

University of Alaska

Retirement Plan Notification Form

Regular Staff or Non-Academic
Executive Positions

www.alaska.edu/HR/benefits



Employee ID	Campus	Work Phone
Last Name	First	M.

Steps 1-6 are to be completed by the Human Resources representative. For each question, check the answer that applies to this employee. Employee options are defined on page 2. The employee must review the answers and sign page 3.

1. Based on information provided on the UA employment application, has the employee ever worked for UA?

If yes:

- If the employment dates listed on the application are after December 31, 1996, review and print the Banner PEIEHIS & PDIDLST forms to verify the employee's past employment and retirement information. Go to step 3.
- If the employment dates listed on the application are prior to January 1, 1997, review and print the appropriate microfiche (EBC 708 or 352) to verify the employee's past employment and retirement information. Go to step 3.

If no OR if the answer is left blank:

- Review and print the Banner PEIEHIS form to confirm that the employee did not work for the university after December 31, 1996. No verification is required prior to January 1, 1997. Go to step 2.

2. Does the employee have outside PERS service from another PERS employer? Check the Division of Retirement's Tier Lookup Search site. Print and attach the appropriate print screen(s) from the site (refer to the search instructions at www.alaska.edu/hr/procedures/PDF/personnel.hiring_process.retirement_verification.pdf).

- If yes, the employee's options are F or E. Go to step 6 and mark the applicable boxes.
- If no, the employee's options are E or G. Go to step 6 and mark the applicable boxes.

3. In which retirement program did the employee previously participate at UA? Attach copies of confirming documentation (i.e., screen print, microfiche).

- PERS Tier _____ Note the appropriate tier category found on the Division of Retirement's Tier Lookup Search site noted in step 2. Go to step 4.
- TRS Tier _____ Note the appropriate tier category found on the Division of Retirement's Tier Lookup Search site noted in step 2. The employee's options are B or D. Go to step 6 and mark the applicable boxes.
- ORP Tier _____ The employee remains in their prior UA ORP Tier. If they are not in Banner, assume ORP Tier 1. The employee's option is C. Go to step 6 and mark the applicable boxes.
 - ORP Tier 1: BDCA 202-209; Plan Codes, OF, OL, OT, or OV (or employment was prior to 1997)
 - ORP Tier 2: BDCA 202-209; Plan Codes NF, NL, NT, or NV
 - ORP Tier 3: BDCA 212-219; Plan Code Z3
- None. Go to step 2.

4. Was the employee in a UA benefit-eligible PERS executive position at any time prior to 7/1/2006? Attach copies of confirming documentation (i.e., screen print, microfiche).

- If yes, go to step 5.
- If no, the employee's options are A or B. Go to step 6 and mark the applicable boxes.

5. Was the employee in a past executive position and/or already had a choice between PERS and ORP on or after September 1990? Attach copies of confirming documentation (i.e., PERS/ORP enrollment form).

If yes, the employee has made a previous election between PERS and ORP. Therefore, the employee will remain in PERS. The employee's option is A. Go to step 6 and mark the applicable box.

If no, the employee's options are A or B. Go to step 6 and mark the appropriate boxes.

6. Employee Retirement Plan Options:

Based on the answers above, mark the appropriate boxes below. DB refers to a defined benefit plan and DC refers to a defined contribution plan.

Options for this employee	Retirement Option Letter	Retirement Plan Description/Option	Pension Plan Description/Option
<input type="checkbox"/>	A	The employee's prior PERS Tier: <input type="checkbox"/> a. PERS Tier I, II, III (DB) <input type="checkbox"/> b. PERS Tier IV (DC) Per Division of Retirement verification.	<input type="checkbox"/> UA Pension - immediate vesting <input type="checkbox"/> UA Pension - 3-year vesting (ORP Tier 3)
<input type="checkbox"/>	B	ORP Tier 3 (DC)	<input type="checkbox"/> UA Pension - immediate vesting <input type="checkbox"/> UA Pension - 3-year vesting (ORP Tier 3)
<input type="checkbox"/>	C	The employee's prior ORP tier: <input type="checkbox"/> a. ORP Tier 1 (DC) <input type="checkbox"/> b. ORP Tier 2 (DC) <input type="checkbox"/> c. ORP Tier 3 (DC)	<input type="checkbox"/> UA Pension - immediate vesting (ORP Tier 1 or 2) <input type="checkbox"/> UA Pension - 3-year vesting (ORP Tier 3)
<input type="checkbox"/>	D	PERS Tier IV (DC)	<input type="checkbox"/> UA Pension - immediate vesting <input type="checkbox"/> UA Pension - 3-year vesting (ORP Tier 3)
<input type="checkbox"/>	E	ORP Tier 3 (DC)	UA Pension - 3-year vesting (ORP Tier 3)
<input type="checkbox"/>	F	The employee's prior PERS Tier I, II, III (DB), IV (DC) Per Division of Retirement verification.	Not eligible for UA Pension
<input type="checkbox"/>	G	PERS Tier IV (DC)	Not eligible for UA Pension

Employee — please review all pages and sign below.

As an eligible employee of the University of Alaska, you must choose between the State of Alaska’s retirement program (PERS) and the University of Alaska’s Optional Retirement Plan (ORP). Both plans can provide a solid retirement income based on your University of Alaska employment; however, there are significant differences between the plans.

Your choice of retirement plan is an important decision; it directly affects your financial future and may affect the financial status of your dependents or survivors in the event of your disability or death. The university recommends that you discuss this choice with a financial planner and, if married, with your spouse.

Once you choose between the PERS and the ORP, the choice is irrevocable for your entire employment career at the university. The irrevocability of this decision is not a matter of administrative policy; it is part of the law establishing the ORP.

To participate in the ORP, you must make your election within 30 days of being notified of eligibility. If no election is made, as a matter of law, you will automatically and irrevocably be enrolled in the appropriate state retirement system.

Please contact your regional Human Resources office about how to obtain detailed information relating to the two retirement programs before making your election. Your retirement plan election will directly impact your eligibility for the University of Alaska Pension Plan.

Employee Certification:

I have reviewed pages 1 and 2 of this form and agree that the information is correct. In addition, I understand that prior to making this irrevocable election, the University of Alaska recommends that I receive professional consultation from outside the university.

Employee Signature: _____ Date: _____

Date of Notification _____ By _____
Human Resources Representative

Original: Personnel File
Copy: Employee