
How to Verify Texas A&M Service for Service Pin Recognition

General Information:

- Verification of Texas A&M service is to determine eligibility for a service pin, based on the current calendar year. The total years of service, projected through 12/31/09, may include an employee's current Texas A&M service, plus any prior Texas A&M service. For service accumulated from a system member or a state employer, this will count towards an employees' full years of service, if a portion of their salary was funded by Texas A&M.
- Current Texas A&M employees budgeted for 50% effort or greater and who receive some portion of their salary funded by Texas A&M are eligible for recognition. Employees who are transferred from one funding source to another for budgetary reasons will be eligible if a portion of their funding during the calendar year was from Texas A&M.
- A working retiree is eligible for service pin recognition as long as they meet the above criteria.
- A faculty member's time on sabbatical or faculty development leave will count toward full years of service for service pin recognition.
- This service verification process is **not** related to years of service for retirement eligibility or other purposes.

Process for verifying service for 20-year pin recognition:

For 20-year service verifications, HR identified employees who may be eligible for this award from current Budget/Payroll/Personnel (BPP) system records based on their original date of hire. However, this original date of hire may not be accurate for service recognition purposes if the employee had a break in service or if the original date of hire reflects the date of hire with any component of the A&M System.

The following are suggested steps to verify the employee's service:

1. Contact the employee and review the information provided on the form.
2. If the employee verifies the information is correct, you have the option to verify against department records or sign the form based on the employee's verification.
3. If the employee states the information is not correct, you can take any of the following next steps.
 - a. Obtain the information from the employee if they can provide accurate service dates.
 - b. If necessary, assist the employee with the option of requesting employment verification from Payroll Services at <http://payroll.tamu.edu/resources/employmentVerification.asp>.
 - c. If appropriate, review the information in department records.
4. Once you have enough information to feel comfortable that it is accurate for the pin recognition, sign the form and obtain the department head or designee's signature.

Process for verifying service for 25+ year pin recognition:

For 25+ year service verifications, HR identified employees based on prior receipt of service pins, original hire date and continuous employment since the last pin was received.

To simplify the process for 25+ service verifications, we only ask for a minimal review of the employees to assure that we have not identified any ineligible employees. If you determine that an employee's information is incorrect, please refer to steps 1-3 of the 20-year pin recognition process suggested above to obtain the correct information. Once you have reviewed the information and feel comfortable that it is accurate for the pin recognition, sign the form and obtain the department head or designee's signature.

Process for verifying service of employees not identified by HR:

Please note that employees with a break in service may have been omitted. For any eligible employees who may have been omitted, based on your records and/or visiting with the employee, please provide the employee's name, UIN and years of service along with the pertinent information listed on the attached form(s). Your assistance is important to assure all employees who deserve this honor are identified.

For more information about the Years of Service recognition program, go to <http://employees.tamu.edu/employees/WorkLife/recognition/yos.aspx>. If you have any further questions, please contact Evelyn Castaneda at ecastaneda@tamu.edu or 862-7418.