

EMPLOYEE'S CLAIM FOR PRIOR CREDITABLE SERVICE FOR AWARDS

CS \_\_\_\_

\_\_\_\_\_  
LAST NAME      FIRST      MI

BOR \_\_\_\_

\_\_\_\_\_  
UNIVERSITY ID NO

\_\_\_\_\_  
DEPARTMENT

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

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 Hawai i 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 Hawai i, 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.