

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 service credit for previous periods of non-covered employment.

To request certification of non-covered employment at VCU, please follow these instructions:

- 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. Current VCU employees may submit with an HR support request ticket at <https://go.vcu.edu/hrsupport>.

Please Note:

- VCU's research process will take approximately 3 to 4 weeks to certify your service.
- Your *myVRS* record (<https://myvrs.varetire.org>) will show you cost information after VCU certifies the employment.
- To request certification of employment with the VCU Health System's (VCUHS) Medical College of Virginia Hospitals Authority, contact VCUHS Human Resources at hr4u@vcuhealth.org or (804) 628-4748.

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: _____

Types of previous employment:

- Adjunct/Part-time Faculty
- Part-time Classified
- Hourly
- Post-doctoral
- Other (specify): _____

Dates you are requesting service credit

From: _____ To: _____

Job Title: _____

Number of hours per week or, if adjunct faculty, number of credit hours taught: _____

Identify documentation supplied (see examples below) _____

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

Last Updated: 08/29/2024

VCU Human Resources | Lindsey House | 600 West Franklin Street | Box 842511 | Richmond, Virginia
23284-2511

(804) 828-0177 | Fax: (804) 828-2968 | TDD: 1 (800) 828-1120 | www.hr.vcu.edu