



ALASKA DIVISION OF
**Retirement
and Benefits**

Toll-Free: (800) 821-2251
alaska.gov/drb

Verification of Service

Division of Retirement and Benefits
P.O. Box 110203
Juneau, AK 99811-0203

Juneau: (907) 465-4460
TDD: (907) 465-2805
Fax: (907) 465-3086

FOR OFFICE USE ONLY

SECTION I. PERSONAL DATA

| | | | |
|---------------------|-----------------|------------------|---|
| EMPLOYEE NAME LAST | FIRST | M.I. | LAST 4 OF SOCIAL SECURITY NUMBER OR RIN |
| EMPLOYER/DEPARTMENT | EMPLOYER NUMBER | TERMINATION DATE | |

SECTION II. SERVICE VERIFICATION

PERIODS OF EMPLOYMENT:

| Type of Service | | | | | Type of Service | | | | |
|-----------------|---------------------|----------------|-------------------|-------------------|-----------------|---------------------|----------------|-------------------|-------------------|
| FT/PT/LWOP | Segments* (Hrs. PT) | From: MM/DD/YY | Through: MM/DD/YY | Occupational Code | FT/PT/LWOP | Segments* (Hrs. PT) | From: MM/DD/YY | Through: MM/DD/YY | Occupational Code |
| _____ | (_____) | _____ | _____ | _____ | _____ | (_____) | _____ | _____ | _____ |
| _____ | (_____) | _____ | _____ | _____ | _____ | (_____) | _____ | _____ | _____ |
| _____ | (_____) | _____ | _____ | _____ | _____ | (_____) | _____ | _____ | _____ |
| _____ | (_____) | _____ | _____ | _____ | _____ | (_____) | _____ | _____ | _____ |
| _____ | (_____) | _____ | _____ | _____ | _____ | (_____) | _____ | _____ | _____ |
| _____ | (_____) | _____ | _____ | _____ | _____ | (_____) | _____ | _____ | _____ |
| _____ | (_____) | _____ | _____ | _____ | _____ | (_____) | _____ | _____ | _____ |
| _____ | (_____) | _____ | _____ | _____ | _____ | (_____) | _____ | _____ | _____ |

SECTION III. LEAVE OF ABSENCE WITHOUT PAY (LWOP)

If the employee has LWOP hours scattered through his/her employment, list below the number of LWOP hours during each payroll year. **If a LWOP segment has already been verified in Section II, do not list the total hours below. Do not include Worker's Compensation Hours on this form.**

| Year | LWOP Hours | Year | LWOP Hours | Year | LWOP Hours |
|-------|------------|-------|------------|-------|------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Enter number of hours required per day for full-time employment: _____

| | | |
|---|------------------|------|
| SIGNATURE OF PAYROLL OR HUMAN RESOURCES MANAGER | TELEPHONE NUMBER | DATE |
| PRINTED NAME | TITLE | |

*FT: Full-time (must work at least 30 hours per week)
PT: Part-time (must work at least 15 hours, but less than 30 hours per week)
LWOP: Leave of absence without pay (LWOP that exceeds 10 days per year is not creditable in the PERS)

INSTRUCTIONS ON BACK

INSTRUCTIONS

SECTION I. Personal Data (self-explanatory)

SECTION II. Service Verification

1. Verify the type of service rendered: Full-time (FT), part-time (PT [15-30 hours per week]), or leave of absence without pay (LWOP). In cases where workers' compensation and paid leave are combined, only the hours that the employee is on paid leave are creditable; the remainder is LWOP.
2. Verify the number of hours worked for PT employees only. PT hours must be reported on a calendar-year basis (January 1 through December 31.)
3. Verify the Occupational Code:
 - P = Peace Officer
 - F = Firefighter
 - E = Elected Official
 - M = Inlandboatmens' Union of the Pacific (IBU)
 - D = PERS Alternate Option
 - C = Master, Mates and Pilots (MMP), or
 - A = All other
4. Verify the actual service or LWOP beginning and ending dates. Sequential service or LWOP segments may not begin or end on the day of another segment.

EXAMPLE

Correct: FT 8/19/86 through 5/31/87; LWOP 6/1/87 through 8/31/87

Incorrect: FT 8/19/86 through 5/31/87; LWOP 5/31/87 through 8/31/87

Do not include casual, emergency, nonpermanent employment or temporary employees, contracted employees, part-time employees who work less than 15 hours per week.

SECTION III. Leave of Absence Without Pay (LWOP)

LWOP that exceeds 10 days per year is not creditable in the PERS. Often, LWOP is taken a few hours or days at a time, but adds up to more than 10 days during the year. Please verify the total number of hours of LWOP taken by the employee during each payroll year. If a LWOP segment has already been verified in Section II, do not list the total hours under this section.

NOTE: If the member disagrees with your verification of salaries or service, he/she will be referred to your agency to resolve the discrepancy.