



# VCU

# 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](mailto: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:** \_\_\_\_\_

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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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