



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Proof of Prior Service

Policy Number: 11

Authority: Ark. Code Ann. § 21-5-207

Effective Date: April 1, 2022

Proof of prior service is necessary to account for all of an employee's past state service. Proof of prior service is needed when an employee transfers to a different state agency or is rehired by a state agency after 30 working days of termination have transpired from employment.

The Office of Personnel Management (OPM) maintains a system for documenting a state employee's salary and service history. The [Proof of Prior Service form](#) provides state agencies the ability to prove an employee's current and/or previous state employment for salary eligibility, service credit, leave accrual rate, and participation in the [Arkansas Public Employees Retirement System \(APERS\)](#).

A Proof of Prior Service form is **only** needed for a state employee who is transferring from or is rehired from an agency or institution that is not part of the Arkansas Administrative Statewide Information System (AASIS), called a non-participating agency. The form is also required if there is a conflict with the employee's date specifications in AASIS or their official personnel file. The hiring department or agency will use the [OMNI Calculation Worksheet](#) and enter the employee's previous employment dates to determine the employee's Career Service Date and Leave Accrual Date.

In a case where no documentation can be found from any previous state employer, a document trail may be found by contacting APERS, another applicable retirement system, or by obtaining the employee's W2 forms from the previous years of state employment.

A Proof of Prior Service form or forms, depending on the number of state employers, may accompany the hire packet for AASIS data entry purposes. Otherwise, the Proof of Prior Service form is maintained in the official personnel file within the agency or institution.

OPM will accept an employee's prior state service with state agencies, boards, commissions, and institutions of higher education.