



## Parking Service Date Inquiry

If you feel the date listed in your Employee Parking Profile does not properly reflect your time in state service, you may request a review of your parking service date, used only for parking purposes. Before you begin, you should have conferred with your agency Human Resources office and will be required to submit supporting documentation. Fill out the form below to begin the review process. OGS Parking Management will review your information and contact you. Please note: Parking service date inquired will no longer be accepted after July 25<sup>th</sup>. Thank you.

Name \_\_\_\_\_

NYS Employee ID **N**\_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Agency Parking Coordinator \_\_\_\_\_ Agency \_\_\_\_\_

To the best of my knowledge, the date(s) listed in my Employee Parking Profile does not properly reflect or include:

- My initial start date in state service (original hire date)
- My separation of service of more/less than a year
- My service with the Judicial branch
- My service with the Legislative branch
- My unclassified service
- My agency-approved leave
- Other, please specify \_\_\_\_\_

Signature \_\_\_\_\_

**Please note, inquiries will not be reviewed without supporting documentation.**

*Please attach evidence to support your inquiry. Accepted documentation may include a NYSTEP report, payroll information, or other documentation determined by HR. Please do not send personal information, such as full Social Security numbers, etc.*