
Texas State Service/Months of Service Verification FAQs - 2017

This information was sent to employees and published online on March 1, 2017, as we began a project to update records for the almost 10,000 employees at our components. Here is updated information, as of June 12, 2017, for non-hourly employees at all locations – UNT, UNTHSC, UNT Dallas and UNT System Administration.

We now have an online method to verify Texas state agency records for faculty and salaried staff. This does not apply to hourly employees.

Why are we doing this?

It is important to record employment dates at State of Texas agencies because service dates may be used to calculate benefits for certain eligible employees. Unfortunately, there is no state depository where Texas State Service (also known as Prior State Service) is recorded, so these records are recorded manually with other state agencies. Service dates are based on information from other state employers or were submitted to System Human Resources many years ago.

The validation process is to make sure that Human Resources has correct state service employment periods recorded in our system. We will transition to an automated system as soon as possible.

- Employees will find Texas State Service information through the self-service Enterprise Information System (EIS) portal.
- Employees may log in to EIS ([MySystem](#), [MyUNT](#), [MyHSC](#), [MyUNTD](#), [MyLaw](#)), follow the prompts and review service dates. This does not apply to hourly employees, who will not see this pop-up.
- If information is correct, viewers should select *Agree*; no further action is needed.
- If information is not correct, viewers should select *Disagree*, and Records will follow up to verify dates.

What is the impact of incorrect Texas State Service information?

An incorrect Texas State Service date could delay final distribution of a lump sum payment, an incorrect longevity monthly pay amount or cause monthly vacation hours to be incorrectly accrued.

What is months of service?

Months of service is used when referring to:

- Number of months worked at a Texas state agency to determine longevity pay and vacation accrual amounts for eligible employees. We refer to this project as Texas State Service.
- This verification project does not affect retirement service credit.

Is “Texas State Service” the same as “Prior State Service?”

No, they are not the same, but are related. Texas State Service refers to the total number of months you have been employed by a Texas state agency. Prior State Service typically is used to refer to your previous employment periods with a Texas state agency. Your Prior State Service employment periods are used to determine the number of Texas State Service months that you have accrued.

Are periods of employment at an Independent School District (ISD) or junior college included in Texas State Service?

No. Texas State Service verifications include only employment periods at a Texas state agency. Independent School District (ISD) and junior colleges are not Texas state agencies and are not included in the Texas State Service verification.

Do my employment periods at an ISD and/or junior college count toward retirement service credit?

Yes. Contact TRS to review all TRS credits and records, 1-800-223-8778, 7 a.m. to 6 p.m. weekdays; automated information available 24 hours daily.

What type of employment is included in months of Texas State Service?

Faculty, staff, salaried, hourly, full-time and part-time employment periods count towards Texas State Service months of service. However, our record review does not include hourly employees. The EIS validation process is for faculty, staff, salaried, full-time and part-time employees.

On the Texas State Service EIS verification page, Months of Service is listed several times. What does each of them mean?

These fields are explained here:

The screenshot shows the 'MOS Verification' page. At the top, it says 'Verified by' followed by a blank space. Below that, it displays 'Months of State Service: 185', where the number 185 is circled in green. A callout box points to this number, stating: 'This number represents your TOTAL months of Texas State service'. Below this is a table titled 'Prior State Service' with columns for 'State Agency Number', 'State Agency Name', 'From Date', 'To Date', and 'Number of Months'. The 'Number of Months' column contains the values 35, 1, 3, 4, and 95, which are highlighted in yellow. A callout box points to these values, stating: 'The highlighted numbers factor in to the TOTAL months of State Service (circled above)'. Below the table is the 'Current Service' section, which includes 'Months of Service from Legacy System (prior to 09/01/2003):' and 'Months of Service in EIS for Current Employment: 46'. A callout box points to the '46' with the text: 'This number represents the number of months you have in connection with your current employment'. Another callout box points to the 'Legacy System' text with the text: 'If you were employed by a UNT System component prior to 9/1/2003 the number of months employed would be recorded here.' There is also a 'View Details' button at the bottom right of the current service section.

State Agency Number	State Agency Name	From Date	To Date	Number of Months
				35
				1
				3
				4
				95

What if my months do not total Months of State Service, which represents the total number of state service months?

All calculations are based on the number of state agency employment days. To convert the number of days to months, this formula is used: today's date (minus) service date (divided by) 30.5. The outcome truncates any numbers following the decimal point.

$$\text{Total number of state service months} = \frac{\text{Today's date} - \text{State agency date}}{30.5}$$

When I select "agree" this message appears:

You are currently credited with **x1** months of state service. If you agree the information above is correct, you will be credited with **x2** months.

Records will contact you when the discrepancy has been resolved.

X1 is the number of months you have based on a service date that was manually recorded. X2 is the number of months based on the employment period(s) indicated on your MOS Verification page. This message will generate if the manually recorded number of months is different from the number of months the employment periods presented represent.

Why would the number of months, manually recorded and calculated based on the employment period(s), be different?

Employment periods could be missing from the employment periods presented on the MOS Verification page or ineligible service periods, unpaid leave of absence, for example, could be included in the manually recorded date.

When you select "Agree" and this message appears, the Records team is notified. The Records team will research your information and follow-up with you once the nature of the discrepancy is identified.

Should I select "Disagree" if this message appears?

You are currently credited with **x1** months of state service. If you agree the information above is correct, you will be credited with **x2** months.

Records will contact you when the discrepancy has been resolved.

You should select "Disagree" only if the employment periods presented are incorrect. If the employment periods presented are correct, select "agree". A Records team member will follow up with you if the message appears, as we will research to identify the nature of the discrepancy.

What is the criteria to earn Texas State Service credit?

All Texas state agency employees earn service credit when employment with a Texas state agency begins. Salaried faculty and staff employees earn credit for the calendar month if the employee:

- Was hired on the first day of the month.
- Is not on an unpaid leave of absence for a full calendar month (excluding military leave of absence).
- Did not end employment, voluntary or involuntarily, before the end of the month.

Also:

- If employment ended prior to month's end, service credit is given for the number of days worked.
- Nine-month faculty and staff employees receive months of service credit for 9 months they work. Summer credit is earned if work is performed during the summer.
- Hourly employees receive months of service credit when work was performed.
- Employees returning to state agency employment from a military leave receive months of service credit for the period they were on a leave of absence due to military leave.

Do I receive state service when I was on paid faculty development leave?

Yes. State service credit is earned while on paid faculty development leave. State service credit is not earned when an employee is on an unpaid leave for a full calendar month.

I was an hourly employee for three (3) years. How is my hourly state service calculated?

Hourly employment periods receive state service credit when work was performed. If you were an hourly employee for three (3) years, you will receive state service credit for the days you worked during that three (3) year period.

If, for example, you worked 50 days during those three (3) years, you will receive state service credit for 50 days.

I was an hourly employee while I was a salaried staff employee. How is my hourly state service calculated?

Employees who are employed as a salaried and hourly employee at the same time receive state credit based on their salaried job.

I have another job at another Texas state agency. How is my state service calculated?

Employees who are employed by two, or more, Texas state agencies receive state service credit from only one of the state agencies. We would document our records to show which state agency was serving as the primary agency so dual credit would not be received.

Who is eligible to receive longevity pay?

Faculty and hourly employees are not eligible for longevity pay. Full-time staff employees are eligible for longevity pay after 24 months of Texas state agency employment, according to State of Texas law. Employees receive \$20 per month longevity pay in incremental amounts with a maximum of \$420 after 505 months of employment.

When is Texas State Service months updated?

Texas state service months are updated every weekday morning from 5 a.m. to 6:30 a.m. If you access your months of service on the EIS portal during this time, the information displayed could display the incorrect number of current employment months, total number of months, or both.

Thank you for your assistance and for your service to our university system and State of Texas.

Updated June 12, 2017