



Work Record: Exempt Rehired Retiree

Rehired retirees holding exempt positions are required to maintain accurate records of time worked in compliance with regulations of the Public Employees' Retirement System of Mississippi (PERS). PERS reserves the right to audit the days and hours worked for exempt rehired retirees.

Instructions: For each day in the pay period, record the time (total number of hours) worked. Submit the completed, signed form to the department or unit head for certification.

EMPLOYEE INFORMATION	SEMI-MONTHLY PAYROLL PERIOD
MSU ID No.	Beginning (month/day/year)
Name	Ending (month/day/year)
Department	

Each semi-monthly pay period includes whole work weeks (which run from 12:01 a.m. Sunday to 12:00 midnight Saturday), plus additional days from work weeks which may begin and end in different pay periods. Begin this record with the first work day in the pay period.

↓ WEEK 1 ↓			↓ WEEK 2 ↓			↓ WEEK 3 ↓		
Day	Month/Date	Time Worked	Day	Month/Date	Time Worked	Day	Month/Date	Time Worked
Sunday			Sunday			Sunday		
Monday			Monday			Monday		
Tuesday			Tuesday			Tuesday		
Wednesday			Wednesday			Wednesday		
Thursday			Thursday			Thursday		
Friday			Friday			Friday		
Saturday			Saturday			Saturday		

I certify this record is accurate and accounts for my time worked during the period indicated.	I certify the time recorded is correct.
Employee Signature ↑	Department/Unit Head Signature ↑

Recordkeeping

EMPLOYEE WORKS TIME AS SCHEDULED: Departments should retain the signed original for a period of four (4) years.

EMPLOYEE DOES NOT WORK AS SCHEDULED: Attach the signed original of this form to the original Employment Action Form (EAF) for processing to reduce pay for the time not worked in the pay period. Departments should keep copies of signed originals for a period of four (4) years.