



Welcome to Seton Hall University!

Normally, one is eligible to participate in the Seton Hall University Pension Plan after two years of continuous service. However, you may be eligible to participate sooner if you were employed by another university or college in a *regular* position **immediately preceding** your employment with Seton Hall.

Please complete the top portion of the attached form to request a waiver of the two-year waiting period for the University Pension Plan. Please make sure to provide us with all the information requested - in particular, the phone number and email address of your former employer's human resources department. The omission of this information will delay the verification process.

Please return the form to the Department of Human Resources. We will forward document to your former employer to complete the verification process.

Once we receive the necessary information from your former employer and are able to determine that your previous employment satisfies our service requirement, you will be sent a TIAA-CREF enrollment packet and the Seton Hall University Irrevocable Agreement form for completion.

If you have any questions, please contact Kimberly Mangum, Benefits Manager at (973) 761-9176.