



JOE D. EZELL  
ASST. EXECUTIVE SECRETARY

MARY FALLIN  
GOVERNOR

STATE OF OKLAHOMA  
OKLAHOMA TEACHERS RETIREMENT SYSTEM

DATE: March 1, 2014

TO: Participating Employers

RE: EMPLOYER RETIREMENT VERIFICATION (ERV)

Effective July 1, 2013, OTRS began to grant partial service credit for any amount of time worked during the contract year. On December 5, 2013, OTRS combined two required retirement documents into one form. The new form Employment Retirement Verification (ERV) will serve the same purpose as the previous forms (80 & 82).

The two previous retirement forms (Forms 80 and 82) were required to document activity that occurs on the client's account in the future months just prior to the client's date of retirement but did not address the requirement of partial service credit to be worked in the final contract year.

We now request to receive the information earlier in the retirement process to provide a more accurate benefit amount to our clients just prior to retirement. Prior to the rule change, it was much easier to determine if the client would work 120 days to receive the final year of service credit. If 120 days were not to be awarded, then no service credit could be awarded and the paperwork and payroll could be processed within 30 days. The partial service credit ruling requires OTRS to use a more critical eye in the finalization stages of retirement and we have requested an additional 30 days to ensure accurate service credit is granted to each client, changing our process time from 30 days to 60 days.

If the information presented is not accurate prior to retirement, adjustments must be made after retirement. Those adjustments may range from clients losing a few dollars in benefits to clients being ineligible to retire and left with no source of income.

You may find the following instructions helpful if assistance is needed to complete the new Employment Retirement Verification form.

Lisa J. Giles, Manager  
Client Services Division



# OKLAHOMA TEACHERS RETIREMENT SYSTEM

PO BOX 53524 OKLAHOMA CITY, OKLAHOMA 73152  
(405) 521-2387 OR TOLL FREE (877) 738-6365

12/5/2013

Client ID:

## EMPLOYER RETIREMENT VERIFICATION (To be completed by Employer and signed by the Employee)

Retirement Date: 3/1/2014

Dear Client,

**1.** This form must be completed and returned with the *Intent To Retire* enclosed in this packet.

I request to terminate employment for at least 60 days and file for retirement under the provisions of Oklahoma Statutes Title 70 Schools.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE TITLE OF POSITION DATE

### EMPLOYER'S AUTHORIZATION (This section is to be completed by Employer or School Official)

EMPLOYMENT HISTORY FOR CURRENT CONTRACT YEAR or FISCAL YEAR:

- 2.** Is this employee's position considered full time or part time?  Full Time  Part Time
- 3.** How many hours is this employee required to work in a typical work day? \_\_\_\_\_
- 4.** How many days is this employee required to work in a typical week? \_\_\_\_\_
- 5.** How many days were required to be worked without reduction in pay (total days in a full contract year)? \_\_\_\_\_
- 6.** How many days were worked without reduction in pay (including paid holidays)? \_\_\_\_\_
- 7.** How many days were required to be worked with reduction in pay (e.g., Workers' Comp. and LWOP)? \_\_\_\_\_
- 8.** How many days were performed on approved Sabbatical? (Higher Education employees only) \_\_\_\_\_
- 9.** First day of the final employment year in which work was done for the position? \_\_\_\_\_  
(mm/dd/yyyy)
- 10.** Last day of the final employment year in which work will be done for the position? \_\_\_\_\_  
(mm/dd/yyyy)
- 11.** Date the employee terminated work in the position? \_\_\_\_\_  
(mm/dd/yyyy)

REGULAR ANNUAL COMPENSATION FOR CURRENT CONTRACT YEAR or FISCAL YEAR:

- 12.** Compensation, as defined in the Employer Manual for the position? \$ \_\_\_\_\_
- 13.** Compensation earned for the number of days to be worked by end of year? \$ \_\_\_\_\_

VERIFICATION OF UNUSED SICK LEAVE: (Do not complete this section if client has previously retired with OTRS.)

Please return actual sick leave records with this form indicating the current balance of all sick leave including the balance of transferred sick leave for retirement purposes. Round hours to the nearest number of days.

- 14.** Balance of Sick Leave days to be used for retirement purposes? \_\_\_\_\_ Days
- 15.** (Revisions may be necessary and will be accepted upon termination of employment.)

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

SCHOOL  
SEAL

\_\_\_\_\_  
SIGNATURE AND TITLE OF SCHOOL OFFICIAL EMAIL ADDRESS

\_\_\_\_\_  
EMPLOYER PHONE

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS. IF ANY OF THE ABOVE INFORMATION SHOULD CHANGE BY THE DATE OF RETIREMENT, EDIT AND RETURN THIS FORM TO OUR OFFICE IMMEDIATELY. Revisions will not affect client's retirement date.

## Employer Retirement Verification Instructions

1. This signature line was added to inform the client they must terminate employment and cannot be employed with an OTRS participating employer for 60 Calendar days after their employment has terminated with their retiring employer.
2. *Full Time Employment:* Client is employed 6+ hours per day.  
*Part Time Employment:* Classified Employees are employed no more than 5.9 hours per day. Support or Unclassified Employees are employed no less than 4 hours per day, but less than 6 hours per day.
3. Some employees work different hours each day, it may be necessary to use an average of hours worked each week to determine how many hours per day are worked.
4. Some employees work different hours each week, it may be necessary to use an average of days worked each month to determine how many days are worked each week.
5. This is the number of contract days required to fulfill this employee's full contract year. I.e. a teacher may work 180 days; a year-round maintenance employee may work 260/261 contract days.
6. This is the number of days the employee was actually paid to work with NO reduction in pay including holidays. Partial service credit awarded will be based on this number over the number of contracted days reflected in #5. I.e. if the teacher was contracted for 180 days, but was only paid for 100 days due to leave without pay, the service credit awarded will be  $100/180 = .56$  for the year.
7. This represents the number of days the employee was not paid when absent as in the case of "Leave without pay" or while absent on "Workers Compensation" requirements. This does not include when payment was used to reimburse substitute pay.
8. Sabbatical leave must be submitted through OTRS prior to service being taken.
9. This is the first contracted work day of the employee's work calendar. I.e. the first day of a teacher's contract may be August 13th; Maintenance employee July 1st.
10. This is the last contracted work day of the employee's work calendar. I.e. the last day of a teacher's contract may be May 27th ; Maintenance employee June 30th.
11. OTRS uses the date of termination as a guideline to not only determine if the contract year was completed but also to verify the date of termination is no more than 10 days past the requested date of retirement. Clients may work up to the 10<sup>th</sup> of the month to retire on the first of the month.
12. This salary will be the total the employee will be paid if the employee works their entire contracted year.  
*Regular Annual Compensation* - Salary used for calculating the retirement benefit. Regular annual compensation is defined as wages plus employer-paid fringe benefits (not flexible benefit allowance paid by other sources).
13. This salary is the amount the employee will be paid for the number of days worked. If the employee does not work the entire contracted year, this amount will be less than the amount shown above. If the employee works the entire contracted year, this salary will be the same as above.
14. Sick leave must be verified. OTRS cannot award any sick leave credit without proper verification.
15. Revisions may be necessary to submit to OTRS if the retiree uses more than 10 days of sick leave after this form has been submitted to OTRS. Partial service credit is now awarded for unused sick leave and may reduce the client's benefit amount. We encourage the client to return this form along with their Intent To Retire to help expedite the retirement process. **The contract will not be issued until this form has been returned to our office.**



# OKLAHOMA TEACHERS RETIREMENT SYSTEM

PO BOX 53524 OKLAHOMA CITY, OKLAHOMA 73152  
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This sample represents a client who has experienced illness during the last year of employment. He wishes to retire in March as he will be out of sick leave after March 5, 2014. The employer will need to report the client will have five days of leave without pay.

12/5/2013

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SIGNATURE OF EMPLOYEE \_\_\_\_\_ TITLE OF POSITION \_\_\_\_\_ DATE \_\_\_\_\_

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SCHOOL SEAL

SIGNATURE AND TITLE OF SCHOOL OFFICIAL \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

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C.