



Employee GC Service Recognition Form

Electronic: Adobe Pro needed.
Complete form electronically. Click Email button to send form to the Office of Human Resources. In the subject line include: "name" – "current year" Service Recognition

Print: Complete and submit to CBX 28 ATTN: Benefits

Today's Date: mm/dd/yy

PART I: To be completed by eligible faculty or staff.				
Name (last, first, middle initial)		Job Title:		
Department Name:		Division Name:		
GC Anniversary Date (as listed):	Service Date (as listed):	Years of Service :	Years	Months
Questionnaire				Yes No
1. I had a break in service of thirty (30) days or more during the course of my employment at GC.				
2. My hire date was prior to 1989 and is not reflected in HRIS system.				
3. My position may have been misclassified during a specific timeframe.				
4. Other: Please indicate:				
Complete the Employment Verification table below of employment dates that should be verified based on your selection in the questionnaire section. Please include employment information that is not reflected in the GC Anniversary Date and Service Date above.				
Employment Verification I				
Date of Employment: Begin Date		End Date (if applicable)		Department
Job Title	Classification <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student	Employment Status <input type="checkbox"/> Temporary <input type="checkbox"/> Regular	Benefits Eligibility Status <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> No Benefits	
Total service for this employment duration:		Years	Months	
Employment Verification II				
Date of Employment: Begin Date		End Date (if applicable)		Department
Job Title	Classification <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student	Employment Status <input type="checkbox"/> Temporary <input type="checkbox"/> Regular	Benefits Eligibility Status <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> No Benefits	
Total service for this employment duration:		Years	Months	
Additional information:				
Employee Acknowledgement				
By signing below, I warrant and affirm that the information provided herein is true, complete and correct. I understand that service year's criteria for GC Service Recognition is separate from criteria used for determining retirement eligibility with the University System.				
Signature (type name if completing electronically):			Date: mm/dd/yy	
PART III: For Official Use- HR USE ONLY				
The Office of Human Resources has reviewed the employment information approves the following total GC service years based on eligibility and criteria as described in the GC Service Recognition program.				
Total GC Services Years Approved: Years Months			Date Approved:	
Human Resources Representative:	Date logged in database:		Date employee notified:	

Final determination of total GC Service Years will be emailed to employee.

Revised 04/01/2015 CR

DEFINITIONS:

Service Date

<i>GC Anniversary Date</i>	Reflects the first date of seniority at GC. This date: a. Calculates the employee's years of service for your institution. b. May be different for records across USG institutions.
<i>Service Date</i>	Reflects the employee's original USG hire date (benefits-eligible). This date: a. Calculates the employee's USG period of continuous, benefits eligible service to the USG.; b. Calculates the employee's years of service for retirement and eTIME accruals.; c. Should be consistent across all employment records
<i>Years of Service</i>	Total number of years employed based on service date

Employee Classification

<i>Faculty</i>	Consist of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.
<i>Staff</i>	consists of two major employee groups 1) staff professional and administrative employees and 2) staff non-exempt and defined as follows: <ul style="list-style-type: none">• Staff Professional and Administrative Employees are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities.; And• Staff Non-Exempt Employees are not exempt from the federal wage-hour provisions of the Fair Labor Standards Act (FLSA).
<i>Student</i>	Considered temporary and include graduate assistants and student workers.

Employment Status

<i>Temporary</i>	Short in duration to address business needs and must meet the following requirements and characteristics: non-benefits eligible; does not have an expectation of long-term employment; and may be full-time or part-time. Student employees including graduate assistants are considered temporary.
<i>Regular</i>	Considered continuous and may also be defined by agreement, contract, term, or restricted funding source(s). Regular employment may be benefits eligible; partial benefits eligible, non-benefits eligible, full-time or part-time, exempt or nonexempt.

Benefits Eligibility Status

<i>Full Benefits</i>	This is defined as 30 or more hours per week or .75 FTE and greater, which applies to regular faculty and regular staff employees. Full benefits include all benefits in accordance with University System of Georgia of Board of Regents policy 8.2.9 Insurance.
<i>Partial Benefits</i>	This is defined as 20 to 29 hours per week or .5 FTE to .74 FTE. Partial benefits eligible may apply to regular faculty and regular staff employees. Partial benefits include retirement and pro-rated leave accruals.
<i>No Benefits</i>	This is defined as 19 or less hours per week (.49 FTE or less), which applies to regular faculty and staff employees. Non-benefits eligible also includes temporary faculty, staff, and student employees who may not work more than 1,300 hours in a 12 month period as defined later in this policy. Students may not be placed into a regular status.