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 full-time service with an accredited college or university, 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.

SERVICE ASSOCIATED WITH EARNING A DEGREE OR CERTIFICATION, SUCH AS A GRADUATE ASSISTANTSHIP, WORK STUDY, OR PRE-DOCTORAL SERVICE WILL NOT APPLY.

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.

SUBMIT THIS FORM TO THE BAYLOR UNIVERSITY HUMAN RESOURCES WITHIN 30 DAYS OF YOUR DATE OF HIRE.
(Partial credit may be given for service from more than one organization. Submit one form per organization.)

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

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)

Name of Accredited College or University: _____

Name of Accrediting Agency: _____

Month / Year that Service Began: _____ Month / Year that Service Ended: _____

Total Length of Full-Time Service: _____ YEARS _____ MONTHS

Total Length of Part-Time Service: _____ YEARS _____ MONTHS _____ 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: askHR@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? askHR@baylor.edu or 254.710.2000