



Part-Time Employees Service Credit Conversion AFSCME Request Form

Employee Name	Employee ID	Date of Request
Current Classification	Effective Start Date of Current Classification	

Please list from most recent to earliest Part-Time appointment(s)

↓ *HR to Complete* ↓

1. Previous (Part-Time) AFSCME Classification	Effective Start Date	Total Hours
2. Previous (Part-Time) AFSCME Classification	Effective Start Date	Total Hours
3. Previous (Part-Time) AFSCME Classification	Effective Start Date	Total Hours
4. Previous (Part-Time) AFSCME Classification	Effective Start Date	Total Hours
5. Previous (Part-Time) AFSCME Classification	Effective Start Date	Total Hours
Grand Total Hours:		

Employee Signature

Date

For HR Employee Relations Use Only

Total PT Hours	Total PT Hours Converted into Years

Employee Relations Signature

Date

For HRIS Use Only

Input Date	Input By