

UNIVERSITY of NORTH CAROLINA
PEMBROKE

Office of Human Resources
University of North Carolina at Pembroke
Lumbee Hall, Room 347
One University Drive, PO Box 1510
Pembroke, NC 28372
Phone: (910) 521-6279 / Fax: (910) 521-6553

To:

Re: Prior State of North Carolina and/or Local Government Services

began employment with the University of North Carolina
Employee's Name Social Security Number

at Pembroke on . This employee states he/she has prior credible State of North Carolina service with your agency.
Date

Please advise the correct dates, i.e., month, day and year that this employee worked for your agency. We need the beginning and ending dates in order to give the employee the correct amount of prior state or local government service credit. Please complete the bottom portion of this form, and return the form to: **Office of Human Resources, UNC Pembroke, PO Box 1510, Pembroke, NC 28372-1510**. Thank you in advance for your cooperation.

1. Date(s) of permanent employment: Termination date(s):
Leave Without Pay Date(s):

2. Prior employment with another state agency was was not certified. If so, from whom
 . Years , Months

3. Month(s)/Year(s) this employee contributed into Teachers' and State Employees' Retirement System (TSERS):
Years , Months

4. Month(s)/Year(s) in the NC Local Government Retirement System: Years , Months

5. Month(s)/Year(s) in the Law Enforcement Retirement System: Years , Months

6. Date Retirement Contributions began:

7. Contract Year month. If less than 12 months, beginning month ending month
(9, 10, 11, 12)

8. Ending leave balances to be transferred: sick days, annual days,
 bonus days,

Service Verification: _____
Signature Title

Print Name Phone Number Date Rev. 09/08/2015