

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO.: H-100

PAGE: 1 OF 2

DATE: April 25, 2008

**SUBJECT: PROCEDURES FOR VERIFYING SERVICE
CREDIT OR ELIGIBILITY WITH THE FLORIDA
RETIREMENT SYSTEM**

GENERAL:

The purpose of this bulletin is to outline the procedures for verifying employee service credit or eligibility with the Florida Retirement System.

**A. PROCEDURES FOR REQUESTING DOCUMENT(S) FROM THE
PERSONNEL RECORDS DEPARTMENT**

1. If the request comes from an employee or individual other than the Florida Retirement System (FRS), the Benefits Department shall instruct them to contact FRS directly.
2. Requests are received from FRS by the Benefits Department.
3. The Benefits Department submits a request to the Personnel Records Department within two (2) business days for the required documents. These documents may include but are not limited to Personnel Action Forms (PAF's), hiring documents, earnings records, termination documents, annual contracts, time sheets, schedule forms, and pertinent payroll records as necessary.
4. Personnel Records will have seven (7) business days to provide the requested documentation to the Benefits Department.
5. Upon receipt of the requested documents, personnel in the Benefits Department reviews and verifies the documents requested have been supplied.
6. If some or all of the appropriate documents are obtained, a cover letter is prepared and sent with the documents to FRS.
7. If some or all of the appropriate documents cannot be obtained from Personnel Records, proceed to section B.

**B. PROCEDURES FOR REQUESTING DOCUMENT(S) FROM OTHER
LOCATIONS (i.e. HUMAN RESOURCE INFORMATION SYSTEM (HRIS),
PAYROLL OR WORK LOCATION(S))**

1. The Benefits Department submits a request within two (2) business days to the appropriate location(s) for the required documents. These documents may include but are not limited to Personnel Action Forms (PAF's), hiring documents, earnings records, termination documents, annual contracts, time sheets, schedule forms, and pertinent payroll records as necessary.

Supersedes:
N/A New Bulletin

Issued By:
The Benefits Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO.: H-100

PAGE: 2 OF 2

DATE: April 25, 2008

**SUBJECT: PROCEDURES FOR VERIFYING SERVICE
CREDIT OR ELIGIBILITY WITH THE FLORIDA
RETIREMENT SYSTEM**

2. The appropriate location(s) will have seven (7) business days to provide the requested documentation to the Benefits Department.
3. Upon receipt of the requested documents, personnel in the Benefits Department reviews and verifies the documents.

C. REVIEW AND VERIFICATION

1. The Benefits Department will be responsible for determining that all pertinent documents are available.
2. In the event of any uncertainty regarding missing or incomplete documents, the Benefits Department will contact the appropriate departments and/or work locations.
3. Once the Benefits Department is satisfied that all requested documents are complete and accurate, a cover letter will be prepared and sent with the documents to FRS.

D. RETENTION

1. Once the verification process has been completed the following items will be maintained by the Retirement Section of the Benefits Department for a period of three (3) years.
 - a. Original request from FRS
 - b. Additional correspondence or E-mail
 - c. Copy of documents and cover letter submitted to FRS