

Verification of State Service Outside of The Executive Branch

California Department of Human Resources
State of California

Instructions: Please print legibly and fill out the form completely.

Qualifying Exempt Service includes employment with certain nonexecutive branch institutions that include the following: University of California, California State University* (CSU), and the California State Legislative Branch may qualify for additional state service or seniority credit.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Prior Names (if any)		Date of Birth
<input type="text"/>		<input type="text"/>

Signature: _____

By signing you grant the California Department of Human Resources and the below named entities access to release and review employment history and payroll records.

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 or seniority 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 the Verification of State Service Outside of the Executive Branch (CalHR-039).

Section II - Requesting Department Instructions and Information (continued)

Department Name		Street Address (city, state, zip code)	
<input type="text"/>		<input type="text"/>	
Contact Name		Contact Position Title	
<input type="text"/>		<input type="text"/>	
Email		Phone Number	
<input type="text"/>		<input type="text"/>	
Signature		Date	
<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		Contact Position Title	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Signature		Date	Phone Number	Email Address	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	

Please use the boxes below to indicate if the position was a student position or earned leave.

<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	Date Service Started	Date Service Ended	Time Base
<input type="checkbox"/> Student	<input type="checkbox"/> Earned Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section IV - Legislative Instructions and Information

For this employee to receive the proper state service or seniority 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	Email Address
<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.

CalHR Service and Seniority Unit is requesting the information specified on this form.

The information collected will be used for to determine your state service or seniority 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.

Current employees please contact your department Human Resources Office.

Non-state employees please contact the Service and Seniority Unit:

CalHR Service and Seniority Unit
1515 S Street, North Building, Suite 500
Sacramento, CA 95811
Service&Seniority@calhr.ca.gov