Instructions for OTRS Employment Certification on Etrieve

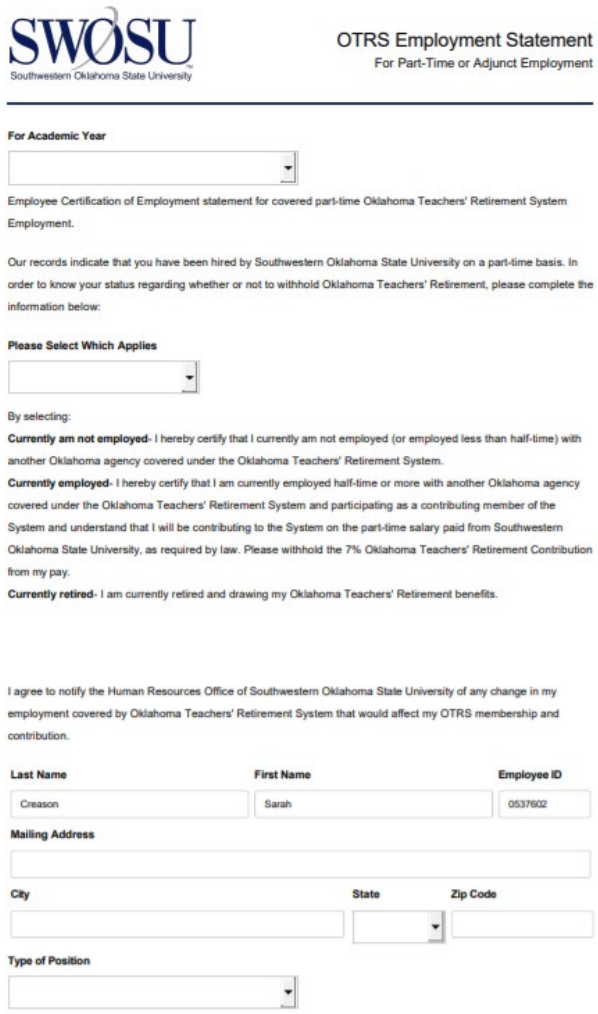
Step 1: Login: Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on OTRS Employment Certification under the Human Resources section

Step 5: Complete the form (a member of HR will advise which Academic Year needs to be selected)



SWOSU
Southwestern Oklahoma State University

OTRS Employment Statement
For Part-Time or Adjunct Employment

For Academic Year

Employee Certification of Employment statement for covered part-time Oklahoma Teachers' Retirement System Employment.

Our records indicate that you have been hired by Southwestern Oklahoma State University on a part-time basis. In order to know your status regarding whether or not to withhold Oklahoma Teachers' Retirement, please complete the information below:

Please Select Which Applies

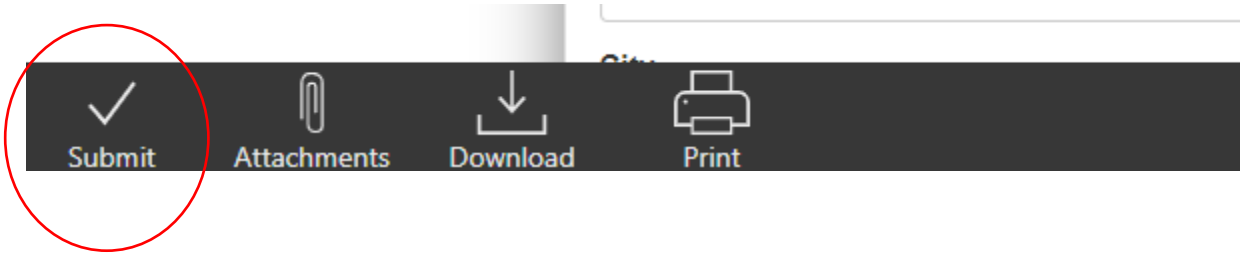
By selecting:
Currently am not employed- I hereby certify that I currently am not employed (or employed less than half-time) with another Oklahoma agency covered under the Oklahoma Teachers' Retirement System.
Currently employed- I hereby certify that I am currently employed half-time or more with another Oklahoma agency covered under the Oklahoma Teachers' Retirement System and participating as a contributing member of the System and understand that I will be contributing to the System on the part-time salary paid from Southwestern Oklahoma State University, as required by law. Please withhold the 7% Oklahoma Teachers' Retirement Contribution from my pay.
Currently retired- I am currently retired and drawing my Oklahoma Teachers' Retirement benefits.

I agree to notify the Human Resources Office of Southwestern Oklahoma State University of any change in my employment covered by Oklahoma Teachers' Retirement System that would affect my OTRS membership and contribution.

Last Name	First Name	Employee ID
Creason	Sarah	0537602

Mailing Address

City	State	Zip Code

Type of Position

Step 6: Once completed, hit the submit button at the bottom of the form.