

## Requesting Prior Service Verification

1. All employees requesting Prior Service Verification completed must complete a prior service verification form.
2. Once the form is complete, the employee will then submit it to the Office of Human Resources, Central leave Coordinator.
3. The Central Leave Coordinator will then forward the information to the proper state agencies.
4. Once all information has been received from other state agencies, The Central Leave Coordinator will provide a letter to the Office of Payroll as well as the employee will also receive a copy of the letter verifying state service. If any BRP money is due or back pay for longevity, this will be stated in the letter.