

403(b) Participation Eligibility

To: Human Resources/Benefits Representative

In order to waive St. Olaf College's one year waiting period to receive the matched portion of the retirement plan, newly hired faculty/staff must meet BOTH of the requirements below:

- 1) Worked at least 1,000 hours (an FTE of 0.48 or higher) over any 12-month period at a single employer
- 2) That employer is either an educational institution that qualifies under tax-exempt 501(c)(3) status or a religious institution

Please verify the following employment data:

Employee Name: _____

Position Title: _____

Dates of Employment: ____/____/____ to ____/____/____

FTE amount: _____

Verified by:

Signature

Institution

Printed Name

City/State/Zip

Title

Telephone Number

Please Return this form to:
St. Olaf College Human Resources
1520 St. Olaf Avenue
Northfield, MN 55057
Fax: 507-786-3960
Email: brenna6@stolaf.edu or grant2@stolaf.edu