

SERVICE AND LONGEVITY MONTHS ADJUSTMENT SHEET

1. In Section One, show all appointment and separation dates, employment type, and full-time/part-time status for the employee. Attach back-up documentation for any service before 1975 showing the above information.
2. In Section Two, list any periods of leave without pay as these can affect the amount of service and longevity due the employee.
3. In Section Three of the form, show the number of months of creditable service for longevity and service in each year of employment now due the employee.

	YEAR	LONG. MOS.	SERV. MOS.
EXAMPLE:	<u>1978</u>	<u>4</u>	<u>2</u>
	<u>1979</u>	<u>12</u>	<u>12</u>

4. In Section Four, calculate the employee's new longevity due month based on the total years and months of service creditable toward longevity.
5. Use the new longevity due month to complete the Longevity Pay Adjustment Form.
6. Attach this form to a PNF-201 and submit to the Technical Services Division of the Department of Personnel for processing.
7. Use the section below to calculate the employee's new service anniversary date based on the total years and months of creditable service.