

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Savings Plus Program Online Enrollment	<b>REFERENCE NUMBER:</b> 2007-035
<b>DATE ISSUED:</b> 11-29-07	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Transaction Supervisors  
Employee Benefit Officers  
Personnel Officers  
Personnel Transaction Staff**

**FROM:** Department of Personnel Administration  
Savings Plus Program

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Beginning December 3, Savings Plus enrollment moves online. To sign up, employees must either use [SPP's website](#), available anytime, or call customer service (1-866-566-4777, option 3), available M–F, 8:30 a.m. – 4:00 p.m. (PT).

We will send posters announcing the new enrollment process and other online services to Transaction Supervisors statewide. Please ensure they're posted prominently. To request more posters, email [lupevela@dpa.ca.gov](mailto:lupevela@dpa.ca.gov).

***Employees may no longer enroll using the hard-copy Enrollment Agreement. Please destroy all versions of that form.***

We've also updated the following:

- The new-employee handout [Expand Your Retirement Horizons](#) has been updated to reflect the new online enrollment. Please destroy old copies and begin using the updated version, available at [www.dpa.ca.gov](http://www.dpa.ca.gov) under the "Publications" quick link.
- The [Request to Transfer Lump-Sum Separation Pay](#) booklet has a new return address. The booklet is available on SPP's website under [Forms & Publications](#).

Sincerely,

/s/ Michelle Berklacich

Michelle Berklacich  
Administrator  
Savings Plus Program