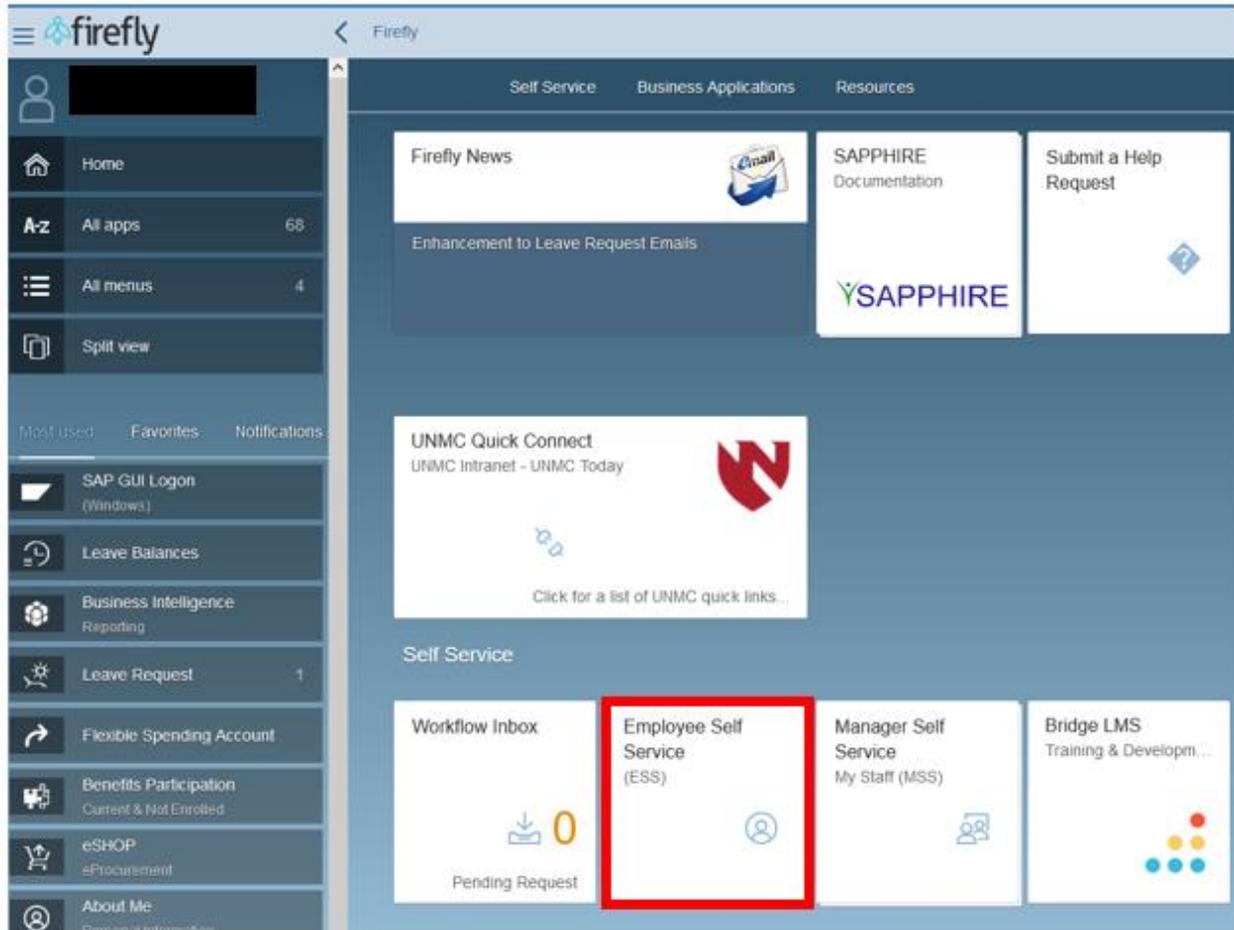
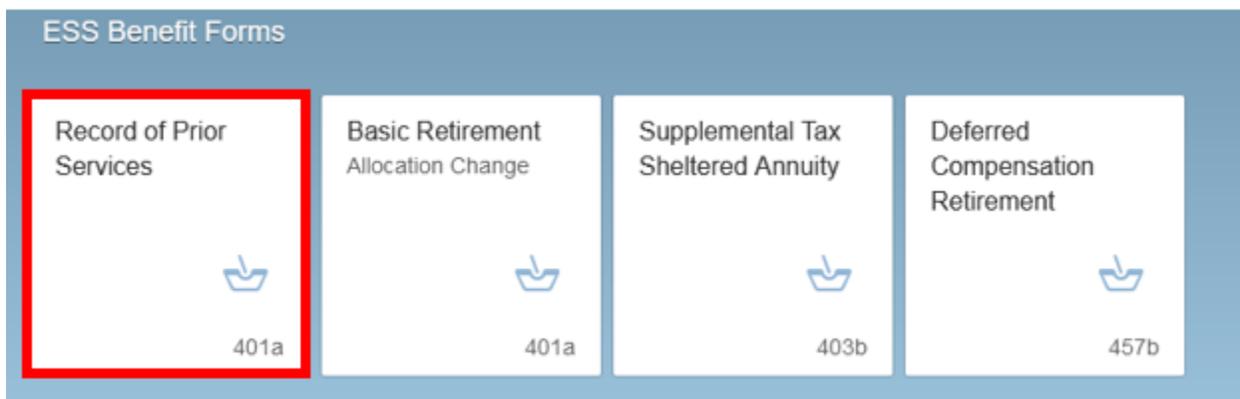


Record of Prior Service - Electronic Form Submission

1. Log into Firefly and click on the Employee Self Service tile.



2. Under the ESS Benefit Form header, click on the Record of Prior Service Form.



- When the form appears, click on the Add Prior Service button.

Record of Prior Service for Basic Retirement Plan 401(a) Application

Employee Information

Employee Name	Personnel#	NUD	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay Cycle	Campus	Department	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Work Address	Work Phone	Work Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Employees who satisfy the eligibility requirements except for the two-year service provision are required to enroll in the Basic Retirement 401(a) Plan if proof of qualifying service with a prior employer whose primary purpose or activity provided a formalized program of education is submitted. Generally, service earned in any type of position including full-time, part-time, or temporary employment should be considered towards the prior service credit. Employees who have qualifying prior service must complete the applicable section(s) below in order for the prior service to be considered for participation in the Basic Retirement 401(a) Plan. Please complete the information below with the month/year employment began and the month/year employment ended.

Prior Service

Edt/Delete	Campus	Name/Institution	City	State	Type Service	Begin Date	End Date
No data							

- You will then complete the prior service information and click Add. Repeat this process for each institution you would like considered for prior service.

Adding Prior Service

Campus

Institution

City

State

Type of Service

Begin Date

End Date

- Once all the prior service has been added to the form, click the submit button.

Record of Prior Service for Basic Retirement Plan 401(a) Application

Employee Information

Employee Name	Personnel#	NUID	Email
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Pay Cycle	Campus	Department	
[Redacted]	[Redacted]	[Redacted]	
Work Address	Work Phone	Work Zip	
[Redacted]	[Redacted]	[Redacted]	

Employees who satisfy the eligibility requirements except for the two-year service provision are required to enroll in the Basic Retirement 401(a) Plan if proof of qualifying service with a prior employer whose primary purpose or activity provided a formalized program of education is submitted. Generally, service earned in any type of position including full-time, part-time, or temporary employment should be considered towards the prior service credit. Employees who have qualifying prior service must complete the applicable section(s) below in order for the prior service to be considered for participation in the Basic Retirement 401(a) Plan. Please complete the information below with the month/year employment began and the month/year employment ended.

Prior Service

Add Prior Service

Edit/Delete	Campus	Name/Institution	City	State	Type Service	Begin Date	End Date
 	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Submit

Cancel