Summary:
The 403(b) Retirement Plan of Creighton University has a provision that contains special rules for permitting certain employees to begin sharing in the University Minimum or Matching contribution prior to completion of two years of service and working hour requirements. The requirements require the employee has completed two years of service with another post-secondary academic institution (includes a teaching hospital affiliated with an academic institution (College or University) and had participated in a tax-sheltered annuity plan or qualified retirement plan at that institution, the employee will be deemed to have met the eligibility rules of the early entry provision of the plan.

Early Entry Requirements:
New employees wishing to take advantage of this provision of the Retirement Plan must obtain the written proof from their prior employer. The prior employer can submit the documentation to Human Resources via fax, scan, U.S. mail, or e-mail. If mailing documentation please address as follows:

Creighton University
Attn: Human Resources - Benefits
2500 California Plaza
Omaha, NE 68178

If you prefer to e-mail the documentation please forward to benefits@creighton.edu.

The following information is required for consideration:

- Employee name
- Employment start date and end dates (if any breaks in service or had any periods of non-eligible periods please indicate)
- Type of retirement plan enrolled (401(a) and 403(b) are the only two plans that qualify for the waiver)
- Year-to-date employee contributions
- Previous employer contact Information including name and entity (HR or Finance Department).

Receipt of Documentation:
Steps:
1. Human Resources will review the documentation to determine if waiver provisions are satisfied.
2. Human Resources will send an e-mail to the employee notifying them that he/she has satisfied the early entry requirements. The e-mail notice includes, pay period when match will begin, how to enroll on-line, account number, and the deadline for making an active election. If an active election is not completed, the employee will receive the minimum 2% contribution by the University, and will default into a "LifeTime" fund (retirement age based fund), until employee makes active election.
3. Employer match begins on the first full pay period after receipt of the required documentation. Upon an employee making an active election, the match will count based on a prospective basis. Example: Receipt of documentation is June 6, for monthly paid employees eligibility begins for earnings on July 1, 2009, and the first match on August 1, 2009, payroll. Bi-weekly paid employees the match begins the first full pay period after receipt based on pay period start date on the payroll calendar (fluctuates from pay period to pay period).

Disclaimer: The plan document governs the retirement Plan of Creighton University and will supersede this document.