

Memorandum

Date :

To : Seniority/Placement Unit

Subject : **STATE SERVICE DISCREPANCY**

My seniority score should be _____, based on the following information:

- My earliest start date into State service is _____.
- I qualify for military credits (copy of DD214 attached).
- I have prior qualifying exempt/CSU service (verification attached).
- Other/Comments: _____
- _____
- _____
- _____

NAME: _____

SOCIAL SECURITY NUMBER: _____

POSITION NUMBER: _____

CONTACT NUMBER: _____

Return Form to:

Seniority and Placement Team

1515 "S" Street, 556 N

Sacramento CA 95811

Fax Number 916-324-3033