

## **AGENCY INSTRUCTIONS FOR VERIFYING PRIOR SERVICE**

Effective February 1, 2008, A&I HRD implemented a new procedure to verify prior service within the Executive, Judicial and Legislative Branches (the University of Wyoming falls within the Executive branch of Wyoming State Government).

The newly created Prior Service Verification Form is available in a PDF format or electronic format on our website at <http://personnel.state.wy.us/>.

All agencies hiring or re-hiring an employee with prior service from the University of Wyoming, the Judicial or Legislative branches, are required to complete the highlighted portion of the form (Employee Name, Social Security Number, and Agency Name/Number) and email or fax the form to the former employer. The former employer must complete the form and return to the requesting agency via email or fax. Agency HR staff must input the prior service credit provided by the former employer along with any prior State service(see instructions below), into the Pay Progression Calculator to determine the employee's pay progression date for their ESMT. Please submit the completed Prior Service Verification Form and the Pay Progression Calculator form with the pay approval form to A&I HRD for final ESMT approval.

### UW Contact Information:

When emailing, email to both contacts listed below:

Amy Ernst, HR Specialist

[AmyErnst@uwyo.edu](mailto:AmyErnst@uwyo.edu)

Phone: 307-766-5610

Fax 307-766-5607 Attention: Records

### Judicial Branch Contact Information:

Elaine Kirby, Accounts Payable/Human Resources Manager

[ekirby@courts.state.wy.us](mailto:ekirby@courts.state.wy.us)

Phone: 307-777-7583

Fax: 307-777-3447

### Legislative Branch Contact Information:

Kathy Barrett, Fiscal Officer

[kathy.barrett@wyoleg.gov](mailto:kathy.barrett@wyoleg.gov)

Phone: 307-777-7881

Fax: 307-777-5466

All agencies hiring or re-hiring an employee with prior service with the Executive branch (other than UW) must email A&I HRD Payroll Services with the employee's complete name and social security number. A&I HRD will respond with the employee's dates of service. Agency HR staff must input the prior service credit provided by A&I HRD into the Pay Progression Calculator to determine the employee's pay progression date for their ESMT. Please submit the Pay Progression Calculator form with the pay approval form to A&I HRD for final ESMT approval.

### A&I HRD Payroll Services

Heidi King, Senior Payroll Auditor

[heidi.king@wyo.gov](mailto:heidi.king@wyo.gov)

Phone: 307-777-6429

Fax: 307-777-6731

Candice Dillmon, Payroll Auditor

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