

Position Information Form (PIF)

Retirement
Board

Franklin Regional Retirement System (FRRS)
278 Main Street, Suite 311
Greenfield, MA 01301
413-774-4837

Treasurer, please use this form to provide us with particulars when a current member is changing or adding a position – either with your employer unit, or coming from another employer within FRRS. Do not use this form for elected positions (use AEP).

Grab the phone and call us if you are not sure – 413.774.4837 ext.1

Employee Information

Name | _____ | SSN Last 4: XXX-XX- _____ |

Switching or adding position(s)? (check one)

Switching, and dropping the other position. Old position: _____
Employer: _____

Just adding this position (and still working the other(s); use this for adding summer school position)

Employment - This position

| _____ | | _____ | | _____ |
Name of Employer Title/Position First date of work

Employment Status – this position (check all that apply)

Permanent Temporary Interim Do not use this form for elected positions. Use AEP form.

Full-time Part-time

Salary Information – this position

Weekly hours, or other description | _____ | Hourly rate: | _____ |

Pay period: weekly biweekly monthly School year (21 vs 26?) # _____ |

Describe other | _____ |

Do you pay them hourly, daily, or are you dividing their annual salary and paying them equal amounts each time? _____.

Number of periods: | _____ | Rate of pay per period: | _____ | Annual pay: | _____ |

Your Name: | _____ | **Date:** _____

(Treasurer, payroll personnel, Human Resources, etc.)

This Section To Be Completed by the Retirement Board

I have reviewed the above information from the applicant and the treasurer, and unless noted differently, I confirm that the group classification, start date, annual salary, employment status, and deduction rate, have been accepted as stated by the treasurer, and I have determined the following service credit percentage:

Service: This and all other membership positions held by this person together are now categorized at the following (circled) percentage.

20-22.99=50%;	23-25.99=60%;	26-28.99=70%;	29-31.99=80%;	32-34.99=90%;	35-40=100%
	0-3.99=10%;	4-6.99=15%;	7-8.99=20%;	9-10.99=25%;	
	11-12.99=30%;	13-14.99=35%;	15-17.99=40%;	18-19.99=45%;	

Zero cred service – “once-a-member” – stays with us even though less than \$5k (but no cred service)

Zero cred service for now – works variable hours, so service to be calculated when terminates or retires

Signature _____ Retirement staff