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**AESD I FORM (PSL-W002)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction is the process by which CALPERS is notified regarding Employees Benefits and Retirement Status.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Technician II

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 AESD-1 FORM – CALPERS (California Public Retirement System) Member Action Request Form.
- 4.2 Vacancy Requisition – Authorization form for Board approved positions.
- 4.3 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.4 HRS—Human Resource Services

**5.0 WORK INSTRUCTIONS:**

- 5.1 The AESD-1 form is found on the H-drive in MS Word.
- 5.2 Input in box 1 the employee's social security number.
- 5.3 Input in box 2 the employee's name.
- 5.4 Input in box 4 the employee's birth date.
- 5.5 Input in box 5 the employee's gender.
- 5.6 Input in box 7 the employee's mailing address.
- 5.7 Input in box 8 information regarding leaves of absence or separation.
- 5.8 Input in box 9 "Sacramento City Unified School District."
- 5.9 Input in box 10 the effective date from the Vacancy Requisition.
- 5.10 Input in box 12 "0249".
- 5.11 Input in box 13 "097".
- 5.12 Input the appropriate type of action in box 15.
- 5.13 Input in box 16 "60004".
- 5.14 Input in box 17 the employee's job or position title.
- 5.15 Input in box 20 check the appropriate box.

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