maine PERS Public Employees Retirement System

46 State House Station
Augusta, ME 04333-0046
Telephone: (207) 512-3100
Toll-free: 1-800-451-9800
TTY: (207) 512-3102

PERSONNEL STATUS CHANGE FORM

(For Teacher/PLD Employers)

Instructions to Payroll Clerk: Complete and return this form to the Employer Services Unit of MainePERS whenever a member's status changes. The timeliness of MainePERS receiving this form is important. The information provides the basis for granting creditable service or processing a retirement application. Check the box(es) next to the heading below that indicate(s) the reason for the personnel action being reported.

Member Name: (Prefix) (First) (MI) (Last) (Suffix)

Social Security Number: Date of Birth: (mm) (dd) (yyyy)

Mailing Address: (Street/PO Box) (City) (State) (ZIP)

Employer Location Code: Employer Location Code:

Leave of Absence Begin or Return

LOA BEGIN: (mm) (dd) (yyyy)

LOA END: (mm) (dd) (yyyy)

REASON:
- ❑ Seasonal Layoff
- ❑ Workers' Compensation
- ❑ FMLA
- ❑ Sabbatical
- ❑ Military Leave
- ❑ Suspension
- ❑ Authorized Leave of Absence
- ❑ Unauthorized Leave of Absence

Termination/Separation

Reason: ❑ Terminated Employment ❑ Separated from Membership ❑ Deceased

LAST DAY ON PAYROLL: (mm) (dd) (yyyy)

Certifying Signature

The above information is true and correct to the best of my knowledge.

Certifying Official Signature _____ Date _____

Print/Typed Name _____ Phone _____ E-mail _____

Form #: MM-0001
Rev: 9/11