

Instructions for Completing Employee Longevity Service Certification Form

Employee:

1. Provide your complete name and social security number.
2. Item 1: Provide the name of your current employing agency and the start date, including month, day, and year.
3. Item 2: Provide the most recent entrance on duty date with the state. This will be the starting date of your most recent period of continuous service with the state. NOTE: A break in service of over 30 days will establish a new entrance on duty date with the state.
4. Item 3: Provide the agency names, starting dates, and ending dates of all prior state service. Indicate FT for full-time service or the number of hours worked per month if part-time. DO NOT check the blocks marked "Agency Use Only."
5. Sign the form certifying to the accuracy of the information provided.

Employing Agency:

1. Provide this form to employees upon their entrance on duty with your agency and whenever an employee's anniversary date is changed due to leave without pay of greater than 30 days. Place a completed copy in the employee's personnel file and give a copy to the employee.
2. Item 3: Check the block if service claimed is with a regular state agency which confers eligibility for longevity or is service as identified below:
 - Employment in an institution under the authority of the Regents for Higher Education
 - Employment in a State-operated Vo-Tech Center
 - Employment in a State District Attorney's Office on or after January 1, 1983
 - Other employment identified in the O.S. 74:840-2.18 or the Longevity Guide as creditable service
 NOTE: Service must be full-time, part-time with more than 150 hours worked per month, or part-time less than 150 hours per month if employee worked at least 2/5 time for 5 continuous months.
3. Calculate prior cumulative service by totaling up all periods of service, then rounding down to whole years of service.

Example: Employee worked at the agencies below for the time periods shown.

Dept. of Transportation	10/01/1993	07/15/1995	FT
Dept. of Corrections	07/16/1995	08/31/2000	FT
Dept. of Human Services	09/03/2000	12/01/2003	FT
Total	26/27/5988	27/47/5998	

Subtract total beg. Dates from total end dates:	$ \begin{array}{r} 27 - 47 - 5998 \\ - 26 - 20 - 5988 \\ \hline 01 - 27 - 10 \end{array} $
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This employee has 10 years, 1 month and 30 days of cumulative creditable service. Thus, for longevity purposes, the cumulative service is rounded down to 10 years.

4. Subtract years of cumulative service from date of entrance on duty with state.

Example:

EOD with state:	11/1/2004
	- 10
Longevity Anniv. Date:	11/1/1994