

# Checklist - Part-Time > Full-Time Status Change

Congratulations on your change to full-time status! As part of your transition to full-time status, we will need you to complete ALL REQUIRED DOCUMENTS in the change status packet. Below is a list of the documents included in the change status packet. ALL ARE REQUIRED unless otherwise noted as optional. Please complete all required documents before submitting them to Human Resources. Use the Document List below to confirm you have completed all the required documents. Please be aware that incomplete paperwork may delay your change status effective date.

Please note that your appointment is pending approval from the West Seneca Town Board.

If you have any questions, please feel free to reach out to Lisa Scibetta, HR Director at lscibetta@twsny.org or by phone at (716) 558-3267.

DOCUMENT NAME	CHECK WHEN COMPLETED
ECO CHANGE FORM	
NYSLRS MEMBERSHIP REGISTRATION	

Univera Healthcare Plan Information and Enrollment Form Provided Separately CSEABF Enrollment Form for Dental and Vision Provided Separately NYS Deferred Compensation Program Information Provided Upon Request

# Employee Change Form Information

For Supplementary Payroll Certification Report of Personnel Change to Erie County

# Effective Date:

Employee Data			
Social Security Number:		Retirement Number:	
Name (Last, First):		Veteran Exemption (Y/N	1):
Street Address:		Dates of Service:	From: To:
City/Town:		Volunteer Firemen: (Y/N	1)
Zip Code:		Dates of Service:	From: To:

Title – Classification – Salary Information			
Are you currently employed by the Town of West Seneca? (Y/N)			
If "yes", complete	below. If "no", leave blank:	Must be completed:	
Current Title:		New Title:	
Current Salary:		New Salary:	
Type (Check One):	Meeting	Type (Check One):	Meeting
	Daily		Daily
	Hourly		Hourly
	Weekly	] [	Weekly
	BiWeekly		BiWeekly
	Quarterly		Quarterly
	Annually		Annually
Classification:	Competitive	Classification:	Competitive
(Check One)	Non-Competitive	(Check One)	Non-Competitive
	Labor		Labor
	Exempt		Exempt
	Unclassified		Unclassified

Employee Type – For Temporary Appointment, WRITE IN END DATE		
Full Time Permanent	Part Time Temporary Seasonal	
Full Time Provisional	Regular Part Time Permanent	
Full Time Temporary	Regular Part Time Temporary	
Part Time Regular Permanent	Full Time Contingent Permanent	
Part Time Temporary	Part Time Provisional	
Part Time Permanent	Regular Part Time Provisional	

**Employees' Retirement System** Office of the New York State Comptroller Received Date **Membership Registration RS 5420** New York State and Local Retirement System 110 State Street, Albany, New York 12244-0001 Plan Tier Rate Date of Membership (mm/dd/yyyy) Fax Number: (518) 486-4382 For questions concerning Member Enrollment call: (518) 474-3081 Social Security Number \* NYSLRS ID **Registration Number** Part 1: Employee - Read information provided on page 2. Complete part 1 and sign at the bottom of the form. Middle Initial: Employee's Last Name: First Name: Employee's Address: City State **Zip Code** Date of Birth (mm/dd/yyyy) Former Name: (if applicable) Sex Are you receiving or about to receive a pension from a New York State or New York City public retirement system? Yes No If yes, please indicate name of system: Are you inactive or withdrawn from a New York State or New York City public retirement system? Yes No If yes, please indicate name of system: (NYS Teachers', NYS Employees', NYS Police and Fire, NYC Police Pension Fund, NYC Fire Pension Fund, NYC Board of Education, NYC Teachers', NYC Employees') Part 2: Employer - See page 2 for additional information and instructions regarding the completion of this form. Employer's Name: Employer's Telephone: Employer's Address: **Employer's Fax Number:** Job Code [1] **Employee Classification** Regular [2] ☐ Full Time ☐ 12 Month ☐ 10 Month ☐12 M Provisional LIOn Call Part Time Temporary Seasonal Substitute Per Diem Date of Full-Time Permanent Standard For State Agency Use Only -**Location Code** Hire Date [3a] Workday [4] Agency Code Appointment [3b] Day Month Month Year Day Year For a substitute, seasonal, on call or per diem employee, please check if he/she/they Frequency of Payment Semi - Monthly Monthly Quarterly Semi- Annually Annually Other- Please Specify\_ | Weekly | Bi-Weekly Projected Annualized Wage [5] Tier 6 requires employers to determine the Annualized Wage for individuals who work part-time, seasonal, or on an hourly, daily, or unit of work basis. We ask that you use this calculation for all other tiers as well. See page 2 for examples. Important: If your employment is on a part-time, temporary or provisional basis, or less than 12 months a year, membership is optional. If your membership is optional, you must sign and date below to affirm Retirement System Membership. I acknowledge that my membership in the New York state and Local Retirement System is governed by provisions of Article 15 of the Retirement and Social Security Law and that I am entitled to all the benefits thereof. I understand that, as required by law, a deduction will be made from my salary or compensation for retirement contributions. Date: \_\_\_ Employee's Signature:

**Employee's Email Address:** 

**Employee's Telephone Number:** 

#### Part 1 - Employee Instructions

**Important:** If your employment is on a part-time, temporary or provisional basis, or less than 12 months a year, membership is optional. If your membership is optional and you **do not wish** to join the Retirement System, do not complete this application.

**Warning:** If you are receiving or are about to receive a pension from another New York State or New York City public retirement system, contact us directly before enrolling in NYSLRS. Enrollment may result in suspension of your pension benefit. NYSLRS retirees should contact us directly before enrollment to discuss working after retirement and possible restoration of membership.

#### **Membership Information:**

- If you are currently an active or vested member of any other public retirement system in New York State, you should contact that system concerning the advantages of transferring your membership to this System. Failure to contact that system could cause loss of the privilege of transferring membership and may affect contribution cessation dates.
- If you were previously a member of any public retirement system in New York State, and your membership was terminated or withdrawn, you may be eligible for a reinstatement of that membership. It is highly recommended that if you have a prior Tier 1 or 2 membership in any New York public retirement system that you complete the Tier Reinstatement application, RS5506 and include it with your membership registration application.
- You may also be eligible to receive credit for public service earned with a participating employer before your current date of membership. This additional service may impact your future benefits.
- You are covered by the Death Benefit allowed by law for your tier and plan status. If you have not already done so, complete an RS5127 Designation of Beneficiary with Contingent Beneficiaries form to designate beneficiary(ies) to receive an Ordinary Death Benefit. If there is no RS5127 Designation of Beneficiary with Contingent Beneficiaries on file with this System, your Ordinary Death Benefit will become payable to your estate.

### Part 2 – Employer Instructions - Field Explanation and information:

- [1] Job Code— As the employer, you will need to reference our job code list at <a href="https://www.osc.state.ny.us/retire/retirement\_online/job\_codes.php">https://www.osc.state.ny.us/retire/retirement\_online/job\_codes.php</a> to determine which job code is applicable to the employee's job title. If the title is accountant, auditor, physician, attorney, engineer or architect, please submit documentation as indicated at <a href="https://www.osc.state.ny.us/retire/employers/">https://www.osc.state.ny.us/retire/employers/</a> employer reporting basics/emp-membership-basics/independent vs employee.php
- [2] Regular is the same as Permanent or Probationary. Temporary is anything other than regular.
- [3a] Hire Date is the first time the employee was hired for the job criteria entered.
- [3b] Full-Time permanent appointment box must only be completed if at anytime the employee is appointed to a (permanent or probationary) 12 month, full-time position earning no less than current state minimum wage
- [4] Standard Workday A standard workday (hrs/day) applies to all tiers. The minimum number of hours that can be established for a standard workday is six, while the maximum is eight. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily the number of hours the person actually works. For example, if a bus driver works four hours a day, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation. When entering the information on the Employer Retirement Online, you will need to select "Daily" for Work Period and then enter the standard work day in the standard day field.
- [5] Projected Annualized Wage Examples of Tier 6 annual wage for individuals paid at an Hourly, Daily or Unit of Work basis of compensation:

compensation.	
Hourly Employees  12 month Employee: \$ X X 260 = \$  Hourly Standard Days Annual Rate Workday Worked Wage	Daily Employees  12 month Employee: \$ X 260 = \$  Daily Days Annual  Rate Worked Wage
10 month Employee: \$XX 180 = \$ Hourly Standard Days Annual Rate Workday Worked Wage	10 month Employee: \$X 180 = \$ Daily Days Annual Rate Worked Wage
Unit of Work Employees  \$X = Unit Rate  # of Events**  Annual Wage  **Estimated or Actual	Unit of Work Employee Example: Paid \$50 per Meeting  \$ 50

**Note:** Any questions regarding annualized wage, please contact the Retirement System.

#### \*Social Security Disclosure Requirement

In accordance with the Federal Privacy Act of 1974, you are hereby advised that disclosure of your Social Security account number is mandatory pursuant to Sections 11, and 34 of the Retirement and Social Security Law. The number will be used in identifying retirement records and in the administration of the Retirement System.

# **Personal Privacy Protection Law**

The Retirement System is required by law to maintain records to determine eligibility for and calculate benefits. Failure to provide information may interfere with the timely payment of benefits. The System may be required to provide certain information to participating employers. The official responsible for record maintenance is the Director of Member and Employer Services, NYS and Local Retirement System, Albany, NY 12244; call toll-free at 1-866-805-0990 or 518-474-7736 in the Albany Area.