



DEPARTMENT OF HUMAN RESOURCES

**2018 Employee Service Awards
CORRECTION FORM**

Return this form **ONLY** if you need to make changes to the information stated in your service letter.

PLEASE PRINT:

Full Name: _____ Work Phone: _____
Banner ID: _____

Years of Service Correction: _____ (if different than letter)

Reason(s) for Year Correction:

Name Correction: _____
(if different than letter)

Department Correction: _____

Campus Address Correction: _____

NOTE: If you do not have any corrections and/or changes, you do NOT need to complete this form.

Years of service reflected in your letter identifies the milestone "State Service" date achieved by you in the calendar year of January 2018 through December 2018 and is not an exact calculation of your total service time accumulated during this calendar year. Additionally, your "State Service" milestone may not be the same as your ECU Anniversary date.

Specific anniversary dates will not be printed on your service recognition certificate.

Send Completed Forms to:

Human Resources Department / Attention: Learning and Organizational
Development 210 East First Street, Greenville, NC 27858 - Mail Stop 205
or email to HRDevelopment@ecu.edu

Please Return by Friday, February 22, 2019.