



Prior Creditable & Non-Creditable Notification

Creditable service affects your vacation leave earning rate, longevity pay, service award eligibility and total state service for retirement. By authority of the State Human Resources Act, credit shall be given for full-time and part-time (regularly scheduled for 20 hours or more per week), permanent, probationary, trainee and/or time-limited employment with any state or local agency from one of the following agencies in North Carolina.

Creditable Service

1. State Agencies (*Subject or Exempt from the State of Human Resources Act*)
2. Public School System
3. Community College System
4. Local Mental Health
5. Local Public Health
6. County Department of Social Service
7. County Emergency Management
8. County Agriculture Governmental
- 9.

General Assembly

Non-Creditable Service

Credit shall not be given for:

1. Temporary service (*Except for General Assembly employees*)
2. Out-of-state service
3. Federal employment
4. City employment
5. County employment (*All Other County Employment not listed above*)
6. Sheriff's Department
7. Police Department
8. Time while on leave without pay (*Except for military service and workers' compensation leave*)

Important Note on Retroactive Adjustments

If the employee fails to produce evidence of prior service at the time of employment and later produces such evidence, it creates a cumbersome, time-consuming process to adjust leave records. When this occurs, adjustments will only be allowed for the previous twelve months. Exceptions will be made only if the agency is at fault or fails to properly detect prior service identified as creditable on this form.

The above information has been explained to me by the Human Resources staff, and, if applicable, a copy of the Prior State Service Verification form completed by my prior employer(s) can be provided at the request of the employee.



Prior Creditable State Service Verification Form

Section A

UNCC HR Official Use Only

UNC Charlotte Employee Information	Former Employer Information
Employee Name:	Name of Agency:
Employee ID:	Prior Position: SHRA _____ EHRA _____
SSN #:	9-Month Faculty _____ Prior Performance Rating: _____
Date of Hire at UNC Charlotte:	Agency Address:
Phone Number:	Agency Phone Number:
Department:	Agency Fax Number:
	Email Address:

★ Is your agency/institution subject to the State Human Resources Act? Yes No

Section B: *The employee above was formerly employed by your agency/institution as a "permanent" employee. Please verify the information below upon separation, including any breaks or leave without pay.*

Service Date From:	To:	Part-Time or Full-Time:		Breaks in Service:
Service Date From:	To:	Part-Time or Full- Time:		Breaks in Service:
List any Leave Without Pay Dates:		List any Paid Parental Leave Dates:		
NC Flex Spending Year to date contributions: Health Care:		NC Flex Spending Year to date contributions: Dependent Care:		
Sick Leave Hours:		Longevity Eligible:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Annual Vacation Leave Hours:		Amount of Longevity: Last Paid (if applicable):		
Bonus Leave 9/2002-9/2014 Hours:	Special Annual Leave Bonus FY 18-19 Hours:	Special Bonus Leave FY 17-18 Hours:	Prior Retirement Plan Election: ORP _____ TSERS _____	Total NC State Service Years: _____ Months: _____

I certify that the above information is accurate and complete.

HR Signature: _____ Print Name: _____

Date: _____ HR Title: _____ Phone: _____

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