

# Employee Certification Form

## Purchase of VRS Service Credit

Legislation passed by the 2001 General Assembly allows current members of the Virginia Retirement System (VRS) to purchase **previously ineligible** types of service (see chart below).

**To request certification for service from VCU, please follow these instructions:**

- Complete the *VRS Service Credit Application* (VRS-26 form) – available from the VRS web site at <http://www.varetire.org/Members/Forms/Index.asp>.
- Complete this *VCU Employee Certification Form*.
- Attach **copies** of supporting documentation that establish employment and hours worked (see examples below).
- Send all completed forms and *copies* of documentation to: VCU Human Resources, ATTN: Benefits, P.O. Box 842511, Richmond, VA 23284-2511.

**Please Note:**

- VCU’s research process will take approximately 3 to 4 weeks to certify your service.
- VRS’s notification process will take approximately 6 to 9 weeks to provide you with cost information on the amount of service that you are certified to purchase and your payment options.
- To obtain information on prior employment through the VCU Health System’s (VCUHS) Medical College of Virginia Hospitals, please contact the Benefits Counselor, VCUHS Human Resources, at 628-9429.

**Check one:**     Current Employee     Former Employee

Complete one block for *each type of service* that you wish to purchase. If necessary, make copies of this form to complete for additional service periods. Please Note: You may not purchase service for periods of employment in which you were also a VRS member.

[Please Type or Print]

**Name:** \_\_\_\_\_ **Telephone Number:** (\_\_\_\_) \_\_\_\_\_  
**V-ID #:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

|   |  |   |                                 |  |   |
|---|--|---|---------------------------------|--|---|
| Type of Previous Employment:                                | <input type="checkbox"/> Adjunct / Part-time Faculty | <input type="checkbox"/> Part-time Classified   | <input type="checkbox"/> Hourly | <input type="checkbox"/> Post-doctoral | <input type="checkbox"/> Other (specify): _____ |
| Dates you are requesting service credit                     |  |   |                                 |  |   |
| From: _____   | To: _____  | Number of hours per week or, if adjunct faculty, number of credit hours taught: _____ |                                 |  |   |
| Job Title: _____  |  |   |                                 |  |   |
| Identify documentation supplied (see examples below): _____ |  |   |                                 |  |   |

|   |  |   |                                 |  |   |
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| From: _____   | To: _____  | Number of hours per week or, if adjunct faculty, number of credit hours taught: _____ |                                 |  |   |
| Job Title: _____  |  |   |                                 |  |   |
| Identify documentation supplied (see examples below): _____ |  |   |                                 |  |   |

**Attach Supporting Documentation – copies only**

Following are examples of the types of documents that you must supply to certify your VCU service:

- Timesheets
- Paycheck stubs
- Employment contracts
- Class bulletins
- PAFs (Personnel Action Forms)
- W-2 statements and hourly rates
- Social Security Earnings Statements (VCU service)
- Letters from deans or department heads with dates of employment, job titles, and hours worked/percentages of time