



Department of Human Resources

Self Certification of Prior Employment for Service Crediting under the Drew University Retirement Plan

New employees may immediately make voluntary pre-tax or Roth contributions. Historically, after completing two years of service (1,000 hours in each of two years, measured from the employment anniversary date), eligible employees must make mandatory employee contributions, and they receive employer contributions from Drew University. While the mandatory employee contributions and Drew University contributions have been suspended as of August 18, 2024, we nonetheless request that you complete this form at this time. For purposes of the two years of service requirement, service will be credited for employment with another college or university at which you were employed immediately before joining Drew University.

Please fill in your name, department, date of hire, and telephone number, and dates of employment at your employer immediately before Drew University.

Name (please print): _____ Department: _____

Date of Hire with Drew University: _____ Phone Number: _____

Duration of prior employment:

Institution: _____

From _____ to _____

I certify that the information I've provided on this form meets the eligibility criteria to enroll within Drew's retirement plan. I acknowledge that falsification of any records, application, or certification to enroll within Drew's retirement plan will be considered falsification of a university record and may result in disciplinary action and/or sanctions for potential violation. All potential violations will be handled by the Office of Human Resources via the university's disciplinary procedures.

Signature: _____ Date: _____

If there are any questions regarding this form, please call (973) 408-3795. Please fax this form to 973-408-3792 or email benefits@drew.edu.

The plan operates on a payroll-by-payroll basis. Prior service credit will apply only for payroll periods beginning within an administratively practicable time period after this form is completed and returned to Drew University at the fax or email address above. Retroactive contributions will not be made.

For Drew HR Use Only

Effective Date of Prior Service Credit: _____

Drew University Representative's Signature: _____

Date: _____