

# WAYNE STATE UNIVERSITY

## 403(b) Retirement Plan

### Waiver of Service Requirement Instructions

**Importance of 2 Years of Service Requirement** You may start your Employee Contributions any time after your date of hire in an eligible classification. Under the Traditional Plan, University Contributions begin after you agree to contribute 5% Employee Contributions and have attained 2 Years of Service and you are fully vested immediately. Under the Modified Plan, University Contributions begin when Employee Contributions do, but are not fully vested until you have 2 Years of Service.

**How to Apply for Waiver** Employees with less than 2 Years of Service at Wayne State University may submit a **Waiver of Service Requirement** to satisfy all or a portion of the requirement, based on service at another employer. WSU will not waive the age 26 requirement. Service at one or more of the following will qualify:

- an institution of higher learning (e.g. college or university), or
- an educational institution eligible to purchase annuity contracts for its employees under Section 403 (b) of the Internal Revenue Code (e.g. K-12 school district), or
- a tax-exempt organization (as described in Section 501(c)(3) of the Internal Revenue Code) which is affiliated with an institution of higher learning (e.g. hospital).

**NOTE:**

WSU looks back 3-years prior to your date of hire with Wayne State University. If your prior service extended into the 3-year look back period, we will consider the prior service toward the Waiver of Service Requirement.

To apply for a **Waiver of Service Requirement**, you must submit the following to TCW:

- Documentation from your previous employer (on letterhead stationery and signed by a representative of the employer)
- A statement describing the institution (university, community college, K-12 school, or tax-exempt organization) and for a tax-exempt organization, an explanation about the nature of their affiliation with an institution of higher learning.
- Your actual dates of employment (beginning and end dates).
- Your percentage of full-time worked (e.g. 100% or 50%, etc.). Only service where you worked 50% or more time will be considered.
- Your job title while employed.
  - Service when you were employed as an "medical intern", "medical resident" or "medical fellow" will be considered.
  - Service with Wayne State University as a temporary employee that was at least 50% time will be considered.
  - Service when you were employed as a "graduate student", "graduate assistant", "part-time faculty" or "volunteer faculty" will not be considered.

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