





Service Record
(Contributions-based
Cost Application)

SECTION III: SALARY (completed by the current employer)

Member's current employment status (check one): [ ] Full-time [ ] Part-time

- 1. Full-time: Current full-time annual pensionable salary: \$
2. Part-time: (see the example) a) Pensionable salary to current date: \$ b) Credited service to current date: c) Annualized\* pensionable salary (a ÷ b = c) \$

Example of how to calculate the annualized\* pensionable salary: a) Pensionable salary to current date: \$35,000.00 b) Credited service to current date: 0.4823 yr c) \$35,000.00 ÷ 0.4823 = \$72,568.94\*

\*Adjusted or calculated so as to reflect a rate that is based on a full year.

SECTION IV: EMPLOYER AUTHORIZATION (completed by the current employer)

I confirm that the information in Sections II and III is accurate and calculated according to pension plan rules.

employer name telephone number (area code and number)

signature of authorized person printed name of authorized person date signed (YYYY/MM/DD)

Once completed, please make a copy for your records and forward the completed form to PSPP at the address shown on the first page of this form, or fax it to 780-421-1652.

- Employer number Enter employer number.
FT/PT Enter FT or PT to indicate the employment status for the period of service. PT means anything other than full-time.
Service from date Enter the start date of the service for that year, in format yyyy/mm/dd.
Service to date Enter the end date of the service for that year, in format yyyy/mm/dd.
Length of pensionable service Enter the length of eligible pensionable service for the year, expressed as a decimal to four places, not exceeding 1.0000.
Historical pensionable salary Report the employee's pensionable salary (refer to the Pension e-guide for types of pay that are eligible). If the year is after 1991, report the full uncapped pensionable salary even though it may exceed the salary cap for the year.
Reason code Check appropriate reason code as indicated in Pension e-guide.
Service total this page Enter the total length of service reported on the page.

Personal information on this form is collected under the authority of section 40 of Schedule 2 of the Alberta Joint Governance of Public Sector Pension Plans Act and section 33 of the Alberta Freedom of Information and Protection of Privacy Act for pension administration purposes.