



Documentation of Service for Immediate Participation in the WSU ICAA Mandatory Retirement Plan

WSU ICAA Retirement Plan requires that eligible employees must be employed for one year prior to their participation in the Retirement Plan. Participation in the basic retirement plan is mandatory when an employee becomes eligible to participate. Participation is a condition of employment.

If the employee provides documentation, no later than 90 days after the date of appointment, the one-year waiting period will be waived if you were covered, as a result of employment with an institution of higher education located in the United States, by a retirement plan or program to which employer contributions were made for at least one year (365 days) within the five-year period immediately preceding employment with Wichita State University. In addition, if the employee was in a position eligible for benefits under any mandatory State of Kansas retirement plan with respect to which their participation was mandatory and they became part of that plan, all service while in that position will be credited toward the one year of service requirement.

Employment as a (i) student, (ii) seasonal or temporary employee, or (iii) employee who works less than half-time per year shall not count toward the satisfaction of the Year of Service requirement.

To be completed by previous employer.

I hereby certify that \_\_\_\_\_ has been a contributing member of the \_\_\_\_\_ retirement program from \_\_\_\_\_ to \_\_\_\_\_

Signature of Official

Institution

Printed Name of Official

Address

Title of Official

Telephone

Notary Public

Seal

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My commission expires \_\_\_\_\_ Notary Public \_\_\_\_\_

Return form to: Wichita State University
Human Resources – Benefits
1845 Fairmount Street, Box 15
Wichita KS 67260-0015

Phone: 316-978-3065
Fax: 316-978-3201