

WEST VIRGINIA UNIVERSITY DIVISION OF HUMAN RESOURCES-BENEFITS OFFICE

PO Box 6640 • One Waterfront Place • Morgantown, WV 26506 • Phone: (304) 293-5700 x 4 • Fax: (304) 293-7532

REQUEST FOR YEARS OF SERVICE VERIFICATION

This information is needed for recording experience within your profession, longevity increment pay, service awards and other seniority related issues.

Please complete all applicable sections of this form and return it to the address above. If you have any questions or concerns, please contact a Benefits Staff member at the number above.

**Employment as a Student Worker, Work-Study or Graduate Student does not count as eligible service time. Employment as a member of Faculty or Faculty Equivalent Academic Professional (FEAP) must be Full Time 1.00 FTE for 9 months or more in each fiscal year to be considered credible service time. All Employees hired on or after July 1, 2007 will not be eligible to receive credit toward longevity accruals for any time worked in a temporary position per Board of Governors' (BOG) Policy 32.*

Employee Name (Print): (Last, First, MI): _____	Employee #: _____
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- I do NOT have prior years of service with WVU or any other West Virginia State Agency.
- I do have prior years of service with WVU or another eligible West Virginia State Agency. (Please see below)
- Check here if you are retired from the State of West Virginia. Agency Name: _____
- I will be dual employed with WVU and another eligible West Virginia State Agency. (Please see below)
- Check here if this is a request for re-verification. Reason for request: _____

Note: Adjustments will not be made retroactive prior to month in which the obligation to verify service was met by the employee.

#	DATE MONTH/YEAR	STATE AGENCY NAME (SEE REVERSE SIDE) & PHONE NUMBER	AVERAGE HOURS/WEEK	AVERAGE MONTHS/YEAR	EMPLOYMENT STATUS	JOB TITLE
1	FROM				<input type="checkbox"/> FTR <input type="checkbox"/> PTR <input type="checkbox"/> TEMP	
	TO					
2	FROM				<input type="checkbox"/> FTR <input type="checkbox"/> PTR <input type="checkbox"/> TEMP	
	TO					
3	FROM				<input type="checkbox"/> FTR <input type="checkbox"/> PTR <input type="checkbox"/> TEMP	
	TO					
4	FROM				<input type="checkbox"/> FTR <input type="checkbox"/> PTR <input type="checkbox"/> TEMP	
	TO					

- Check here to transfer sick leave from another state agency. Agency Name _____

Note: Requests to transfer sick leave from another state agency must be made in writing within one (1) year of being (re)hired at West Virginia University.

West Virginia University reserves the right to verify an employee's years of service at anytime.

<p>I verify to the best of my knowledge that the above information is correct. I understand that it is my responsibility to provide the WV State Agency(s) listed above who are not affiliated with WVU with an "Employment Verification Form". Any agency(s) receiving the form will have ninety (90) days to complete and submit that form to the WVU Benefits Office.</p> <p>If a completed "Employment Verification Form" is not submitted within said ninety (90) days, the WVU Benefits Office shall complete my verification using only the approved information available at that time.</p> <p>I understand that if applicable, my annual increment and leave accrual will be adjusted to reflect years of service credited to me through the result of this verification.</p> <p>_____</p> <p>Employee Signature Date</p>	<p>I am aware of this employee's request to have their Years of Service verified by WVU's Division of Human Resources Benefits Office. I understand that any prior YOS not currently accounted for may affect my departmental budget. I also understand that Years of Service verifications may only be denied by the Division of Human Resources Benefits Office.</p> <p>I understand that if applicable, this employee's annual increment, and leave accrual will be adjusted to reflect years of service credited to me through the result of this verification.</p> <p>_____</p> <p>REQUIRED Dean/Director/Administrator Signature (Not applicable for new employees) Date</p>
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WV STATE AGENCIES ELIGIBLE FOR YEARS OF SERVICE VERIFICATIONS-Check all that apply
Employment as a Student Worker, Work-Study or Graduate Student does not count as eligible service time

<input type="checkbox"/> Adjutant General	<input type="checkbox"/> College of Graduate Studies	<input type="checkbox"/> Economic and Community Development	<input type="checkbox"/> Governor's Office	<input type="checkbox"/> Regional Jail & Prison Authority
<input type="checkbox"/> Aeronautics Commission	<input type="checkbox"/> College of Osteopathic Medicine	<input type="checkbox"/> Emergency Services	<input type="checkbox"/> Interstate Education Compact	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Alcohol Beverage Control Comm.	<input type="checkbox"/> Concord University	<input type="checkbox"/> Employment Security	<input type="checkbox"/> Southern Regional Education Board	<input type="checkbox"/> Secretary of State's Office
<input type="checkbox"/> Air Pollution Control Comm.	<input type="checkbox"/> Crime Victims Compensation Fund	<input type="checkbox"/> Commission on Aging,	<input type="checkbox"/> Health Care Cost Review Authority	<input type="checkbox"/> Shepherd University
<input type="checkbox"/> Advisory Council on Voc Ed	<input type="checkbox"/> Culture and History	<input type="checkbox"/> Education Broadcasting Authority	<input type="checkbox"/> Health and Human Resources	<input type="checkbox"/> Solid Waste Authority
<input type="checkbox"/> Antiquities Commission	<input type="checkbox"/> Department of Agriculture	<input type="checkbox"/> WMUL-TV	<input type="checkbox"/> Andrew S. Rowan Memorial Home	<input type="checkbox"/> Southern Community Col. (L)
<input type="checkbox"/> Attorney General	<input type="checkbox"/> Department of Banking	<input type="checkbox"/> WSWP-TV	<input type="checkbox"/> Denmar State Hospital	<input type="checkbox"/> Southern Community Col. (W)
<input type="checkbox"/> Beef Industry Assessment Bd WV	<input type="checkbox"/> Department of Commerce	<input type="checkbox"/> WVVU-TV	<input type="checkbox"/> Hopemont State Hospital	<input type="checkbox"/> State Armory Board
<input type="checkbox"/> Beer Commission	<input type="checkbox"/> Department of Corrections	<input type="checkbox"/> WNPB-TV	<input type="checkbox"/> Pincrest State Hospital	<input type="checkbox"/> State Elections Commission
<input type="checkbox"/> Bluefield State College	<input type="checkbox"/> Corrections-Central Office	<input type="checkbox"/> WPBY-TV	<input type="checkbox"/> Fairmont Emergency Hospital	<input type="checkbox"/> Tax Department
<input type="checkbox"/> Board of Accountancy	<input type="checkbox"/> Anthony Center	<input type="checkbox"/> Education & State Employees Grievance Bd.	<input type="checkbox"/> Welch Emergency Hospital	<input type="checkbox"/> Teacher's Retirement Board
<input type="checkbox"/> Board of Architects	<input type="checkbox"/> Davis	<input type="checkbox"/> FFA & FHA Camp Conference Center	<input type="checkbox"/> Colin Anderson	<input type="checkbox"/> Treasure's Office
<input type="checkbox"/> Board of Chiropractic Examination	<input type="checkbox"/> Huttonsville	<input type="checkbox"/> Fairmont State University	<input type="checkbox"/> Greenbrier School	<input type="checkbox"/> Boxing Commission
<input type="checkbox"/> Board of Coal Mine Health & Safety	<input type="checkbox"/> Industrial Home for Girls	<input type="checkbox"/> Farm Management Commission	<input type="checkbox"/> Sharpe	<input type="checkbox"/> Turnpike Commission
<input type="checkbox"/> Board of Dental Examiners	<input type="checkbox"/> Industrial Home for Boys	<input type="checkbox"/> Barboursville State Farm	<input type="checkbox"/> Spencer	<input type="checkbox"/> Water Development Authority
<input type="checkbox"/> Energy, Econ. & Environ. Com.	<input type="checkbox"/> Leckle Center	<input type="checkbox"/> Denmar State Farm	<input type="checkbox"/> Huntington	<input type="checkbox"/> Commission on Uniform State Laws
<input type="checkbox"/> Board of Embalmers and Funeral Dir.	<input type="checkbox"/> WV Penitentiary	<input type="checkbox"/> Hopemont State Farm	<input type="checkbox"/> Lakin	<input type="checkbox"/> Water Resources Board
<input type="checkbox"/> Board of Engineers & Professors	<input type="checkbox"/> State Prison for Women	<input type="checkbox"/> Huttonsville State Farm	<input type="checkbox"/> HEPC	<input type="checkbox"/> West Liberty College
<input type="checkbox"/> Board of Examiners in County	<input type="checkbox"/> State Prison for Men	<input type="checkbox"/> Lakin State Farm	<input type="checkbox"/> House of Delegates	<input type="checkbox"/> West Virginia Network
<input type="checkbox"/> Board of Exam for Nurses, Practitioners	<input type="checkbox"/> Northern Region	<input type="checkbox"/> Moundsville State Farm	<input type="checkbox"/> Commission on Postmortem Exam.	<input type="checkbox"/> Worker's Compensation Fund
<input type="checkbox"/> Board of Insurance	<input type="checkbox"/> Southern Region	<input type="checkbox"/> Pence Springs State Farm	<input type="checkbox"/> Purchasing Prac & Proc Comm.	<input type="checkbox"/> Women's Commission
<input type="checkbox"/> Board of Foresters & Professors	<input type="checkbox"/> Department of Education	<input type="checkbox"/> Pincrest State Farm	<input type="checkbox"/> Insurance Commission	<input type="checkbox"/> WV Auditor's Office
<input type="checkbox"/> Board of Landscape Architects	<input type="checkbox"/> Department of Energy (Mines)	<input type="checkbox"/> Pruntytown State Farm	<input type="checkbox"/> Joint Expenses	<input type="checkbox"/> WV Hospital Finance Authority
<input type="checkbox"/> Board of Land Surveyors	<input type="checkbox"/> Department of Highways	<input type="checkbox"/> Salem State Farm	<input type="checkbox"/> Legislative Auditor	<input type="checkbox"/> WV Human Rights Commission
<input type="checkbox"/> Board of Probation & Parole	<input type="checkbox"/> Department of Labor	<input type="checkbox"/> Spencer State Farm	<input type="checkbox"/> Library Commission	<input type="checkbox"/> WV School for the Deaf & Blind
<input type="checkbox"/> Board of Public Employees Insurance	<input type="checkbox"/> Department of Health/Human Resources	<input type="checkbox"/> St. Mary's State Farm	<input type="checkbox"/> Lottery Commission	<input type="checkbox"/> WV State University
<input type="checkbox"/> Board of Exam-WV Radiologic Tech	<input type="checkbox"/> Department of Welfare	<input type="checkbox"/> Sweet Springs State Farm	<input type="checkbox"/> Marshall University	<input type="checkbox"/> WV State Senate
<input type="checkbox"/> Board of Occupational Therapy	<input type="checkbox"/> Children's Home	<input type="checkbox"/> Weston State Farm	<input type="checkbox"/> Marshall Univ. Medical School	<input type="checkbox"/> WV State Supreme Court
<input type="checkbox"/> Board of Optometry	<input type="checkbox"/> Department of Motor Vehicles	<input type="checkbox"/> WV Children's Home State Farm	<input type="checkbox"/> Municipal Bond Commission	<input type="checkbox"/> West Virginia University
<input type="checkbox"/> Board of Osteopathy	<input type="checkbox"/> Department of Natural Resources	<input type="checkbox"/> Finance & Administration	<input type="checkbox"/> Northern Community College	<input type="checkbox"/> WVU-HSC Charleston
<input type="checkbox"/> Board of Pharmacy	<input type="checkbox"/> Blennerhasset Historical Park Comm.	<input type="checkbox"/> F&A Transportation	<input type="checkbox"/> Nursing Home Licensing Board	<input type="checkbox"/> WVU-Institute of Technology
<input type="checkbox"/> Board of Physical Therapy	<input type="checkbox"/> Interstate Comm. Pot. River Basin	<input type="checkbox"/> Info Systems Service Division	<input type="checkbox"/> Oil and Gas Conservation Comm.	<input type="checkbox"/> WVU-Mountaineer Temps
<input type="checkbox"/> Board of Psychologists	<input type="checkbox"/> Interstate Mining Compact Comm.	<input type="checkbox"/> Revolving Fund	<input type="checkbox"/> Public Employees Retirement Board	<input type="checkbox"/> WVU-Parkersburg
<input type="checkbox"/> Board of Sanitations	<input type="checkbox"/> Ohio River Basin Commission	<input type="checkbox"/> Surplus Property	<input type="checkbox"/> Public Legal Service Council, WV	<input type="checkbox"/> WVU-Potomac State College
<input type="checkbox"/> Board of Social Work Examiners	<input type="checkbox"/> Ohio River Valley Water San.Com	<input type="checkbox"/> Building Commission	<input type="checkbox"/> Public Service Commission	
<input type="checkbox"/> Board of Veterinarians	<input type="checkbox"/> Public Land Corporation	<input type="checkbox"/> Fire Commission	<input type="checkbox"/> Racing Commission	
<input type="checkbox"/> Bridgemont Community Technical College	<input type="checkbox"/> Department of Public Safety	<input type="checkbox"/> Glenville State College	<input type="checkbox"/> Railroad Maintenance Authority	
<input type="checkbox"/> Civil Service	<input type="checkbox"/> Department of Veteran's Affairs	<input type="checkbox"/> Greenbrier Valley College Center	<input type="checkbox"/> Real Estate Commission	
<input type="checkbox"/> Coal Mine Safety & Tech. Review Comm.	<input type="checkbox"/> Directors	<input type="checkbox"/> Geological & Economic Survey	<input type="checkbox"/> Regulatory Board of Exam for Nurses	