

## Verification of State Service Outside of The Executive Branch

California Department of Human Resources  
State of California

Qualifying State service for seniority purposes includes employment with certain nonexecutive branch institutions that include the following: University of California, California State University\* (CSU), and the California State Legislative Branch.

The employee named below claims to have worked with your institution as indicated in Section I. Pursuant to California Government Code Section 19997, please verify employment as indicated by the instructions on the second page. Once completed, the form must be submitted to the requesting department contact listed below.

### Section I - Employee Information

|                        |                |                      |
|------------------------|----------------|----------------------|
| First Name             | Middle Initial | Last Name            |
|                        |                |                      |
| Social Security Number | Date of Birth  | Prior Names (if any) |
|                        |                |                      |

| University or Legislative Branch | Class Title | Approximate Dates of Service | Time Base |
|----------------------------------|-------------|------------------------------|-----------|
|                                  |             |                              |           |
|                                  |             |                              |           |
|                                  |             |                              |           |
|                                  |             |                              |           |
|                                  |             |                              |           |
|                                  |             |                              |           |
|                                  |             |                              |           |

\* Regarding CSU service, this form should only be used for intermittent service or service prior to 1975.

### Section II - Requesting Department Instructions and Information

For this employee to receive the proper State service credit, you must ensure that Section I and II have been completed and submitted to the proper institution. Once the institution has gathered the requested information, they are instructed to send you the verified information, which you must then provide to the State Service and Seniority Unit at the California Department of Human Resources (CalHR), along with a Verification of Total State Service Request Form (CalHR-690).

**Section II - Requesting Department Instructions and Information (continued)**

|                           |                        |                      |                      |
|---------------------------|------------------------|----------------------|----------------------|
| Department Street Address | Contact Position Title | Phone Number         | Fax Number           |
| <input type="text"/>      | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| City, State, Zip Code     | Signature              | Date                 |                      |
| <input type="text"/>      | <input type="text"/>   | <input type="text"/> |                      |

**Section III - University Instructions and Information**

For this employee to receive the proper State service credit, you must provide the department contact with the following information pursuant to California Government Code Section 19997.

For **University of California** service, please submit a copy of the month-by-month record of earnings to the requesting department contact for the aforementioned employee's dates of service with your university.

For **California State University** service, please submit a copy of the employee's record card to the requesting department contact for the aforementioned employee's dates of service with your university.

For **all Universities**, please provide the **exact dates of service** in the space below, and indicate whether the employee was a student during any of his/her employment with your university by checking the appropriate box on that row.

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| University Name      | University Contact   | Telephone Number     |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                        |                      |                      |                      |
|------------------------|----------------------|----------------------|----------------------|
| Contact Position Title | Fax Number           | Signature            | Date                 |
| <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> |

|                                  |  |                      |                      |                      |
|----------------------------------|--|----------------------|----------------------|----------------------|
| <input type="checkbox"/> Student | <input type="checkbox"/> Not a Student | Date Service Started | Date Service Ended   | Time Base            |
| <input type="checkbox"/> Student | <input type="checkbox"/> Not a Student | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Student | <input type="checkbox"/> Not a Student | Date Service Started | Date Service Ended   | Time Base            |
| <input type="checkbox"/> Student | <input type="checkbox"/> Not a Student | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Student | <input type="checkbox"/> Not a Student | Date Service Started | Date Service Ended   | Time Base            |
| <input type="checkbox"/> Student | <input type="checkbox"/> Not a Student | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Student | <input type="checkbox"/> Not a Student | Date Service Started | Date Service Ended   | Time Base            |
| <input type="checkbox"/> Student | <input type="checkbox"/> Not a Student | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Section IV - Legislative Instructions and Information

For this employee to receive the proper State service credit, you must provide the department contact with the following information pursuant to California Government Code Section 19997.

Please provide Transfer Data Form (612), showing the employee's start date, time base, separation date, and indicate any leave of absences during the history of the employee's employment. The information must be signed by a legislative personnel employee.

|                      |                        |                      |
|----------------------|------------------------|----------------------|
| Legislative Contact  | Contact Position Title | Telephone Number     |
| <input type="text"/> | <input type="text"/>   | <input type="text"/> |
| Signature            | Date                   | Fax Number           |
| <input type="text"/> | <input type="text"/>   | <input type="text"/> |

### Privacy Notice on Information Collection

This notice is provided pursuant to the Information Practices Act of 1977.

The California Department of Human Resources (CalHR), Personnel Management Division, is requesting the information specified on this form.

The information collected will be used for to determine your State service outside of the executive branch.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to process your request.

### Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our [Privacy Policy](#).

### Access to Your Information

You have a right to access records containing your personal information we maintain. To request access, contact:

CalHR Service and Seniority Unit  
1515 S Street, North Building, Suite 500  
Sacramento, CA 95811  
[Service&Seniority@calhr.ca.gov](mailto:Service&Seniority@calhr.ca.gov)