

PERS Status Check Request

Please allow 24-hours for processing.

Section 1: Employee Information	
Name:	SSN:
Department requesting Verification:	
Form Prepared by (Name/Extension):	

Section 2: HR Verification	
PERS Status Check Results:	(See reverse for explanations)
<input type="checkbox"/> Expecting contributions → Must be paid through HR <input type="checkbox"/> Not expecting contributions → Must be paid through HR <input type="checkbox"/> Not expecting contributions; currently serving wait time → Must be paid through HR	
PERS Response _____ Comments: _____ _____ _____	
<input type="checkbox"/> Not Expecting contributions; must serve a new wait time → May be paid on a PSC <input type="checkbox"/> No Record → May be paid on a PSC	
Determination of status: <input type="checkbox"/> Must be paid through HR <input type="checkbox"/> May be paid on a PSC	
Verified by: - _____	
<input type="checkbox"/> Confirmation Email sent to Department, CC Business Office	

Status check explanations:

1. **Expecting contributions** - This means that the person shows as a current member of PERS (Tier 1, Tier 2 or OPSRP). They have worked for one or multiple state agencies for 6 months and 600 hours to meet eligibility for membership.
2. **Not expecting contributions** - This means that the person is a PERS retiree. They were a member of PERS either Tier 1, Tier 2, or OPSRP and retired from a PERS employer and are currently or did receive retirement from PERS.
3. **Not expecting contributions; currently serving wait time** - This is the trickiest status. This means they “currently work” for one or multiple PERS participating employers and are “currently” working toward meeting eligibility for membership. They have not had a break of service of more than 30 days since they began working.
NOTE: This status can be misleading, due to employer records not being updated correctly with one or more PERS employers. In the event a person has this status we should contact PERS Employer Services to determine if the person is truly “currently working” for a PERS participating employer and has hours reported in this calendar year (or across the calendar year if applicable).
4. **Not Expecting contributions; must serve a new wait time** - This means that the person may have worked for a PERS employer in the past, but did not meet PERS Membership and does not currently have any reported hours in the current calendar year.
5. **No Record** - This one is pretty straightforward. Their SSN does not show up in the PERS system. They do not show as ever working for a PERS participating employer.