



Member SSN _____

If your office provides certification through separate PDF or Excel documents, please include all information requested on this form.

Member Information

Name _____

Requesting TRS Counselor _____

PID (optional) _____

Fair Labor Standards Act Eligibility and Overtime

Please select the classification that applies to this member.

- This member is exempt from the Fair Labor Standards Act.
If you select this box, **you do not** need to complete the salary certification requested below.
- This member is non-exempt, **but has not been paid** overtime wages at the rate of time and a half.
If you select this box, **you do not** need to complete the salary certification requested below.
- This member is non-exempt, **and has been paid** overtime wages at the rate of time and a half.
If you select this box, please complete the salary certification below.

Salary Certification

Please certify wages per each requested scholastic year (July 1 - June 30).

If your employee earns overtime at the rate of time and a half, those wages must be reported with the "overtime" payment reason through Employer Self-Service.

Regular Pay is base wages including straight/gap time, shift differential pay, call-back pay, paid leave (not taken as lump sum), and other related pensionable compensation

Overtime Pay is wages earned in accordance with FLSA at the rate of time and a half for working more than 40 hours per week

Lump Sum/Longevity Pay is pensionable bonuses and other one-time payments, wages for coaching, labs, or any time worked outside the members's normal contract

Scholastic Year July 1 - June 30	Regular Pay	Overtime Pay	Lump Sum/ Longevity Pay	Position Classification (Nurse, Maintenance, Clerical, etc.)

Employer Certification

I certify the information above is true and correct according to the records in this office.

Name and Title _____
Please Print

Name of Agency _____
Full name, no initials please

Telephone Number _____

Sign Here →
Certifying Official

Signature _____ Date _____