Baylor University Retirement Income Plan
Prior University Work Experience Certification Form

If you are at least 21 years of age and have completed one year of service with an accredited college or university within a consecutive 12-month period, you will be immediately eligible to enroll into the Baylor University Retirement Income Plan.

YOU WILL BE RESPONSIBLE FOR OBTAINING THE INFORMATION FROM YOUR FORMER EMPLOYER. SUBMIT THIS FORM TO BAYLOR HUMAN RESOURCES WITHIN 30 DAYS OF YOUR HIRE DATE.

Name (please print): _____ _____ _____
First M.I. Last

Last 4-digits of Social Security Number: _____

☐ I do not have prior university work experience. * Employee's Initials _____

*If you do not have eligible prior university work experience, you may stop here and submit this form to HR.

The previous employer information below must be completed by the college or university in which the service credit was obtained.

Name of Accredited College or University: _____

Name of Accrediting Agency: _____

Please indicate which best describes service type:

☐ Full-Time Faculty (9+ hours / semester) ☐ Part-time Faculty (less than 9 hours / semester)

☐ Full-Time Staff (30+ hours / week) ☐ Part-time Staff (less than 30 hours / week)

Date Service Began: (MM/DD/YY) _____ Date Service Ended: (MM/DD/YY) _____

Did employee work more than 1000 hours during any consecutive 12-month period? (Y/N) _____

For part-time employees: _____ HOURS WORKED PER WEEK

Name of person completing this certification: _____

Title of person completing this certification: _____

Contact email: _____ Contact phone no.: _____

Signature: _____ Date: _____

Please fax or email this completed certification with letterhead coversheet to:

FAX: 254.710.3819

EMAIL:
human_resources@baylor.edu

or
Please mail this completed certification to:

Baylor University
Human Resources
One Bear Place #97053 Waco,
TX 76798-7053

Questions about this form? human_resources@baylor.edu or 254.710.2000