

## Instructions for preparation of form 459-310T Separation from PERS-Covered Position

**Note:** Salary and contributions should not include previously reported dollars from prior separations in effective calendar year.

1. Enter member's name.
2. Enter member's Social Security number.
3. Enter member's mailing address.
4. Check box to indicate which tier member is in.
5. Check box if known or applicable.
6. Enter employer name, phone number, and PERS-assigned four-digit employer reporting number.
7. Date member began in a qualifying position.
8. Class of employment for retirement. Please identify "other" if applicable.
9. Last day the person was actually working on the job in a PERS-covered position.
10. Date of final payment of salary paid in a PERS-covered position.
11. Complete the applicable box(es) and date(s). Please identify "other leave" if applicable.
12. Complete if applicable. If the answer is yes, enter dates. If the leave began in a prior calendar year and carried over to current calendar year, enter actual starting date. If you report more than one period in the current calendar year, please attach an additional sheet. If you have not yet completed a Leave of Absence Without Pay form, please complete the form now and submit with this Notice of Separation.
13. Employer must complete lines 13a through 13e. Enter zero if there is no amount or it is unknown.
  - a. Enter the number of hours of sick leave accumulated per available records.
  - b. Enter the number of hours of sick leave transferred in from other employer(s).
  - c. Enter the number of hours of sick leave reinstated upon the rehiring of a former employee.
  - d. Enter the number of hours of sick leave reported on previous notices of separation or on previous employment class change reports (if included in line 13a).
14.
  - a. Include all PERS contributions paid by the member on a pre-tax basis in 2003. Include separate values for contributions before July 1, 2003, and for contributions on or after July 1, 2003.
  - b. Include all PERS contributions paid by the member on an after-tax basis in 2003. Include separate values for contributions before July 1, 2003, and for contributions on or after July 1, 2003.
  - c. Include all PERS contributions paid by the employer on behalf of the employee on a pre-tax basis in 2003. Include separate values for contributions before July 1, 2003, and for contributions on or after July 1, 2003.
  - d. Include all unit contributions paid by the member during 2003. Include separate values for contributions before July 1, 2003, and for contributions on or after July 1, 2003.
15. Gross salary **paid** per your records. Include separate values for gross salary paid before July 1, 2003, and for gross salary paid on or after July 1, 2003.
16.
  - a. Amount of salary paid during six-month qualifying period **not** subject to PERS contributions in 2003. Include separate values for salary paid before July 1, 2003, and for salary paid on or after July 1, 2003.
  - b. Payments made during 2003 (other than 16a above) that were not subject to PERS contributions. Include separate values for payments made before July 1, 2003, and for gross salary paid on or after July 1, 2003.
  - c. Total of lines 16a and 16b.
17. The difference of line 15 minus line 16c. Include separate values for salary paid before July 1, 2003, and for salary paid on or after July 1, 2003.
18. Lump-sum vacation payoff included in item 15, if any. Be sure to include separate values for lump-sum vacation payoff paid before July 1, 2003, and for lump-sum vacation payoff paid on or after July 1, 2003.
19. Total gross salary earned per your records for Tier Two member.
20. This form must be signed by an authorized employer representative.

### If the job segment which this form applies to:

	Use form #459-310	Use new form #459-310T
Includes June 30, 2003	No	Yes
Begins and ends before June 30, 2003	Yes	No
Begins and ends after June 30, 2003	Yes	No

