

Use this resource as a quick reference to determine which form to submit.



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## APPLICATION TO CORRECT SERVICE

- Complete this application to correct the service credit records of an employee who did not receive credit at the time of service.

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## LEAVE OF ABSENCE/BACK TO WORK

- Complete this form to report:
  - An unpaid leave of absence for an employee
  - To notify MOSERS when an employee returns to work

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## NOTIFICATION OF CHANGE

- Use this form to notify MOSERS of any updates to an employee's demographic information such as:
  - Name
  - Marital status
  - Mailing address
  - Email address
  - Phone number

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## TERMINATE EMPLOYMENT

- Complete this form to notify MOSERS of an employee's separation from your agency for:
  - Termination
  - Transfer (terminating agency)
  - Retirement
  - Deceased
  - Disability

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## TRANSFER OF EMPLOYMENT

- Complete this form to notify MOSERS that an employee has transferred to your agency from another state agency.

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**MOSERS Employer Services Department**  
Phone: (800) 827-1063 or (573) 632-6100  
Email: [Employers@mosers.org](mailto:Employers@mosers.org)  
Website: <https://www.mosers.org/employers>

