

**N.C. Department of Health and Human Services (NC DHHS)
PRIOR CREDITABLE STATE SERVICE VERIFICATION FORM**

Instructions: This form is used to verify if you have prior creditable state service (see the explanation and definition of "Creditable State Service" on the **BACK** of this form). Complete **Section A** if you **do not** have prior creditable state service or **Section B** if you **do**. **Section C** is to be completed by your previous employer.

Section A [To be completed by employee]

I have "No" prior "Creditable State Service" as defined on the back of this form. Return this form to the local **NC DHHS division/facility/school human resources office**.

Employee Signature

Date

Section B [To be completed by employee]

Complete the following information if you have prior creditable state service and submit this form to your previous employer for verification of the dates of your employment. A separate "Prior Creditable Service Verification Form" is required to be submitted to each of your previous employers for verification if you had more than one. Also, submit completed Form 1A (see attached) to your local HR office.

Former Employer: _____

Former Employer Address: _____

Employer Phone #: (_____) _____ Fax #: (_____) _____

Employee Name: _____

(print full name as it appears on your social security card, maiden name, or other name used at the time of employment)

Social Security Number: _____

Section C (Official Use Only) Instruction for Prior State or Local Employer Verification: Please verify the above employee's prior service with your agency by completing the information below.

Fax the completed information to the attention of:

NC DHHS Human Resources (division/facility/school name)

(Name of NC DHHS Human Resources employee)

Phone # (_____) _____ Fax # (_____) _____

Was the employee's job and agency subject to the State Personnel Act? Yes _____ No _____

Dates of Employment: From: _____ To: _____
mm/dd/yy mm/dd/yy

Leave without Pay: From (if applicable): _____ To: _____
mm/dd/yy mm/dd/yy

Full-Time _____ Part-Time _____ If part-time, list number of hours per week: _____
(check the one that applies)

Leave Balances: Sick: _____ Vacation: _____ Community Service: _____ Bonus: _____

FMLA: Date FMLA leave started: _____ Used: _____ Remaining Balance Available: _____

FIL: Date FIL leave started: _____ Used: _____ Remaining Balance Available: _____

Did the employee receive either full or partial longevity pay at the time of separation? Yes ___ No ___

If yes, give number of months and amount paid: Months _____ Amount _____

I certify that the above information is accurate and complete:

Human Resources' Official Signature

Print Name

Date

Name of / Department/ Agency

Phone #

Fax #

CREDITABLE SERVICE

Creditable state service affects your vacation leave earning rate, longevity pay, service award eligibility, and total state service for retirement.

By authority of the State Personnel Act, credit shall be given for full-time and part-time (regularly scheduled for 20 hours or more per week), permanent, probationary, trainee and/or time-limited employment with any state or local agency from one of the following in North Carolina:

1. Any state agency
 2. Public school system of North Carolina
 3. Community College System
 4. Administrative Office of the Courts
 5. Local social services (except Wake County as of 12/6/96)
 6. Local mental health (except Wake County as of 12/6/96)
 7. Local public health (except Wake County as of 12/6/96 and Cabarrus County as of 7/1/98)
 8. County agriculture extension service (Except Wake County as of 12/6/96)
 9. General Assembly (credit for both permanent and temporary service for General Assembly employees, but no credit for legislative intern program and pages)
-

NON-CREDITABLE SERVICE

Credit shall not be given for:

1. Temporary service (except General Assembly employees)
2. Out-of-state service
3. Federal employment
4. City employment
5. County employment
6. Sheriff's Department
7. Police Department
8. Time while on leave without pay (except for military service and workers' compensation leave)
9. Legislative interns and pages

Important Note on Retroactive Adjustments:

If the employee fails to produce evidence of prior service at the time of employment and later produces such evidence, it creates a cumbersome, time-consuming process to adjust leave records. When this occurs, credit will be allowed for the service and the earnings rate will be adjusted; however, retroactive adjustments will only be allowed for the previous twelve months. Exceptions will be made only if the agency is at fault or fails to properly detect prior service identified as creditable on this form.