

Essex Regional Retirement System Change in Employee Status

For the Town/District of:

Date:

Why we need this information:

*Changes in an employee's status through their career can have a major affect on their retirement benefits. The retirement system **must** be informed of these changes at the time that they occur in order to provide members with an accurate representation of their service and their potential retirement benefit. This form should be submitted at the conclusion of each month or with your monthly deduction reports. ERRS appreciates your cooperation with this process.*

Examples of Status Changes:

Unpaid Leave of Absence

Schedule Below 20 hours per week

Position Change to Temporary

Change from part-time to full-time or vice-versa

Member earning full or partial workers compensation

Other (Please specify)

Employee Name	Position	SSN Last 4:	Status Change Effective Date:	Status Change Description

☐ Please check here if this unit has no changes in employment status to report this month for any member of the retirement system.

Submitted By:
