

Department of Finance and Administration

Office of Personnel Management

Policy Title: **Proof of Prior Service**

Policy Number: **11**

Authority: **Ark. Code Ann. § 21-5-212**

Revised: **July 1, 2017**

Proof of prior service is provided to state employees who transfer to a new job in a different state agency or is rehired by a state agency after 30 days of termination have transpired from employment. Proof of prior service, which can apply to both current and former employees, is necessary to account for all past state service tenure.

The Office of Personnel Management (OPM) maintains a uniform method for documenting state employee salary and service. The Proof of Prior Service form provides state agencies the ability to prove an employee's current and/or previous state employment for salary eligibility, service credit, leave balances, and APERS.

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. The form is also required if there is a conflict with the employee's date specifications in AASIS or their official personnel file.

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

A Proof of Prior Service form or forms, depending on the number of state employers, may accompany the 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 employee's prior state service with state agencies, boards, commissions, and institutions of higher education.