

EDUCATIONAL SUPPORT PROGRAM

FEDERAL PERKINS LOAN CANCELLATION / FORGIVENESS PROCESS - *For use by Human Resources staff ONLY.*

These procedures were developed as a sample of the cancellation / forgiveness process and may vary by department.

- I. Receipt of Employment Verification for Federal Perkins, NDSL & NSL
 - a. Employee will submit their request for employment verification

- II. People Soft
 - a. Open People Soft to Queries
 - b. People Tools > Query Manager > Use > Query Manager
 - c. Change “begins with” to “contains”
 - d. Type CHA as a search criteria

- III. Queries
 - a. Click on “View All”
 - b. Scroll to find RV_CHA_TL_HISTORY and Run
 - c. Enter all criteria
 - i. Begin Pay Period Ending date should be the beginning date that the employee placed on their verification sheet
 - ii. End Pay Period Ending date should be the ending date the employee placed on their verification sheet
 - d. When results appear save the spreadsheet
 - e. Open the saved document, delete the employee ID number

- IV. Employment Verification
 - a. Complete the request, verifying in PeopleSoft that the employee worked either in a full-time or part-time capacity
 - b. Complete box for Nurse / Medical Technician, and their position
 - c. Bottom portion provide dates of employment, and part-time or full-time

- V. Verification Memo
 - a. Attach a memo with the employment verification. This memo can be found on the Educational Support Program website WWW.RC-HR.COM/ESP under Resources > Especially for Nurses > Sample Verification Memo

- VI. Packet
 - a. Return to employee the following documents
 - i. Completed Employment Verification Request
 - ii. Employment verification memo
 - iii. Spreadsheet indicating dates worked