MCOE CERTIFICATED PERSONNEL INFORMATION FORM

Certificated Employee to Complete

SSN_____ Date of Birth_____Gender_____

Last Name_____First Name_____M.I.___

List school year and District where you last taught: Year_____District_____

Are you presently teaching in another school district? Yes☐ No☐ School Year_____

If yes, District Name_____Status: Full Time☐ Part Time☐ Substitute☐

Are you an Exchange/Sojourn Teacher? Yes☐ No☐ Visa Type and Date of Entry in US_____

Are you a member of the Public Employees Retirement System (CalPERS)? Yes☐ No☐

Are you a member of the State Teachers' Retirement System (CalSTRS)? Yes☐ No☐

If STRS "No", did you: Retire☐ Refund☐ Date of Retire/Refund: _____

Non-STRS Members (Not STRS Retirees): Was Permissive Membership Form ES350 provided to you? Yes☐ No☐

PERS Members: Was the Retirement System Election ES372 provided to you? Yes☐ No☐

Employee Signature:_____ Date:_____

School District to Complete

District Org: 24 District Name Hartnell CCD Hire Date_____

First Day Worked_____ Pay Frequency: 10Mo☐ 11Mo☐ 12Mo☐ % of Contract_____

Frontline EmID_____ **If not Full-time:** Substitute☐ Part-Time☐ Adult School☐ Exchange/Sojourn☐

REAP Verification: 2% @ 60☐ 2%@62☐ Non-Member/Not Found☐ Date of Membership/ Non-Member Date _____

If employee is not a STRS member (also NOT a retiree) and does not mandatorily qualify, was the Permissive Membership Form ES350 provided to employee? Yes☐ No☐

*If EE **elects** Membership on form ES350, set Payroll Retirement Tab to "Member" and submit completed ES350 to MCOE with this personnel information form.*

*If EE **declines** Membership on form ES350, set Payroll Retirement Tab to "Non-Member", file copy of ES350 and submit completed ES350 to MCOE with this personnel information form.*

If employee is a PERS member and would otherwise mandatorily qualify for STRS membership, was the Retirement Election Form ES372 provided to employee? Yes☐ No☐ *Give form to EE within 10 days; EE has 60 days to elect*

*If EE elects **PERS** on form ES372, submit completed ES372 and Form AESD-1 to MCOE PERS Retirement Specialist*

*If EE elects **STRS** on form ES372, file copy of ES372, set Payroll Retirement Tab to "Member" and submit completed personnel information form to MCOE STRS Retirement Specialist*

District Representative Name _____

District Signature _____ Date _____