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## EMPLOYEE SERVICES

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## PERA Member Information Form <sup>[1]</sup>

### PERA Member Information Form

Membership in the Public Employees? Retirement Association (PERA) is mandatory for both permanent and temporary classified staff employees.

Upon initial employment, each classified staff employee must complete a PERA Member Information Form <sup>[2]</sup>. The employee must complete, sign and send the form to Employee Services.

You must complete and submit the form by the due date for the W-4/Direct Deposit for each pay cycle. Employee Services will complete the employer?s section and forward the form to PERA. Payroll deductions for PERA are automatic for eligible job classifications.

If you fail to complete a PERA Member Information Form, PERA may delay future requests for refund of contributions and/or issuance of retirement benefits.

#### **Groups audience:**

Employee Services

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**Source URL:** <http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-70>

#### **Links:**

[1] <http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-70>

[2] <https://www.copera.org/sites/default/files/documents/8-324.pdf>