

Department of Personnel Administration

VERIFICATION OF TOTAL STATE SERVICE

DPA-690 (01/03)



If you believe any period of your State employment is not included in your total service, complete Section I of this form and return it to your Personnel Office within 30 days.

Section I – Employee Information

Social Security Number First Name Middle Initial Last Name

Prior Names (if any)

Dates of Employment		Name of Agency, Department, Office, Board, or University Where Employed	Class/Title	Time Base*
<i>Appointed</i>	<i>Separated</i>			
MM DD YYYY	MM DD YYYY			

* Indicate full time, part time, fractional, intermittent (hourly or daily), or indeterminate.

Please note that the total service for vacation allowance and the total service for retirement purposes will rarely agree. Each is computed under different laws and rules. Under the Public Employees' Retirement System (PERS) Laws and Rules, service is credited on a fiscal year basis (July 1 – June 30). Ten months of full-time service in a fiscal year equals one year of PERS service credit. Furthermore, with more than 400 non-State agencies receiving PERS service credit, not all PERS credit is qualifying under Department of Personnel Administration Rule 599.739.

When computing total State service for vacation allowance, credit is not given for partial months of service prior to January 1, 1969. Additionally, intermittent service is computed by crediting 1 month for each 160 hours worked. Hours in excess of 160 per month are not credited, because credit cannot exceed actual calendar time. For example:

Appointed *Separated*
 May 15, 1990 July 14, 1990

Number of Hours Per Month Total Hours State Service Credit

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Hours Posted	May = 36	June = 204	July = 80	320	See Hours Allowed
Hours Allowed	May = 36	June = 160	July = 80	276	1 month

Section II – Requesting Department Instructions and Information

For this employee to receive the proper State service credit, you must ensure that Sections I and II have been completed. Once they are completed, submit this form to the Department of Personnel Administration’s (DPA) State Service and Seniority Unit.

If any of this employee’s service includes State service outside of the Executive Branch (including institutions like University of California colleges, California State University colleges [prior to 1975 or intermittently employed at any time], and the California State Legislative Branch) and you can not submit verifiable records of this information along with this request, you must use DPA Form 039.

Reason for submitting this request:

- Vacation Allowance Discrepancy
- Verifying 25 Years of Service for Award
- Planned Retirement Within the Next 90 Days
- Reinstatement Purposes
- Post and Bid Purposes
- Second Request Initial Request Sent _____

Department Name

Department Contact

Position Title

Mailing Address

Signature

Date

City

State

Zip

Phone Number

Fax Number

Privacy Notice: The information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the Department of Personnel Administration’s State Service and Seniority Unit for the purposes of identification and document processing. It is mandatory to furnish all information requested on this form. Failure to provide the mandatory information may result in your request not being processed or being processed incorrectly. The Department of Personnel Administration’s State Service and Seniority Unit requires employee’s social security number and name for identification purposes.