



Past Service Record Form

This form is used in obtaining proper certification of past employment with an eligible employer for purposes of participation in Marquette University's TIAA-CREF retirement plan. Eligible employer means an educational (teaching) or research institution, whose major function is teaching.

Employees who have completed two years of service (minimum of 1,000 hours worked each year or six credits per semester) with an eligible employer immediately preceding being employed with Marquette University, may apply to begin participation in Marquette's retirement plan on the first day of the month following employment at Marquette University.

Marquette University does not assume responsibility if this form is submitted after a payroll has been processed. Contributions cannot go retroactive. The employee must contact Steve McCauley to confirm receipt of this document

Part I: To be completed by the employee

Employee Name: _____

Telephone Number: _____

Date of Birth: _____

Part II: To be completed by previous employer or custodian of records

Please be sure this form has been accurately completed and mailed/faxed to:

Department of Human Resources
P.O. Box 1881 Straz Tower, Room 185 | Milwaukee, WI 53201-1881
Fax: (414) 288-7425 | Phone: (414) 288-7305

Employer Name: _____

Title: _____

Address: _____

Date of Hire: _____

Termination: _____

Telephone Number: _____

Employment Status
 Full-time
 Part-time
Hours/credits per year _____

Comments: _____

I certify that the above statements in Part II are correct according to our records.

Name: _____ Title: _____

Signature: _____ Date: _____

Part III: To be completed by Marquette University

Date received: _____ Date eligible: _____

MU HR Initials: _____ Today's date: _____