

EMPLOYEE'S CLAIM FOR PRIOR CREDITABLE SERVICE FOR AWARDS

CS \_\_\_\_

\_\_\_\_\_  
LAST NAME    FIRST    MI

\_\_\_\_\_  
SOC SEC NO

\_\_\_\_\_  
DEPARTMENT

BOR \_\_\_\_

(a) EMPLOYED BY: Department/Division/Agency Position Title	(b) Percent Time/FTE/ Lecturer Credit Hrs	(c) DATE						(d) REMARKS	(e) CREDITABLE SERVICE (for office use only)		
		FROM			TO				Yr	Mo	Da
		Yr	Mo	Da	Yr	Mo	Da				
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-----											
TOTAL											

Note: See attached page for explanations to items a thru e.

I hereby certify the above information is correct to the best of my knowledge.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 AUDITED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

CREDITABLE STATE SERVICE FOR SERVICE AWARDS

Note: DATES MUST BE VERIFIED WITH PREVIOUS EMPLOYERS.

Creditable State Service for the purposes of these awards includes:

1. All state service, including the following periods of leave without pay:
  - (a) To pursue a course of instruction which is related to the employee's field of work.
  - (b) To engage in research which has a direct beneficial effect on the skills or knowledge required in the employee's field of work.
  - (c) To improve the employee's ability and increase the employee's fitness for public employment.
  - (d) Professional Improvement.
  - (e) To serve on a loan basis by contract to other governments.
  - (f) To work at the State Legislature.
  - (g) For military service as provided by state or federal law.
  - (h) To work in an exempt position (Civil Service employees only).
  - (i) To work in an appointed position in State Government (BOR employees only).
  - (j) For industrial injury reasons and for which the employee is receiving workers' compensation wage loss replacement benefits.
2. All service with the county governments of Hawaii# and the judicial and legislative branches of State government.
3. Service with the Federal Government, provided either of the following conditions are met:
  - (a) the employee was on official leave from the State, or the judicial or legislative branch of the State government.
  - (b) the Federal service rendered is considered applicable towards retirement credits in the State Employees' Retirement System.
4. Military service, if an employee is called to active Military service while employed by the State, any of the county governments of Hawaii#, or the judicial or legislative branch of the State government. Any service period gained through voluntary extension of military service or reenlistment at the termination of initial active duty period shall not be creditable.

Non-Creditable Service for the purposes of these awards:

1. Any service period gained through voluntary extension of military service or re-enlistment at the termination of the initial active duty period.
2. Casual employment, emergency hire, or non-compensated appointments.
3. IER appointments.
4. Graduate Assistant and student assistants.

Non-Creditable Leaves Without Pay:

1. Personal reasons
2. Voluntary extension or re-enlistment in the military service beyond the period originally granted for leave without pay.

Instructions for filing employee's claim:

DO NOT MARK/CALCULATE COLUMN E "Creditable Service". FOR USE BY DESIGNATED HUMAN RESOURCE PERSONNEL.

1. Enter employee name, check whether CS (civil service) or BOR (Board of Regents), enter social security number and current department in which employed.
2. List ALL periods of employment beginning with the most recent period. For non-creditable service as previously defined, indicate in the REMARKS column "Non-creditable Service."


- Items
- a. EMPLOYED BY - Indicate dept/division and agency (whether State, County-name of county, or Federal) on the first line and position title on the second line.
  - b. PERCENT TIME / FTE/ Lecturer Credit Hours - Enter appropriate figure for period of employment.
  - c. DATE - Show periods of employment by Year, Month, Day. State the precise DATES.  
e.g. 1990-09-01 to 1991-09-01 is not one year, but one year and one day. If the period of service is one year, the date range should be 1990-09-01 to 1991-08-31. List all periods of Leave Without Pay.
  - d. REMARKS. Indicate reasons for leave without pay, whether employed under a different name during that particular period or any other information applicable. For non-creditable service as previously defined, indicate in the REMARKS column "non-creditable service." If dates of previous employment are verified by phone, note the name and phone number of the respondee and the date of the confirmation.
  - e. For Office Use Only: Employees are NOT to complete this data field. Designated Human Resource personnel will calculate the creditable service in years, months and days. Enter "0" in each column for non-creditable service.

# UNIVERSITY OF HAWAI'I

Office of Human Resources

June 10, 2000

To: Administrative/Personnel Officers

From: Peggy S. Hong   
System Director of Human Resources

Subject: **Creditable State Service for Service Awards**

It has come to my attention that several discrepant or "questionable" practices exist in the computation of creditable service for service award purposes for Board of Regents (BOR) employees. Incorrect dates may be entered in the Service Computation Date field in the PeopleSoft database which is used to create the monthly Service Award report. The incorrectly computed Service Computation Date thus results in erroneous data on the certificates and/or incorrect eligibility.

These discrepancies include the following:

- ! The Form 12 (Employee's Claim for Prior Creditable Service for Awards) for new employees with prior creditable service is not being reviewed prior to the data being entered into the system. The data on these forms must be verified in writing or by calling former employing agencies to confirm dates and qualifying employment. (If contacting by phone, note in the remarks section the name and phone number of the respondent and the date of the confirmation).
- ! Graduate Assistants (GA) are considered students and, therefore, are not eligible for service awards. However, GAs with 10 years of service have been incorrectly receiving service awards.
- ! Likewise, those on Incentive Early Retirement (IER), by virtue of their status of retirement, are not eligible for service awards.
- ! Employees with regular appointments who were previously GAs, have received service awards based on time as GAs. GA time is not creditable service.
- ! Employees with regular appointments who were previously non-compensated employees have also received service awards based on time as non-compensated employees. Non-compensated appointments do not constitute creditable service.

July 10, 2000

- ! Periods of non-creditable Leaves Without Pay (LWOP) are being included as creditable service time due to the Service Computation Date not being correspondingly adjusted. Non-creditable leaves are identified on the Form 12 instruction sheet, which can be accessed on the OHR homepage under HR documents/HR forms at web address <[www.hawaii.edu/ohr/docs/forms/](http://www.hawaii.edu/ohr/docs/forms/)>.

Immediately henceforth, the following corrective actions must be taken:

- ! The service computation date for all Graduate Assistant and non-compensated employees should be reflected in PeopleSoft as 01-01-9999. At the time that the GA or Non-comp is appointed to a regular compensated position, the service computation date should be updated by entering the effective date of the regular appointment.

For all active graduate assistants and non-compensated employees, the Office of Human Resources (OHR) will work with Information Technology Services to mass update the service computation date on PeopleSoft to reflect 01-01-9999.

- ! The Office of Human Resources will modify the service award report to ensure that Graduate Assistants and those whose titles begin with "IER" are not included.
- ! When the service award reports are distributed, each unit shall review the folders of all listed employees to ensure that only creditable time is reflected. The employees' service computation date must be adjusted as appropriate.

Please note that the Form 12 has been modified to now include the employee's position title (previously there was no such data field) and the percent time (e.g., 50%), FTE (e.g., 0.50) or Lecturer Credit Hours of the appointment.

If you have any questions, please call the HRIS hotline.

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