



# How to Add Employee Information and Submit Contributions

CalSavers Retirement Savings Board

Revised January 2024



A young woman with long brown hair, wearing a white long-sleeved shirt and a green apron, stands behind a bar counter, smiling warmly at the camera. The background is a blurred restaurant interior with warm lighting, including blue pendant lamps and festive red and gold decorations. Another server in a white shirt and dark apron is visible in the background, working at the bar. The bar counter in the foreground has various items like a beer tap, a glass of beer, and a container of colorful straws.

# Employer Portal: Dashboard

# Timeline Review



# Program Dashboard



The sidebar menu includes the following items:

- Dashboard
- Employees Add +
- Contributions
- Administrators
- Payroll Provider
- Messages 2
- Help Center
- Company Details
- Bank Information
- My Profile

Log out

## John's Dry Cleaning

CalSavers was designed with employers like you in mind. It is easy to set up and only takes a few minutes each pay period to help your employees save for retirement.

### Take the next step

Follow these steps to set up your account and submit employee contributions for the first time. Each activity must be completed by specific deadlines.

**Step 1**  
Register your company Complete

**Step 2**  
**Add employee information** Add employees  
Add your employee information within 30 days of registering for CalSavers. Due Aug 17

[Learn more](#)

**Step 3**  
**Wait for employee enrollment**  
Your employees have 30 days to opt out or change their contribution rate. While you wait, tell your employees that your company is joining CalSavers and prepare to add deductions in your payroll system.

**Step 4**  
**Set up deductions in payroll**  
Before you run payroll, review your employees' contribution rates and make adjustments in your payroll system.

**Step 5**  
**Send employee contributions**  
Send your employees' contributions to CalSavers so they can be distributed to their retirement savings accounts.

### CalSavers support

We have compiled resources for employers to make facilitating CalSavers as easy as possible.

[Frequently asked questions](#)

[Program overview](#)

[Employer resources](#)

[Contact us](#)

### Inform your employees

Use this template communication to inform your employees that your company is facilitating CalSavers.

[Communicating with your employees](#)

Links are available for the employer to utilize regardless of where they are within the Employer Portal.



# Add Employee Information



- Dashboard
- Employees Add +
- Contributions
- Administrators
- Payroll Provider
- Messages 2
- Help Center
- Company Details
- Bank Information
- My Profile

Log out

## John's Dry Cleaning

CalSavers was designed with employers like you in mind. It is easy to set up and only takes a few minutes each pay period to help your employees save for retirement.

### Take the next step

Follow these steps to set up your account and submit employee contributions for the first time. Each activity must be completed by specific deadlines.

Step 1  
Register your company Complete

Step 2  
**Add employee information**  
Add your employee information within 30 days of registering for CalSavers. **Add employees**  
Due Aug 17  
[Learn more](#)

Step 3  
**Wait for employee enrollment**  
Your employees have 30 days to opt out or change their contribution rate. While you wait, tell your employees that your company is joining CalSavers and prepare to add deductions in your payroll system.

Step 3  
**Set up deductions in payroll**  
Before you run payroll, review your employees' contribution rates and make adjustments in your payroll system.

Step 4  
**Send employee contributions**  
Send your employees' contributions to CalSavers so they can be distributed to their retirement savings accounts.

### CalSavers support

We have compiled resources for employers to make facilitating CalSavers as easy as possible.

[Frequently asked questions](#)

[Program overview](#)

[Employer resources](#)

[Contact us](#)

### Inform your employees

Use this template communication to inform your employees that your company is facilitating CalSavers.

[Communicating with your employees](#)

From Dashboard click 'Add Employees'



# Add Employee Information




- 3 ways to complete
  - Vendor Support
  - Upload file
  - Manual



# Add Employee Information





## Employees

Employee list

No employees found.

The CalSavers Retirement Savings Program ("CalSavers" or the "Program") is a voluntary, non-qualified, defined contribution retirement savings plan. Participants saving through CalSavers beneficially own the Program and therefore the employer is not responsible for the Program or liable as a Program sponsor.

Security

ing Services, LLC (ACSR) is the program administrator. ACSR and its affiliates are responsible for the Program and therefore the employer is not responsible for the Program or liable as a Program sponsor.

Dashboard

Employees **Add +**

Contributions

Administrators

Payroll Provider

Messages **0**

Help Center

Company Details

Bank Information

My Profile

Log out

### Add employee information

Set up pay schedules

You need at least one pay schedule and pay schedule group before you can add employees. Please submit all employees for a single pay schedule at one time.

When are your employees paid?

Select a pay schedule group

--

Create new pay schedule

Back

Next



# Pay Schedules



**New pay schedule**

Schedule

Next pay date

You can send contributions beginning in one month.

Name this pay schedule

Pay schedule group

e.g., bi-weekly employees, part-time employees, etc.

Notification schedule

## Select

- Schedule (weekly, bi-weekly, semi-monthly, etc.)
- Choose next pay date
- Name this pay schedule
- Select Notification schedule
- Click Add



A smiling male worker in a yellow hard hat and safety glasses, wearing a blue work jacket, standing in a factory setting. The background shows industrial machinery and a clean, well-lit environment.

# Adding Employee Information

# Eligible Employees



## Employees



Employed in the state of California



18 or older



Social Security Number or an Individual Taxpayer Identification Number

## Includes

All employees regardless of hours worked including:

- Full-time
- Part-time
- Seasonal and temporary employees when on staff
- Owners/Officers who are also reported as employees to EDD
- Workers on a visa (i.e. H2A, H2B, etc.)



# Add Employee Information



- Dashboard
- Employees Add +
- Contributions
- Administrators
- Payroll Provider
- Messages 2
- Help Center
- Company Details
- Bank Information
- My Profile

Log out

## John's Dry Cleaning

CalSavers was designed with employers like you in mind. It is easy to set up and only takes a few minutes each pay period to help your employees save for retirement.

### Take the next step

Follow these steps to set up your account and submit employee contributions for the first time. Each activity must be completed by specific deadlines.

Step 1  
Register your company Complete

Step 2  
**Add employee information**  
Add your employee information within 30 days of registering for CalSavers. **Add employees**  
Due Aug 17  
[Learn more](#)

Step 3  
**Wait for employee enrollment**  
Your employees have 30 days to opt out or change their contribution rate. While you wait, tell your employees that your company is joining CalSavers and prepare to add deductions in your payroll system.

Step 3  
**Set up deductions in payroll**  
Before you run payroll, review your employees' contribution rates and make adjustments in your payroll system.

Step 4  
**Send employee contributions**  
Send your employees' contributions to CalSavers so they can be distributed to their retirement savings accounts.

### CalSavers support

We have compiled resources for employers to make facilitating CalSavers as easy as possible.

[Frequently asked questions](#)

[Program overview](#)

[Employer resources](#)

[Contact us](#)

### Inform your employees

Use this template communication to inform your employees that your company is facilitating CalSavers.


[Communicating with your employees](#)

From Dashboard click 'Add Employees'



# Add Employee Information – Upload File





## Employees

- Dashboard
- Employees** Add +
- Contributions
- Administrators
- Payroll Provider
- Messages 1
- Help Center
- Company Details
- Bank Information
- My Profile

**Employee list**


No employees found.

The CalSavers Retirement Savings Program ("CalSavers") or the CalSavers beneficiary own and have control over their IRAs. As participants, how much (if any) to contribute or provide investment

Log out

### Add employee information




✕



#### Start adding employee information

Add your roster of eligible employees within 30 days of registering with CalSavers. After adding their information, your employees will be contacted to either customize their account, make saving elections, or opt out of the program.

You can add information by file upload, manual entry, or, if you rely on external vendor support (provided by a payroll company or use of a payroll software), initiate that activity [here](#).


 <h4>Vendor Support</h4> <p>Initiate setting up your payroll vendor solution to submit your employee data.</p> <p><b>Recommended if available</b></p>	 <h4>Upload file</h4> <p>Use our template to upload a list of your employees from a file.</p> <p><b>Recommended for 10 or more employees</b></p>	 <h4>Add manually</h4> <p>Add each of your employees one at a time.</p>
--	--	--

Next



# Add Employee Information – Upload File





## Employees

**Employee list**

No employees found.

The CalSavers Retirement Savings Program ("CalSavers" or the "Program") is an auto CalSavers beneficially own and have control over their IRAs, as provided in the Program. To participate, how much (if any) to contribute or provide investment help. [Read more](#)

Log out

### Add employee information

Set up pay schedules

You need at least one pay schedule and pay schedule group before you can add employees. Please submit all employees for a single pay schedule at one time.

When are your employees paid?

Select a pay schedule group

Default Group

Select a pay schedule

TESTING

Create new pay schedule

Back

Next

### Security


ACSR is the program administrator. ACSR and its affiliates are not liable as a Program sponsor. Employees are not part

# Add Employee Information – Upload File



## Add employee information ×

Upload employee list for: TESTING



Drag your file here or click to browse

**How to upload your employee file:**

Download our template to add your employee information. Review the accuracy of your employee records before adding information to the file and make sure the file only has employees who are paid at the same time.

[Download template](#)

[Back](#) [Next](#)

- Select file type (Excel is most common)
- Click download template



# Add Employee Information – Upload File



**Required Fields**

- SSN/ITIN
- Name Fields (First/Last)
- Birthdate
- Physical Address (no P.O Boxes)
- Primary Phone

While e-mail is optional, we strongly recommend you include it. PO Boxes can be added as a *mailing* address.




# Add Employee Information – Upload File



## Add employee information ×

Upload employee list for: TESTING



Drag your file here or click to browse

**How to upload your employee file:**

Download our template to add your employee information. Review the accuracy of your employee records before adding information to the file and make sure the file only has employees who are paid at the same time.

[Download template](#)

[Back](#) [Next](#)

- Drag and drop file or click to browse
- Click Next



# Add Employee Information – Manually



## Add employee information

Review the accuracy of your employee records before adding information here. After your employee is added, they will manage their own contact information. All fields are required unless indicated otherwise.

First name	M.I. Optional	Last name	Suffix Optional
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN / ITIN	External payroll ID Optional	Birthdate	
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	
Email Required if available	Phone		
<input type="text"/>	<input type="text"/>		
Address line 1			
<input type="text"/>			
Physical addresses only, no P.O. Boxes			
Address line 2 Optional			
<input type="text"/>			

Back

Add

## New employees



- 1 Doe, Jonathan
- 2 Kimball, Juliet
- 3 Greer, Elizabeth
- 4 Leaf, Derrick
- 5 Perez, Joaquin
- 6 Santos, Lavinia Esperanza
- 7 Stone, Melanie
- 8 Tai, Xue

Finish and submit

### Add manually:

- Fill all required fields
- Click add for each employee
- After all employees are added click Finish and Submit



# Add Employee Information



Help Center

Company Details

Bank Information

My Profile

Log out

Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5%	updated 4/5/22	Full-time employees

Reassign employees

Please wait for the "Success!" message for confirmation.

Showing 12 of 86 updates

< 1 2 ... 7 >

Download list

Copyright © 2022 | CalSavers.com | Help Center |

The CalSavers Retirement Savings Program ("CalSavers" or the "Program") is an automatic enrollment payroll deduction program administered by CalSavers Recordkeeping Services, LLC ("ACSR") is the program administrator. ACSR and its affiliates are responsible for day-to-day operations of the Program, including the collection of contributions over their IRAs, as provided in the Program Disclosure Booklet available at [saver.calsavers.com](http://saver.calsavers.com). CalSavers is not sponsored or endorsed by the State of California. The Program sponsor. Employees are not permitted to endorse the Program or encourage or advise employees on whether to participate. How much of your salary to contribute to your investment plan. (Learn more.)

**Success!**  
You added 86 employees.



# 30 Day Decision Period Begins



- Dashboard
- Employees
- Administrators
- Payroll Provider
- Messages

---

- Help Center
- Company Details
- Bank Information
- My Profile

Log out

CalSavers was designed with employers like you in mind. It is easy to set up and only takes a few minutes each pay period to help your employees save for retirement.

**Portal Updates**  
Due to employer interest in meeting their state mandate, w... >

**Your payroll provider connection is now active**  
Your payroll provider connection is now active, some featu... >

**Take the next step**  
Follow these steps to set up your account and submit employee contributions for the first time. Each activity must be completed by specific deadlines.

Step 1  
**Register your company** Complete ✓

Step 2  
**Add employee information** Complete ✓

**Wait for employee enrollment**  
Your employees have 30 days to opt out or change their contribution rate. While you wait, tell your employees that your company is joining CalSavers and prepare to add deductions in your payroll system.

21 days left in waiting period  Aug 4

[Learn more](#)

Step 3  
**Set up deductions in payroll**  
Before you run payroll, review your employees' contribution rates and make adjustments in your payroll system.

Step 4  
**Send employee contributions**  
Send your employees' contributions to CalSavers so they can be distributed to their retirement savings accounts.

**CalSavers support**  
We have compiled resources for employers to make facilitating CalSavers as easy as possible.

- Frequently asked questions
- Program overview
- Employer resources

Contact Us

**Inform your employees**  
Use this template communication to inform your employees that your company is facilitating CalSavers.

- Communicating with your employees



# Deduction Setup



**Payroll Provider:** Call your payroll provider to find out their level of service regarding CalSavers

**Automation:** Find out if your payroll company provides automated export services to integrate with CalSavers (API, FTP)

**Payroll Software:** Key information for setting up the deduction

- ❖ After tax deduction (sometimes called Roth, other payroll deduction, or misc)
  - It is Calculated from the gross pay, and deducted from the net pay
- ❖ Deduction is not reportable on taxes
- ❖ Maximum contribution limit for 2024 is \$7,000 (not all services will ask this)
  - Savers over 50: \$8,000
- ❖ Default contribution rate if 5% (not all services will ask this)

# Adding Bank Information



**Bank Information**

### Add bank account

Adding a bank lets you easily make payroll contributions by electronic bank transfer.

Routing number  Bank name JPMorgan Chase

Account number  Confirm account number

Account type: Checking Account nickname (Optional)

Your bank must be a member of the Automated Clearing House (ACH).  
By adding this bank account, you confirm that your ACH transactions will not involve a bank or other financial services company located outside of the territorial jurisdiction of the United States.

- Complete required fields
- Click 'Add Bank'



# Confirm Employee Participation



Help Center

Company Details

Bank Information

My Profile

Log out

Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees
Doe, Jonathan	...8192	5% updated 4/5/22	Full-time employees

Showing 12 of 86 updates

< 1 2 ... 7 >

Download list

Reassign employees



# Confirm Employee Participation



The Office - Employee Data as of 12/19/2022								
External payroll ID	SSN/ITIN	Employee	Employment status	Eligible for contributions	Contribution rate	Rate updated	Payroll(s)	
35C900098		Scott, Michael	A	No	5%	09/12/2022	All Employees	
35C900070		Halpert, Jim	A	Yes	5%	09/12/2022	All Employees	
35C900080		Beesley, Pam	A	Yes	5%	09/12/2022	All Employees	
35C900044		Schrute, Dwight	A	No	5%	09/12/2022	All Employees	
35C900109		Martin, Angela	A	Yes	5%	09/12/2022	All Employees	
35C900084		Kapoor, Kelly	A	No	5%	09/12/2022	All Employees	
35C900137		Martinez, Oscar	A	No	5%	09/12/2022	All Employees	
35H000067		Bernard, Andy	A	Yes	5%	09/12/2022	All Employees	
35C900135		Malone, Kevin	I	No	5%	09/12/2022	All Employees	
35C900121		Flenderson, Toby	A	Yes	5%	09/12/2022	All Employees	
35C900082		Hudson, Stanely	A	No	0%	09/23/2022	All Employees	



A woman with dark hair, wearing a green apron over a plaid shirt, is smiling warmly at the camera. She is holding a small potted plant with pink flowers. In the background, another person in a green apron is working with plants in a greenhouse setting. The scene is bright and filled with green foliage.

# Submitting Contributions

# Submit Contributions



- Dashboard
- Employees Add +
- Contributions**
- Administrators
- Payroll Provider
- Messages 2

---

- Help Center
- Company Details
- Bank Information
- My Profile

### Upcoming contributions

Send employee contributions within five days of deducting them from their paycheck.

<b>Aug 6   Due now</b> Seasonal employees	
<b>Aug 9   Coming up</b> Part-time employees	
<b>Aug 18</b> Full-time employees	

### Contribution history

Past 3 months

Select 'Send contributions' from dashboard



# Submit Contributions



## Send Contributions

1. Select pay date
2. Choose method
  - Add manually: enter each employee contribution manually
  - Upload file: upload contribution info using template

### Send employee contributions



When will your employees receive their next paychecks?

Pay schedule

Full-time employees

Employee pay date ⓘ ⓘ

Thur. 8/4/22



How would you like to enter contribution amounts?



Upload file

Use our template to upload your employees' contribution amounts.

Recommended based on this pay schedule



Add manually

Enter each of your employee contribution amounts one at a time.

Next



# Submit Contributions – Manual Entry



## Send Contributions

1. Select 'Contributing employees'
2. Enter contributions for each participating employee



### Enter contribution amounts

Enter the amount deducted from each employee's paycheck during this pay cycle.

Filter employees

- Contributing employees
- Employees with 0% rate
- Former employees

Clear all amounts

	Last 4 digits of SSN	Contribution amount
Greer, Elizabeth	1244	<input type="text" value="\$"/>
Kimball, Juliet	9781	<input type="text" value="\$"/>
Leaf, Derrick	0036	<input type="text" value="\$"/>
Perez, Joaquin	9123	<input type="text" value="\$"/>
Santos, Lavinia Esperanza	9329	<input type="text" value="\$"/>

Total \$0.00

# Submit Contributions – Payment Method



## Send Contributions

1. Select payment method (ACH, wire, check)
2. Enter debit date for ACH
3. Click Save

### Payment method ✕

Select how you will send employee contributions for your **Full-time employees** pay schedule.

**Select a payment method**  
Choose a saved bank account or add a new one.

JPMorgan Chase Bank x7654

Add a bank account

[See alternative payment methods](#)

Set as default payment method for this pay schedule

Account debit date i en

Back

Save



# Submit Contributions – Review & Confirm



## Send Contributions

1. Review
  - Click checkbox
  - Click 'Send Payment'
2. Wait for "Success!" confirmation message

### Confirmation



**Success!**

Your employees' contributions will be sent to CalSavers.

Pay schedule	Full-time employees
Pay date	Thur. 8/4/22 ⓘ 📧
Payment method	JPMorgan Chase Bank x7654 Expected debit 8/5/22
Total amount	\$127.59

[Show all 12 employee contribution amounts](#)



Print confirmation

Done



# Submit Contributions



## Send Contributions

1. Select pay date
2. Choose method
  - Add manually: enter each employee contribution manually
  - Upload file: upload contribution info using template

## Send employee contributions



When will your employees receive their next paychecks?

Pay schedule

Full-time employees

Employee pay date ⓘ ⓘ

Thur. 8/4/22



How would you like to enter contribution amounts?



Upload file

Use our template to upload your employees' contribution amounts.

Recommended based on this pay schedule



Add manually

Enter each of your employee contribution amounts one at a time.

Next



# Submit Contributions – File Upload



## Send Contributions

Download a preformatted template by selecting file type and click 'Download template'

### Upload contribution amounts ✕

Upload a file with the amounts deducted from each employee's paycheck during this pay cycle.

Pay schedule

Full-time employees

Total amount

The contributions in your file must equal this total.



Drag your file here or click to browse

Download our template to add your contribution amount information. Make sure the file only has employees who are paid at the same time.

File type

CSV



Download template

Back

Total  
\$0.00

Next

# Submit Contributions – File Upload



## Send Contributions

1. Enter each employee's contribution for the pay period
2. Save the file

The screenshot shows an Excel spreadsheet titled "Payroll\_Contribution\_Template (1)". The ribbon is set to "Home". The spreadsheet has columns A through H. Column A is labeled "Last name", B is "First name", C is "SSN", D is "Contribution amount\*", and E is "External Payroll ID". Rows 1 through 15 contain employee data. Row 6 is highlighted.

	A	B	C	D	E	F	G	H
1	Last name	First name	SSN	Contribution amount*	External Payroll ID			
2	Scott	Michael						
3	Halpert	Jim						
4	Beesly	Pam						
5	Martin	Angela						
6	Kapoor	Kelly						
7	Martinez	Oscar						
8	Bernard	Andy						
9	Malone	Kevin						
10	Flenderson	Toby						
11	Hudson	Stanley						
12	Howard	Ryan						
13	California	Robert						
14	Palmer	Meredith						
15	Philbin	Darryl						
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								

# Submit Contributions – File Upload



## Send Contributions

1. Enter total contributions for all employees
2. Drag and drop or click browse to upload file
3. Click Next

### Upload contribution amounts


Upload a file with the amounts deducted from each employee's paycheck during this pay cycle.

Pay schedule

Full-time employees

Total amount

The contributions in your file must equal this total.



Drag your file here or click to browse

Download our template to add your contribution amount information. Make sure the file only has employees who are paid at the same time.

File type

[Download template](#)

Total  
\$0.00



# Submit Contributions – Payment Method



## Send Contributions

1. Select payment method (ACH, wire, check)
2. Enter debit date for ACH
3. Click Save

### Payment method ✕

Select how you will send employee contributions for your Full-time employees pay schedule.

#### Select a payment method

Choose a saved bank account or add a new one.



JPMorgan Chase Bank x7654



Add a bank account

[See alternative payment methods](#)



Set as default payment method for this pay schedule

Account debit date ⓘ ⓘ

Aug 4



Back

Save

# Submit Contributions – Review & Confirm



## Send Contributions

1. Review
  - Click checkbox
  - Click 'Send Payment'
2. Wait for "Success!" confirmation message

### Confirmation



Success!

Your employees' contributions will be sent to CalSavers.

Pay schedule	Full-time employees
Pay date	Thur. 8/4/22 ⓘ 📧
Payment method	JPMorgan Chase Bank x7654 Expected debit 8/5/22
Total amount	\$127.59

[Show all 12 employee contribution amounts](#)



Print confirmation

Done



# Ongoing Responsibilities



**Updating employee roster:** New employees are eligible for the program upon hire. Employers have 30 days to add any new employee to the system

**Review portal messages:** Don't forget to check your portal inbox for program notifications regarding employee selections

**Employee presentations:** CalSavers field representatives are available to facilitate employee education sessions for your employees. Email us to learn more:  
[fieldsupport@calsavers.com](mailto:fieldsupport@calsavers.com)



# Resources/Client Services Assistance



## Website

[www.calsavers.com](http://www.calsavers.com)

### Saver Resources

- Program Details
- Forms
- Frequently Asked Questions
- Webinars

### Employer Resources

- Tools, Tips, Templates
- Program Details
- Registration Timelines/Deadlines
- Frequently Asked Questions
- Webinars



## Phone/Email

1-855-650-6918 (Savers)

1-855-650-6916 (Employers)

[clientservices@calsavers.com](mailto:clientservices@calsavers.com)

### Hours:

8:00 am to 8:00 pm PT M-F



## Onsite support

- In-state representatives available to visit employers and savers across the state
- Assist employers with registration and account setup
- Answer program questions
- Employee education presentations
- Available onsite or online

[fieldsupport@calsavers.com](mailto:fieldsupport@calsavers.com)

Website, phone/email and onsite support all offer multilingual service



**Thank you**



[www.calsavers.com](http://www.calsavers.com)



[www.treasurer.ca.gov/calsavers](http://www.treasurer.ca.gov/calsavers)



@CalSavers



CalSavers



CalSavers



  
**CalSavers**  
RETIREMENT SAVINGS PROGRAM

# Information and disclosures



The CalSavers Retirement Savings Program (“CalSavers” or “the Program”) is an automatic enrollment payroll deduction IRA overseen by the CalSavers Retirement Savings Board (“Board”). Ascensus College Savings Recordkeeping Services, LLC (“ACSR”) is the program administrator. ACSR and its affiliates are responsible for day-to-day program operations. Participants saving through CalSavers beneficially own and have control over their IRAs, as provided in the Program Disclosure Booklet available at [saver.calsavers.com](http://saver.calsavers.com). CalSavers is not sponsored by the employer, and therefore the employer is not responsible for the plan or liable as a plan sponsor.

CalSavers offers investment options selected by the Board. For more information on CalSavers’ investment options go to [saver.calsavers.com](http://saver.calsavers.com). Account balances in CalSavers will vary with market conditions. Investments in CalSavers are not guaranteed or insured by the Board, the State of California, the Federal Deposit Insurance Corporation, or any other organization.

CalSavers is a completely voluntary retirement program. Savers may opt out at any time or reduce or increase the amount of their payroll contributions. If a Saver opts out they can later opt back into CalSavers. California law requires that CalSavers conduct an Open Enrollment Period once every two years during which eligible employees that previously opted out of the Program shall be re-invited to participate under automatic enrollment and must opt out again if they still do not wish to participate in the Program.

Saving through an IRA may not be appropriate for all individuals. Employer facilitation of CalSavers should not be considered an endorsement or recommendation by a participating employer, IRAs, or the investment options offered through CalSavers. IRAs are not exclusive to CalSavers and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to a CalSavers IRA through payroll deduction may offer some tax benefits and consequences. Participants should consult a tax or financial advisor if they have questions related to taxes or investments. Employers do not provide financial advice and employees should not contact an employer for financial advice. Employers should refer all questions about the Program to CalSavers. Employers are not liable for decisions employees make pursuant to Section 100034 of the California Government Code.

@Copyright 2020

178251-SFRP-CA-S (10/20)

