



REQUEST FOR REINSTATEMENT OF PRIOR SERVICE

- 1. Reinstatement of prior years of service is provided for in University Policy 5-116.
2. Pursuant to policy, rehired employees must have an FTE (Full Time Equivalency) of 0.75 or higher, be in a regular (not temporary) position and have completed their probationary period of SIX (6) months before prior service is reinstated. PLEASE NOTE: Requests for reinstatement of service worked prior to 1978 may not be approved due to the unavailability of service records.
3. Only prior service in a position designated as non-temporary, benefit-eligible, and full-time (FTE of .75 or greater), is eligible for reinstatement (regardless of the number of hours actually worked). No prior service credit is given for part-time, per diem or temporary employment regardless of FTE or length of service.
4. Upon approval, employee will be credited with any verifiable sick leave hours unused from the previous employment. The employee's anniversary service date will be adjusted, thus allowing the prior service to apply toward tuition reduction eligibility for dependent children, vacation leave accrual rate, and service awards.

Name _____ UID _____
(Last, First)

Campus Mailing Address _____

PLEASE PROVIDE EXACT DATES (IF KNOWN), AND INCLUDE EMPLOYING DEPARTMENT, OFFICE, AND/OR WORK UNIT. THIS WILL FACILITATE THE PROCESSING OF YOUR REQUEST.

Most Recent Hire Date ____/____/____ Department _____

Current Payroll Reporter _____ Current Supervisor _____

1. ____/____/____ Department _____

2. ____/____/____ Department _____

3. ____/____/____ Department _____

Other name(s) under which you may have been employed (particularly maiden names).

Signature _____ Date _____

PLEASE DO NOT WRITE IN SHADED AREA BENEFITS DEPARTMENT USE ONLY
DATE RECEIVED: ____/____/____
Request for changes of date meets policy requirements ____ Yes ____ No
If no, state reason:

