



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 Matching Retirement Plan. Eligible employer means an educational (teaching) or research institution, whose major function is teaching and/or research.

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 for up to 2 years preceding being employed with Marquette University, may be eligible to begin participation in Marquette's matching retirement plan prior to the 2 year waiting period. If approved to participate in the calendar year of your date of hire, you will need to provide your last paystub from your previous institution.

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: _____