

TIAA-CREF MULTIPLE POSITIONS

In order for full time instructional staff members of TIAA-CREF to receive pension credit, this form MUST be completed for service in hourly instructional staff titles.

Part A: To be completed by employee

COLLEGE (name of college where appointed full time): _____

Credit for hours worked for CUNY must be established for all positions held at the campus where the instructional staff member has a full time appointment, or any other CUNY campus, if applicable. This information must be updated when changes occur and may affect both employer and employee pension contributions.

I, (Print Name) _____, Full Time Title _____, acknowledge that I am **required** to submit the names of **all** CUNY colleges where I am employed. I further acknowledge that it is my responsibility to inform my current college of all subsequent appointments.

Hourly positions held at all CUNY colleges

College: _____ Title _____ Date Start _____ Last Day _____

College: _____ Title _____ Date Start _____ Last Day _____

Date of Appointment into full time Instruction Staff Title: ____/____/____

Employee Signature _____ Social Security # ____/____/____

Part B to be completed by College where full time appointment is held.

I certify that the above name instructional staff member is a full time staff member and is an eligible member of TIAA-CREF.

Name: _____

Human Resources Representative

Print Name: _____ Date: _____

Original: Personnel file

**Copies: Payroll
Employee**