Record of Prior Service - Electronic Form Submission



1. Log into Firefly and click on the Employee Self Service tile.

2. Under the ESS Benefit Form header, click on the Record of Prior Service Form.

ESS Benefit Forms			
Record of Prior Services	Basic Retirement Allocation Change	Supplemental Tax Sheltered Annuity	Deferred Compensation Retirement
401a	401a	403b	457b

3. When the form appears, click on the Add Prior Service button.

mployee Inf	formation						
nployee Name	e	Personnel#	NUD	Email			
y Cycle		Campus	Department				
rk Address		Work Phone	Work Zip				
Employees 1 purpose or ac prior service Please compl	tho satisfy the e ctivity provided credit. Employe fete the informat	ligibility requirements except for the two-ye a formulated program of education is submit sets who have qualifying prior service must o tion below with the month/year employment	ar service provision are required to enroll in the Ban ted. Generally, service earned in any type of positio- oughter the applicable section(s) below in order flu- began and the southlyser engloyment ended.	ic Retirement 400(a) Plan if proo including full-time, part-time, o the prior service to be considered	f of qualifying service with a temporary employment sh I for participation in the Basi	prior employer whose prim suld be considered towards to c Retirement 401(a) Plan.	ary d Be
Employees v purpose or ac prior service Please compl Add Prior 1	tho satisfy the e ctivity provided credit. Employ- lete the informat Service	ligibility requirements encept for the two-ye a formalized program of education is submit res who have qualifying prior service more tion below with the mostly/year employment	ar service provision are required to enroll in the Bas Inf. Gennitly, service earned in any type of positio onglete the applicable section(3) below in order for began and the mostfl/year employment ended.	ic Retirement 405(a) Plan if pro- including full-time, part-time, of the prior service to be considered to b	f of qualifying service with a temporary employment sh f for participation in the Basi	i prior employer whose prim uidi be considered tuwards a Retirement 401(a) Plan.	ery C Be
Engloyees of purpose of ad prior service Please complete Add Prior 1 d6/Delete	the setisfy the e ctivity provided credit. Employ- lete the informat Service Campus	ligibility requirements except for the two-ye a formalized program of education is submit res who have qualifying prior service must o tion below with the month/year employment Name/Institution	ar service provision are required to enroll in the Bas tell. Generally, service earned in any type of positio omplete the applicable section(3) below in order for began and the mosth/year employment ended. City	o Retirement 401(a) Fins if pro- tincholog full-time, part-time, i the prior service to be considered State	f of qualifying service with in temporary employment sh f or participation in the Basi Type Service	prior employer whose prim solid be considered towards e Retirement 401(a) Plan. Begin Date	ary C Be Q
Employees n pupose or ac prior service Please compl Add Prior 1 di/Delete	the setisty the e ctivity provided credit. Employ- lete the informat Service Campus	ligibility requirements encept for the two-ye a formalized program of education is submit res who have qualifying prior service must o tion below with the month/year employment Name/Institution	ar service provinion are required to enroll in the Ban tet. Generally, service earned in any type of positio orgifete the applicable section(s) below in order for began and the month/year employment ended. City No data	c Retirement 400(a) Plan if pro- incheding full-time, part-time, i the prior service to be considered State	f of qualifying service with in temporary employment th for participation in the Basi Type Service	upior employer whose prim vali be considered towards e Retirement 401(a) Plan. Begin Date	ery C

4. You will then complete the prior service information and click Add. Repeat this process for each institution you would like considered for prior service.

Adding Prior Service

Campus			
Institution		 	
City		 	
01-1-			
State		 	
Type of Servio	:e		
			~
Begin Date			
	\sim	~	
End Date		 	
	~	~	
		_	
		Add	Close

5. Once all the prior service has been added to the form, click the submit button.

cord of Prior Service fo	r Basic Retirement Plan 401(a)	Application				
mployee Information						
mployee Name	Personnei#	NUD	Email			
iy Cycle	Campus	Department				
ork Address	Work Phone	Work Zip				
Employees who satisfy the elpurpose or activity provided a	ghility requirements encept for the two-year formalized program of education is rebeat	r service provision are required to erecil in the Bas ed. Osnerally, service exceed in any type of positio	ic Retirement 401(a) Plan if proof o n including full-time, part-time, or	of qualifying service with a p temporary employment sho	nior employer whose prim Id be considered towards t	ay 🖏
Employees who ratisfy the el purpose or activity provided ; prior service credit, Employs Piezes complete the informat ricer Service	ightility requirements except for the two-year formalized program of education is authenit as who have qualifying poirs arraying and on below with the month/year employment	e service provision are required to erectl in the Bas of. Onterrulty, service searced in any type of positio regulate the agginated section() theories motifie the began and the month-year employment ended.	ic Rationment 401(a) Plan if proof n including full-time, part-time, or the prior service to be considered f	of qualifying service with a p temporary employment sho for participation in the Basic	niar employer whose prim tid be considered towards to Retirement 401(s) Plan.	2 et
Engloyees who satisfy the el purpose or activity provided prior service credit Employe Please compliants the informat tor Service	ghility requirements encopt for the two-yes formalized program of education is submit a who have qualifying prior service must co on below with the month year employment !	r service provision are required to encoll in the Bas ted. Onnanthy, service secarad in any type of positio replate the applicable section(i) below in order for began and the month-year employment ended.	ic Rationment 401(a) Plan if proof n including full-time, part-time, or the prior service to be considered f	of qualifying service with a temporary employment sho to participation in the Basic	nior englisyer whose prim dd be considered towards t Retirement 401(4) Plan.	47 21 01
Englayees who satisfy the st papers or activity provided prior service credit. Employee Please complete the informat tor Service ? Add Prior Service db/Delete Campus	ghildy requirements except for the two-yea formalized program of education is submit a who have quadrying prior same to an below with the month-year employment to Name/Institution	r service provision are required to encoll in the Bas ed. Onearally, service searce in any type of positio regate the applicable section() there is order for began and the month/year employment ended. City	ic Ratisement 401(s) Plan if proof n including full-time, part-time, or the prior service to be considered f State	of qualifying service with a temporary employment the for participation in the Basic Type Service	nior employer whose prim tid be considered towards the Retirement 401(s) Plan. Bogin Date	End Date
Employees who satisfy the of puppers or activity provided prior service condit Employee Please complete the informat for Service Add Prior Service GROetete Campus	ghildsy requirements except for the two-yea formalized program of education is a submit as who have quadrying prior saverois must co on below with the month/year employment to Name/Institution	r service provision are required to encoll in the Bas ed. Onearally, service searce in any type of positio register the applicable section() diverse or other for began and the month/year employment ended. City	ic Ratisement 401(s) Plan if proof n including full-time, par-time, or the prior service to be considered f State	of qualifying service with a temporary employment then by participation in the Basic Type Service	nior employer whose prim tid be considered towards the Retirement 401(s) Plan. Begin Date	End Date
Employees who satisfy the of puppers or activity provided prior service coeffic Employee Heas complete the informat for Service Add Prior Service EdR/Delete Campus	ghility requirements except for the two-yea formalized program of education is archanit on two have quadrying point array in the on below with the month year employment to Name/Institution	r service provision are required to erroll in the Bas of Onzardly, service service array type of position register the application service(a) (below in order for be began and the month/year employment ended. City	ic Ratisement 401(s) Plan if proof n including full-time, part-time, or the prior service to be considered f State	of qualifying service with a temporary employment sho for participation in the Basic Type Service	prior employer whose prim tid be considered towards of Retirement 401(s) Plan. Begin Date	17 년 6년 End Date
Employees who satisfy the of puppers or activity provided prior service condit Employee Please complete the informat for Service Add Prior Service dR/Delete Campus	ghility requirements except for the two-yea formalized program of education is related to two have quadrying point array in the on below with the month year employment to Name/Institution	r service provision are required to erroll in the Bas of Onerrolly, service served in any type of position register the agginesties service() deliver in order for be- began and the month/year employment ended. City	ic Rationment 401(s) Plan if proof n including full-time, part-time, or the prior service to be considered f	of qualifying service with a temporary employment sho for participation in the Basic Type Service	nior employer whose prim fd be considered towards of Retirement 401(s) Plan. Begin Date	End Date
Employees who satisfy the of propose or activity provided prior service condit Employee Please complete the informat for Service Add Prior Service Complete Campus	ghility requirements except for the two-yea formalized program of education is submath on below with the month year employment to Name/Institution	r service provision are required to erroll in the Bas of. Onearally, service searced in any type of position register the agginst the service() below in order for the began and the month/year employment ended. City	ic Rationset 401(s) Plan if proof n including full-time, part-time, or the prior service to be considered f	of qualifying service with a temporary employment sho for participation in the Basic Type Service	nior employer whose prim fd be considered towards of Retirement 401(s) Plan. Begin Date	End Date