



University Benefits Office

# INSTRUCTIONS

## TIAA-CREF CONTRIBUTIONS ON MULTIPLE POSITIONS FORM

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The Multiple Position form is used for full-time instructional staff who are members of TIAACREF and who perform adjunct work at the same or another CUNY college. The purpose of this form is to ensure that full-time instructional staff members who are members of TIAA-CREF, receive pension contributions for all hours worked in both full time and adjunct (hourly) instructional staff titles. This form must be submitted by the instructor for each appointment and when employment terminates in either or both positions.

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### PROCEDURE

**Instructional staff member:**

Completes form, returns original to college where he or she is working full time and sends copies to all other colleges where performing hourly work before appointment start date.

**College where Instructional staff is appointed full time:**

College verifies TIAA-CREF membership status and signs form. Sends a copy to payroll and University Benefits Office.

**College where hourly service is to be performed by Instructional staff:**

Human Resource department where instructional staff member is being appointed reviews form to ensure accuracy and sends copies to college payroll department.

**Payroll Department where hourly service is performed by Instructional staff:**

Inputs the appropriate pay code on payroll system or follows normal procedures for payroll deductions.

**Instructional staff member:**

Retains a copy and completes a new form if there are any subsequent appointments. It is the *responsibility of the instructor* to complete a new form for each new or changes in appointment. Submitting this form ensures credit for all hours worked for CUNY.

# MULTIPLE POSITIONS (Members of TIAA-CREF)

## FORM 102B

In order for full-time instructional staff members of TIAA-CREF to receive pension contributions for all service in hourly instructional staff titles, this form MUST be completed and returned to HR for each appointment.

Part A: To be completed by employee.

COLLEGE (name of college where appointed full time): \_\_\_\_\_

*Credit for hours worked for CUNY must be established for all positions held at the campus where the instructional staff member has a full time appointment, or any other CUNY campus, if applicable. This information must be updated when changes occur and may affect both employer and employee pension contributions.*

I, (Print Name) \_\_\_\_\_, full-time title \_\_\_\_\_, acknowledge that I am **required** to submit the names of **all** CUNY colleges where I am employed. I further acknowledge that it is my responsibility to inform my current college of all subsequent appointments.

College: \_\_\_\_\_ Title: \_\_\_\_\_ Date Start \_\_\_\_\_ Last Day \_\_\_\_\_

College: \_\_\_\_\_ Title: \_\_\_\_\_ Date Start \_\_\_\_\_ Last Day \_\_\_\_\_

College: \_\_\_\_\_ Title: \_\_\_\_\_ Date Start \_\_\_\_\_ Last Day \_\_\_\_\_

Date of Appointment into full-time Instructional Staff Title: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Social Security # \_\_\_\_\_

Part B - To be completed by college where full time appointment is held.

I certify that the above named instructional staff member is a full time staff member and is an eligible member of TIAA-CREF.

Name: \_\_\_\_\_  
Human Resources Representative

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Original: Personnel File

Copies

1. University Benefits Office
2. Payroll
3. Employee