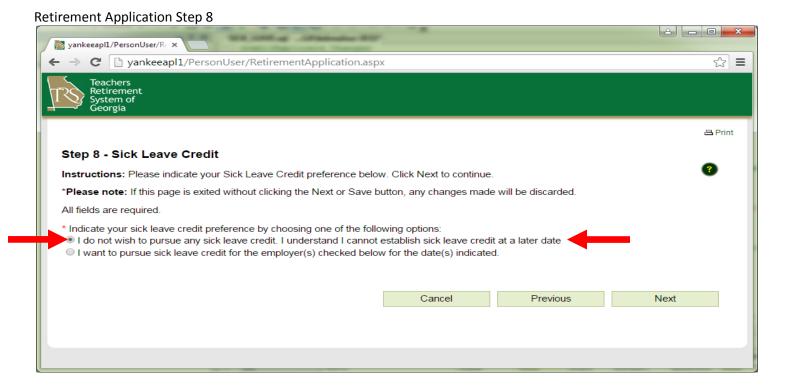
Sick Leave Credit: Do Not Pursue Sick Leave Credit

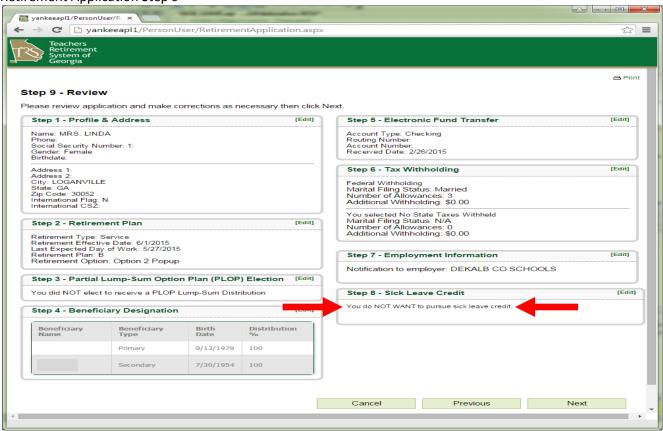
Step 8 in the retirement application process asks the member to indicate whether or not he or she would like to pursue sick leave credit. If the member does not wish to pursue sick leave credit, he or she will click on the "I do not wish to pursue any sick leave credit..." button and click Next to continue.



Sick Leave Credit: Do Not Pursue Sick Leave Credit continued

Step 9 in the retirement application process provides the member with the opportunity to review the information entered. You can see it restates that the member does not wish to pursue sick leave credit.

Retirement Application Step 9



The following disclaimer will be presented online before the member signs and submits the online application.

We will be contacting DEKALB CO SCHOOLS to verify your last date of employment and salary information.

I do not wish to pursue any sick leave credit. I understand I cannot establish sick leave credit at a later date.

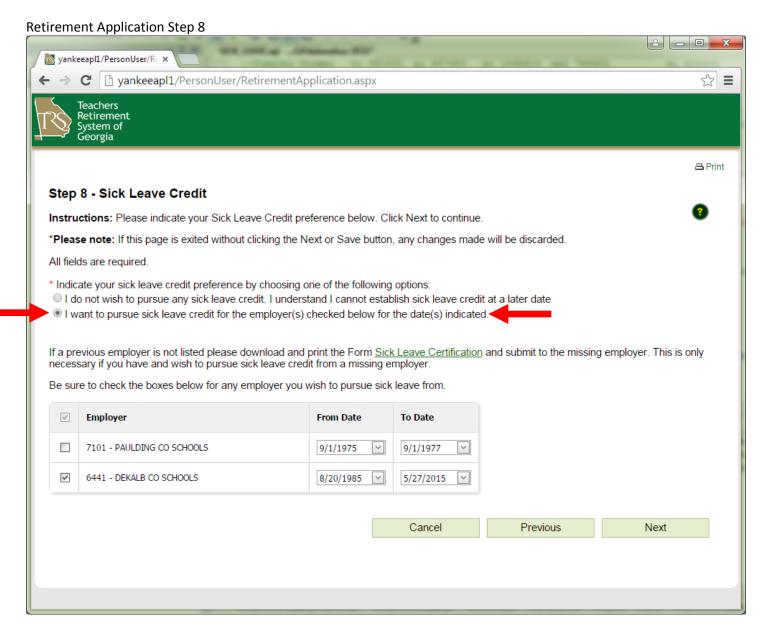
By signing below,
I verify that the information provided on this Application for Retirement is accurate. I acknowledge that I have read and understand the plans of retirement and the provisions for the optional allowances available to me. Once my first benefit payment has been mailed, I cannot change my plan of retirement except under the limited conditions stated in Georgia law. I understand that the beneficiary designation(s) I have listed on the online retirement application supersede any beneficiary

We will be contacting DEKALB CO SCHOOLS to verify your last date of employment and salary information.

I do not wish to pursue any sick leave credit. I understand I cannot establish sick leave credit at a later date.

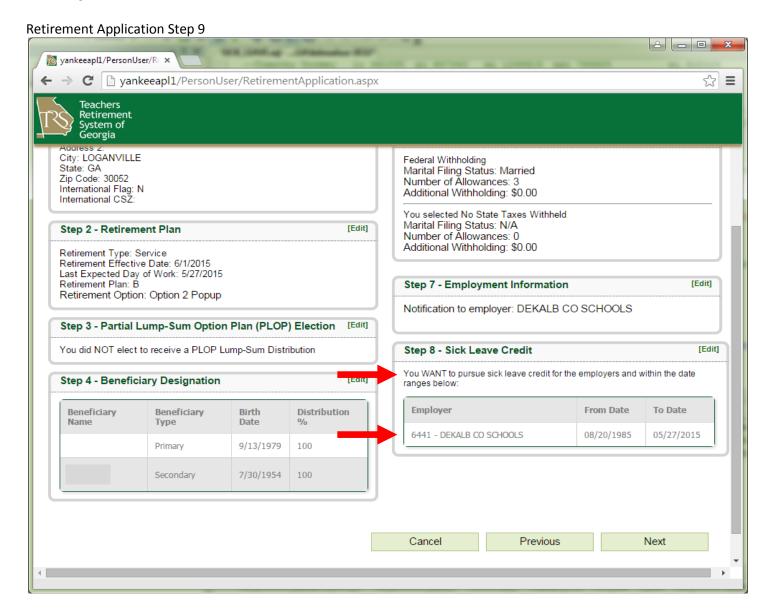
Sick Leave Credit: I Want to Pursue Sick Leave Credit

Step 8 in the retirement application process asks the member to indicate whether or not he or she would like to pursue sick leave credit. If a member clicks the "I want to pursue sick leave credit..." button, then all employers in the TRS database will automatically be checked. If the member does not want a certain employer (s) contacted, he or she will have to click on the box next to that employer to uncheck it. Only checked boxes will be contacted by TRS for sick leave credit verification. Once the member's choices have been made, he or she clicks **Next** to continue.



Sick Leave Credit: I Want to Pursue Sick Leave Credit continued

Step 9 in the retirement application process provides the member with the opportunity to review the information entered. You can see it displays the employer from which the member wishes to pursue sick leave credit. After reviewing the screen, the member clicks *Next* to continue.



Sick Leave Credit: I Want to Pursue Sick Leave Credit continued

The following disclaimer will be presented online before the member signs and submits the online application. It will also list any employers from which the member declined to pursue sick leave credit.

We will be contacting DEKALB CO SCHOOLS to verify your last date of employment and salary information.

Sick Leave Credit:

I want to pursue sick leave credit for the employer(s) below for the date(s) indicated:

Employer: DEKALB CO SCHOOLS From Date 8/20/1985 To Date 5/27/2015

I do not wish to pursue any sick leave credit for the employer(s) below for the date(s) indicated. I understand I cannot establish sick leave credit at a later date.

Employer: PAULDING CO SCHOOLS From Date 9/1/1975 To Date 9/1/1977

By signing below,

I verify that the information provided on this Application for Retirement is accurate. I acknowledge that I have read and understand the plans of retirement and the provisions for the optional allowances available to me. Once my first benefit

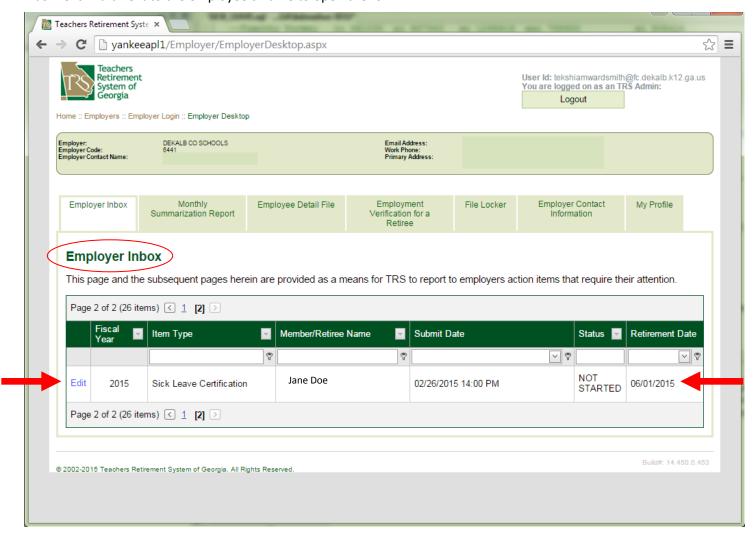
We will be contacting DEKALB CO SCHOOLS to verify your last date of employment and salary information.

Sick Leave Credits - We will be contacting employers where sick leave pursured

Employer	Pursue Sick Leave	From Date	To Date	
PAULDING CO SCHOOLS	NO	9/1/1975	9/1/1977	
DEKALB CO SCHOOLS	YES	8/20/1985	5/27/2015	

Employer Inbox: Sick Leave Certification

Once a member has submitted his or her retirement application, you will receive a notice in your Employer Desktop Inbox. Click *Edit* next to the employee's name to open the form.



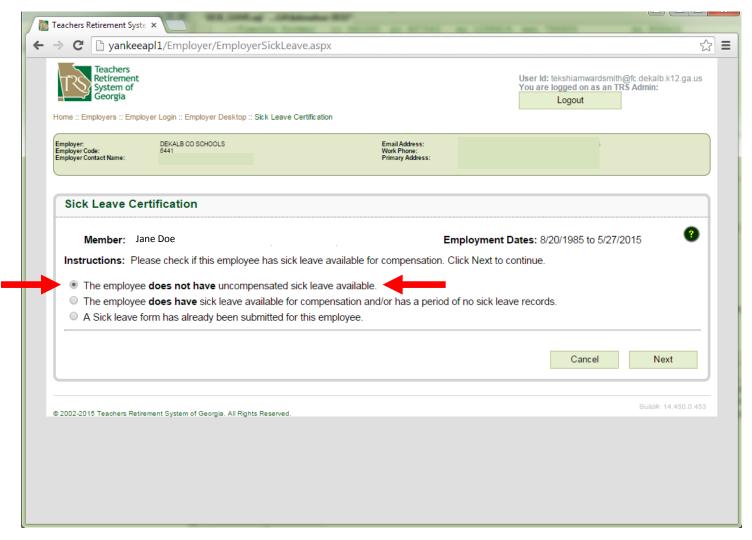
Employer Inbox: Sick Leave Certification continued

There are three choices available:

- 1. Employee DOES NOT HAVE uncompensated sick leave available.
- 2. Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records.
- 3. Sick Leave form has already been submitted.

Employee DOES NOT HAVE uncompensated sick leave available.

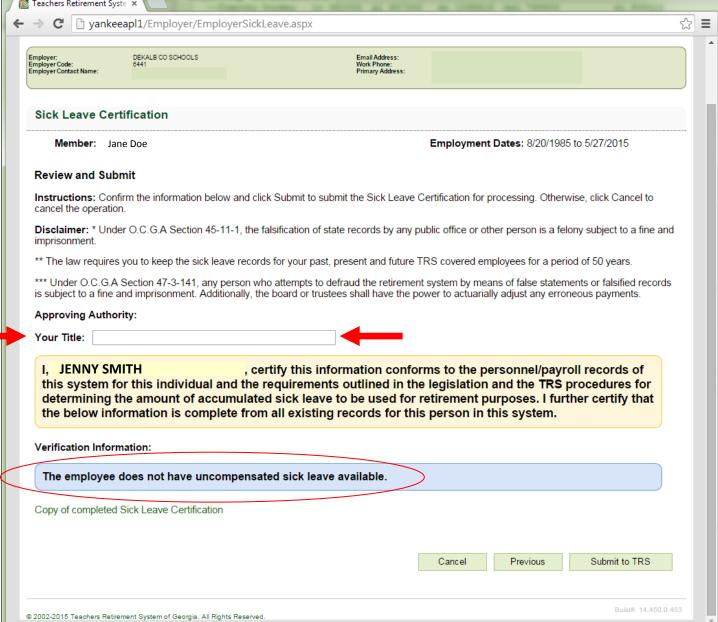
If the member does not have uncompensated sick leave available, click on the first button as shown below. Click **Next** to continue.



Employer Inbox: Sick Leave Certification continued

The next screen asks you to confirm your choice. Enter your job title and then click **Submit to TRS**.

Employee DOES NOT HAVE uncompensated sick leave available. Teachers Retirement Syste × ← ⇒ C yankeeapl1/Employer/EmployerSickLeave.aspx

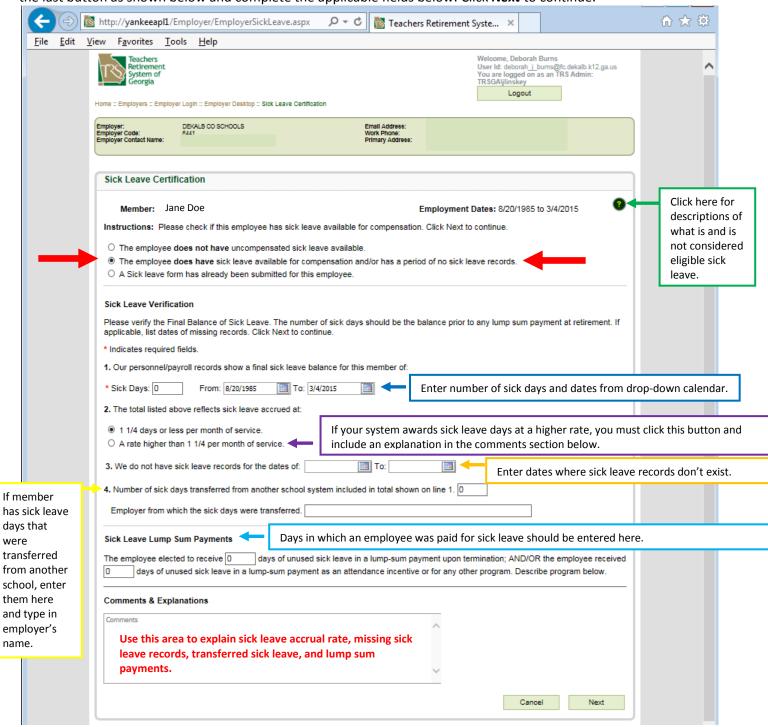


Employer Inbox: Sick Leave Certification continued

There are three choices available:

- 1. Employee DOES NOT HAVE uncompensated sick leave available.
- 2. Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records.
- 3. Sick Leave form has already been submitted.

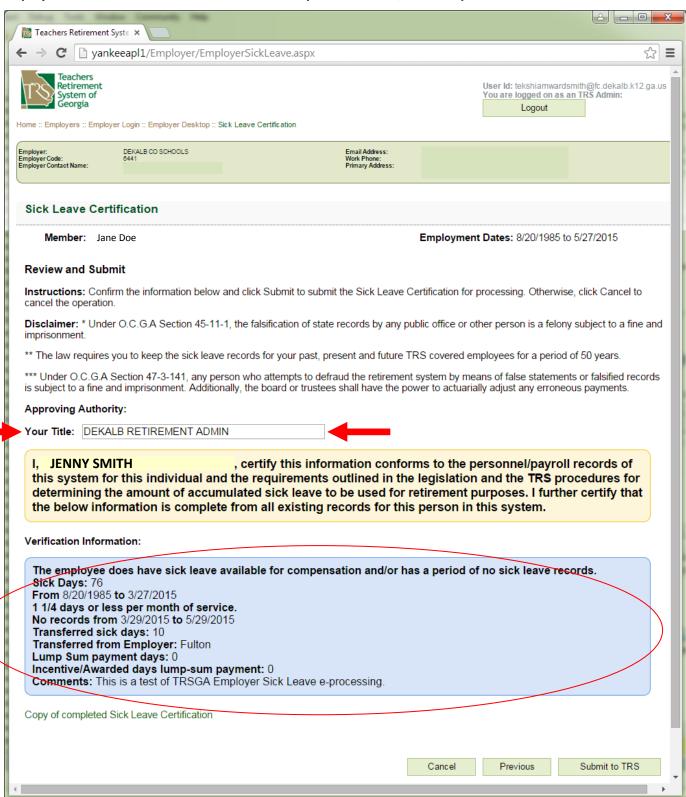
If Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records, click on the last button as shown below and complete the applicable fields below. Click **Next** to continue.



Employer Inbox: Sick Leave Certification continued

The next screen asks you to confirm the information. Please enter your job title and then click **Submit to TRS**.

Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records.



Employer Inbox: Sick Leave Certification *continued*

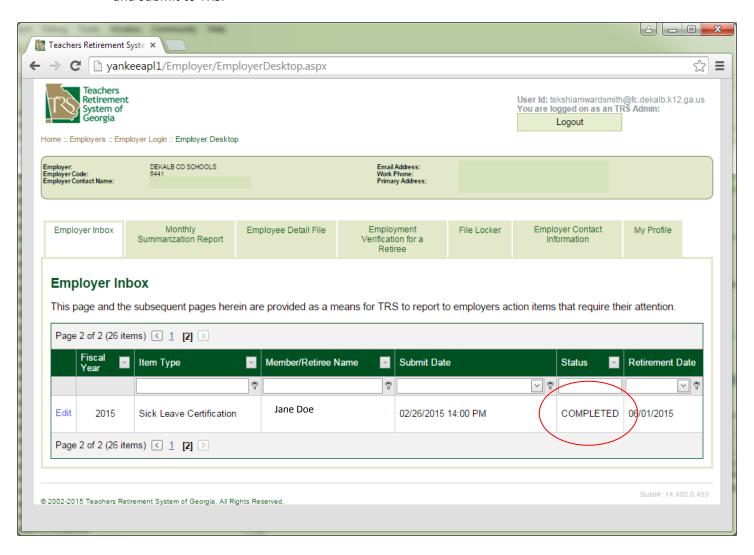
This is what the Sick Leave Certification form will look like in the TRS database.

C file:///C:/	Users/kdonahue	/Downloads/TR	SGA_SickLeaveCert	t_02-26-2015%20(3).pdf	5
		,		(7/1	
	Te		nent System of G ave Certification	eorgia	2/26/2015 2:22:55 PM	
Member Name:						
Beginning Date of E	mployment:	Jane Doe 8/20/1985				
Anticipated Last Day		5/27/2015				
Anticipated Date of I		6/1/2015				
Employer:		DEKALB CO S	CHOOLS			
Employer Sick Leave	e Verification Info	mation				
The employee does	have sick leave av	ailable for compe	nsation and/or has a	period of no sick lea	ve records.	
Sick Leave Days ren	maining: 76.	00 From 8/20/	1985 to 3/27/2015			
X The total liste	ed above reflects sig	k leave accrued at	1 1/4 days or less per	month of service.		
The total liste	ed above reflects sid	k leave accrued at	a rate higher than 1 1	/4 per month of		
Sick leave wa	as awarded at days	per month of servi	ce: 0			
Explanation:						
We do not have sick	leave records for o	dates: 3/29/2015	5 to 5/29/2015		1	
Number of Transfer	red sick days:	10.00			•	
Employer sick days	were transferred fro	om: Fulton				
The employee elected	d to receive 0.00	days of unused	I sick leave in a lump-	sum payment upon ter	mination;	
AND/OR the employ	yee received 0.00	days of unuse	ed sick leave in a lump	o-sum payment as an a	attendance	
incentive or for any	other program.					
Explanation and add	itional comments					
This is a test of TRSG		eave e-processing.				
Approving Authority						
* Under O.C.G.A Section 45		f state records by any p	ublic office or other person	is a felony subject to a fine a	nd imprisonment.	
** The law requires you to k	,					
*** Under O.C.G.A Section a subject to a fine and impriso	47-3-141, any person wh	no attempts to defraud to	he retirement system by me	ans of false statements or fa	alsified records is	
I, TEKSHIA MEYONA W individual and the require leave to be used for retire	ements outlined in the	legislation and the T	RS procedures for deter	mining the amount of acc	umulated sick	
Submitted By:	TEKSHIA MEYON	IA WARD-SMITH	Employer:	DEKALB CO SCHO	OOLS	
Title:	JENNY SMITH		Phone Number:	(678) 676-0342		
Submitted Date:	2/26/2015 2:22:54	DM	User Id:			

Employer Inbox: Sick Leave Certification continued

Once the form is completed, you will see the screen below.

- Completed forms will remain in your Inbox for 30 days from the date of completion. You may edit at any
 time during this period. Once it disappears from your Inbox, if you have additional edits, you will have to
 complete a paper form and submit to TRS.
- Forms still listed as **Not Started**, will remain in your Inbox for 90 days from the date of the employees' last day of work. If you do not complete the form within 90 days, you will have to complete a paper form and submit to TRS.



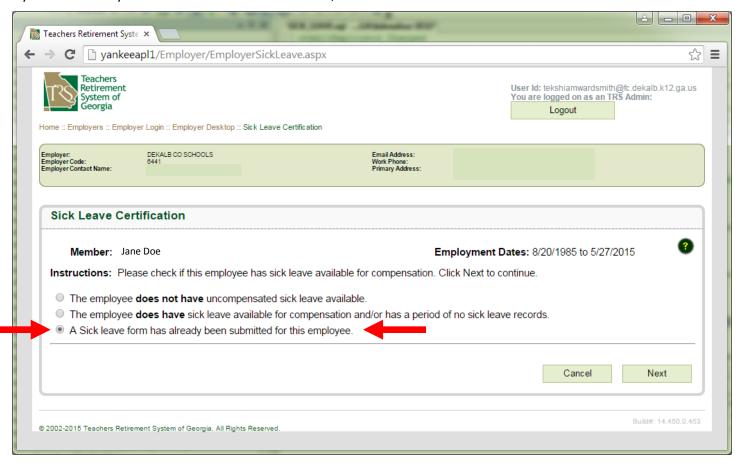
Employer Inbox: Sick Leave Certification continued

There are three choices available:

- 1. Employee DOES NOT HAVE uncompensated sick leave available.
- 2. Employee DOES HAVE sick leave available for compensation AND/OR has a period of no sick leave records.
- 3. Sick Leave form has already been submitted.

Sick Leave form has already been submitted.

If you have already submitted a sick leave form to TRS, click on the last button as shown below. Click **Next** to continue.



Employer Inbox: Sick Leave Certification continued

The next screen asks you to confirm your choice. Please enter your job title and then click **Submit to TRS**.

Sick Leave form has already been submitted.

