PennState Human Resources

CREDIT FOR PRIOR YEARS OF SERVICE APPLICATION FORM

Any box labeled in * **RED** is a required field and must be filled in for timely processing of your request.

* Employee Name	* PSU ID #	*PSU Email
		@psu.edu

CERTIFICATION OF ELIGIBILITY FOR CREDIT OF PRIOR YEARS OF SERVICE: *I believe that I am eligible to receive credit for prior years of service by meeting all of the following criteria as per Penn State Policy HR109: 1) I have had a minimum of one year of continuous service as a full-time, non-unionized, benefits-eligible employee prior to terminating from the University; 2) I have been rehired within 5-years of my termination date and I have been working for at least one year from the date of rehire in a full-time, benefits-eligible, non-unionized position for the University; and 3) I have not reinstated my previous years of service in the past (individuals can only use this benefit one time).*

Prior hire date:

Prior termination date:

Current rehire date:

For Internal use only:

1) Meets prior continuous service requirement: _____
2) Meets rehire requirement: _____
3) Has not received prior credit: _____
4) Years of credit for prior service: _____
5) Vacation rate accrual adjustment (if applicable): _____
6) Adjustment to Retirement Healthcare Savings Plan balance (if applicable): _____
7) Previously met Policy HR54? _____

Approved by: _____

Date: _____ Adjustments completed date: _____