



Retirement Plan Prior Service

Per the Retirement Plan Universal Availability form, you may be eligible to elect to defer a portion of your salary to the Duquesne University Retirement Plan. You may also be eligible to receive the matching University contribution if you are an Eligible Employee, complete one year of service and contribute at least 5% of your compensation to the plan. Part-time employees, adjunct faculty, resident, post or pre-doctoral fellows, graduate assistants, student employees, on-call employees or special assignment employees are not eligible for any matching University contributions but are still eligible to make voluntary contributions to the plan.

If you are a Duquesne University Retirement Plan Eligible Employee meeting the following criteria, you must complete this form and will be given credit for one Year of Service and for one year of continuous service.

- Previous employment was with an educational institution (including primary and secondary schools, as well as universities, and not including vocational or technical schools),
- Previous employment was in an eligible position as defined by the Duquesne University retirement plan,
- Previous employment was at least one year of employment working on average at least 20 hours per week

The information that you provide below will be used solely to determine eligibility for the Duquesne University Retirement Plan. ***The back of this form outlines the participation requirements for mandatory participation in the Plan.***

I hereby certify that the following information is correct:

Employee First Name: _____ Last Name: _____

Last Four Digits of Social Security Number: _____ Telephone: _____

Name of Former Educational Employer: _____

How many years employed: _____ Dates of employment: ____/____/____ to ____/____/____
(a year is defined as a consecutive 12 month period of at least 20 hours per week) MM DD YY MM DD YY

Employment was: Full Time Part Time _____ Hours per week

Position Title: _____

Type of position: 9 month Faculty/Teacher Staff Graduate Assistant
 12 month Faculty/Teacher Student Intern/Fellowship

Signature: _____ Date: _____

If you are eligible for the University’s Mandatory contribution, ***you are required to participate in the Plan as a condition of your employment.*** If you are eligible for prior service as indicated on the previous page, you will be given credit for one Year of Service and One Year of Continuous Service:

Type of Employee	Must Participate No Later Than
Faculty Members, Administrators and Executives	Upon completion of 1 Year of Continuous Service and attainment of age 35
Support Staff	Upon completion of 5 Years of Continuous Service and attainment of age 35
SEIU Local 32BJ	Upon completion of 1 Year of Continuous Service
IUOE Local 95	Upon completion of 1 Year of Continuous Service
SPFPA Local 502	Upon completion of 5 Years of Continuous Service and attainment of age 35
Teamsters Local 249	No mandatory participation

I understand:

- If I am eligible for the University’s Mandatory Contribution, I must complete and return this Retirement Plan Prior Service certification form within 30 days of my full-time hire date. If I do not timely return this form, I am effectively telling the University I am not entitled to credit for any prior service.
- If the Employment Type, Years of Service and Age Requirements listed above are met, I will be classified as a mandatory participant, which requires a 5% Employee contribution.

Print Name: _____

Signature: _____ Date: _____

Visit www.duq.edu/retirement for information regarding the Duquesne University Retirement Plan, including Summary Plan Description, Fee Disclosure, and the Enrollment User Guide.