

Office of Personnel Management

Policy

Policy Title: Proof of Prior Service	Policy Number: 20.19
Citation: Arkansas Code Annotated § 21-5-212	Forms: Proof of Prior Service Form http://www.dfa.arkansas.gov/offices/personnelManagement/Documents/ProofofPriorServiceRE.pdf

Purpose

To assure appropriate compensation is provided to a state employee who transfers to a new job in a different state agency or institution or who is rehired by a state agency or institution. Proof of prior service, which can apply to a current or former employee, is necessary to establish all past state service tenure.

Specific Provisions

The Office of Personnel Management (OPM) developed a uniform method for the provision of salary and service tenure. The Proof of Prior Service form provides employers the ability to prove an individual's current and/or previous state employment necessary to establish salary eligibility, service credit, leave balances, and retirement system information. The form is generally sent to a requesting state employer.

A Proof of Prior Service form is only needed for a state employee who is transferring from an agency or institution that is not part of the Arkansas Administrative Statewide Information System (AASIS) or is a rehired state employee from an agency or institution that is not part of AASIS. It is also needed any time there is a conflict with an individual's date specifications in the AASIS or an official personnel file.

In a case where no documentation can be found from any previous employer, a document trail may be found by contacting the Arkansas Public Employees' Retirement System or other applicable retirement system or by obtaining the employee's W2 forms from the years of previous state employment.

A Proof of Prior Service form or forms, depending on the number of previous employers, may accompany a hire packet for AASIS data entry purposes. Otherwise, the Proof of Prior Service form is maintained in the official personnel file within the agency or institution.

OPM will accept an individual's prior state service from state agencies, boards, commissions, bureaus, authorities, councils, and institutions of higher education.

September 5, 2014