

PRIOR STATE SERVICE CREDIT

Proper crediting of prior classified state service ensures employees are given appropriate credit towards their annual leave accrual rates. **All** classified state service should be listed even if it is not reflected on your state application. If you are unsure of exact dates, provide as much information as possible. Use additional pages if necessary.

<u>Agency Name</u>	<u>Dates of Service (mm/yyyy)</u>	<u>Name (if different)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

I **do not** have any prior classified state service to report.

Printed Name

Signature

Date

Please sign and return to Human Resources within 31-days of initial date of employment even if there is no prior service to report.