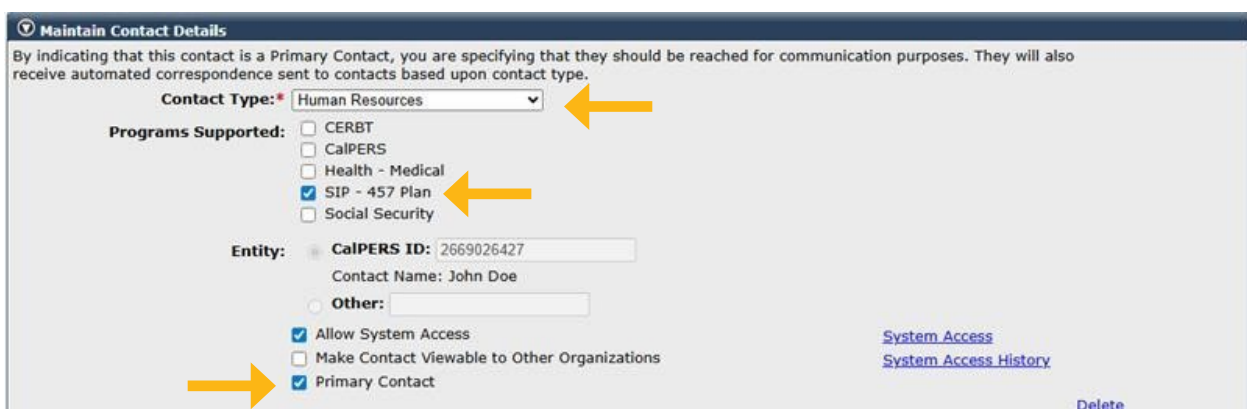
To ensure notifications are received and acted upon timely, employers must maintain appropriate contact information, program selections, and system access. Visit calpers.ca.gov and click **Log in to myCalPERS** to get started.

Email Notifications (Letters/Documents)

Email notifications alert designated contacts that a document is available in myCalPERS Document History. A maximum of two email notifications are generated for each document. If an email notification is not received, search for **Document #3335** in myCalPERS Document History to access the applicable information.

To receive email notifications:

- Assign **Human Resources** and **Payroll** contact types in myCalPERS
- Designate a **Primary Contact** for each role
- Under Programs Supported, select the **SIP - 457 Plan** checkbox
- Keep contact information current by adding and removing contacts as staffing changes occur



Maintain Contact Details

By indicating that this contact is a Primary Contact, you are specifying that they should be reached for communication purposes. They will also receive automated correspondence sent to contacts based upon contact type.

Contact Type: * Human Resources

Programs Supported:

- ☐ CERBT
- ☐ CalPERS
- ☐ Health - Medical
- ☒ SIP - 457 Plan
- ☐ Social Security

Entity: CalPERS ID: 2669026427

Contact Name: John Doe

☐ Other:

☒ Allow System Access

☐ Make Contact Viewable to Other Organizations

☒ Primary Contact

[System Access](#)

[System Access History](#)

[Delete](#)

Important:

- If multiple Human Resources or Payroll contacts are assigned to the same role, one contact should be designated as the Primary Contact to support proper notification routing.
- Only the Human Resources and Payroll contact types are used for email notification routing. Contact types such as Human Resources Benefit Officer or Human Resources Personnel will not receive notifications.
- Email notifications are generated only when at least one eligible Human Resources or Payroll contact is designated and the SIP - 457 Plan checkbox is selected under Programs Supported.

Pop-Up Notifications

Pop-up notifications appear when authorized users log into myCalPERS. This provides immediate visibility of new enrollment and contribution change activity.

To receive pop-up notifications:

- Select the **SIP - 457 Plan** checkbox under Programs Supported
- Assign the **Business Partner Supplemental Income Plan** role under System Access
- Ensure appropriate staff are designated to monitor and act upon notifications

Maintain Contact Details

By indicating that this contact is a Primary Contact, you are specifying that they should be reached for communication purposes. They will also receive automated correspondence sent to contacts based upon contact type.

Contact Type: * Human Resources

Programs Supported:

- ☐ CERBT
- ☐ CalPERS
- ☐ Health - Medical
- ☒ SIP - 457 Plan
- ☐ Social Security

Entity:

CalPERS ID: 2669026427

Contact Name: John Doe

☐ Other:

☒ Allow System Access

☐ Make Contact Viewable to Other Organizations

☒ Primary Contact

[System Access](#)

[System Access History](#)

[Delete](#)

Important:

- Any contact type with the SIP 457 - Plan checkbox and Business Partner Supplemental Income Plan role selected will receive pop-up notifications
- Pop-up notification eligibility differs from email notification routing requirements

Understanding Pop-Up Notification Actions

When reviewing enrollment and contribution change notifications, employers should carefully review the information displayed within the pop-up, including the instructional text at the bottom of the notification window. This text explains the functionality of each available action.

457 Plan Enrollment Notification

Name: **CalPERS ID:**

457 Plan Enrollment Notification

One or more CalPERS 457 Plan transactions (e.g., new enrollments or contribution changes) require your attention.

Please review the updates and ensure participants are added or updated on your next available payroll report.

No action is needed if the participant(s) are already reflected on your payroll report.

Select	Participant Name	CalPERS ID	Transaction Type	Pre-Tax Member Contribution	Post-Tax Roth Contribution	Transaction Date
☐	John Doe	5700000003	New Enrollment	\$500.00	\$500.00	05/08/2026 03:54:27 PM
☐	Jane Doe	8800000027	Contribution Change	\$150.00	\$250.00	05/08/2026 03:54:28 PM

[Select All](#) [Defer Transactions](#) [Dismiss Transactions](#) [Transactions Completed](#)

Selecting "Defer Transaction" will allow you to view selected transactions upon your next login.

Selecting "Dismiss Transaction" will allow you to no longer view selected transactions again, however, they will continue to display for other users.

Selecting "Transactions Completed" indicates that the contribution has been updated in your payroll report and selected transactions will no longer be displayed on this page.

[Close](#)

Important:

- The **Transactions Completed** option should **only** be selected after the employee's election has been successfully added to the applicable payroll report
- Selecting **Transactions Completed** removes the notification from display for **all** agency contacts
- If payroll processing has not yet been completed, please use **Defer Transaction** to continue displaying the notification upon future logins. Notifications should remain active until the payroll update has been completed.
- The **Transactions Completed** option should only be selected by the staff who completed and verified the payroll update(s)

Accessing Enrollment and Contribution Change Information

After receiving a notification, employers can review the applicable enrollment or contribution change information through:

- Document History in myCalPERS
- Online Enrollment and Contribution Change Files from VVoya's Sponsor Web at sponsor.voya.com (You can request access to this site for the CalPERS 457 Plan by emailing CalPERS_Plan_Admin@voyacom.com)

Maintain Current Contact Information

To ensure enrollment and contribution change notifications continue to be delivered to the appropriate personnel, agencies should promptly update contact information and system access whenever staffing changes occur.

If agency contacts change, please notify CalPERS at CalPERS_457_Plan@calpers.ca.gov or call **800-696-3907**.

Thank you for implementing these online changes

Enrollment and contribution change notifications are time-sensitive and may impact payroll processing. Maintaining accurate contact roles and system access helps ensure participant elections are received and implemented timely.

For additional resources and information regarding online enrollments and contribution changes, please visit the online processing page of the [CalPERS 457 Plan Employer Resource Center](#).