



Payroll and Benefits Bulletin

Adjunct Faculty & Part-Time Instructors Pension Eligibility and Enrollment

RESPONSE REQUIRED BY FEBRUARY 26, 2009

Payroll and Benefits Office

February 5, 2009

Attn: All Adjuncts and Part-Time Instructors

A memo was recently mailed to you regarding Pension Eligibility and Enrollment. This correspondence was sent to inform you about the recent Pension Reform Legislation and a **response is required by February 26, 2009**.

If you have completed the required paperwork and sent it to the Payroll & Benefits Office, no further action is required.

If you are a retiree from a New Jersey State Pension System, please send an e-mail to zayasd@wpunj.edu with your name, the name of the retirement system and date of retirement. As a retiree you are not eligible to join another New Jersey State Pension System.

If you have not completed the required paperwork, please take a moment to review the following information.

Category 1

If you have a current adjunct or part-time instructor assignment and you were never enrolled in a NJ State Pension System, you must enroll in the Alternate Benefit Program (ABP). Please review the attached fact sheet for information on the ABP. ABP Fact Sheet The forms required are:

- ABP Enrollment Application
- Pension Vendor Application (contact vendor directly for application) ABP Vendor Contacts
- ABP Carrier Election and Allocation Form
- William Paterson University ABP Allocation Form

Category 2

If you have a current adjunct or part-time instructor assignment and are enrolled in the Public Employees Retirement System you may remain in PERS or transfer to the ABP. The choice is irrevocable. Please read the attached brochure prepared by the Division of Pensions and Benefits: Considerations for Choosing between PERS and ABP. If you elect to remain in PERS, you must complete the ABP Election of Retirement Coverage Form. If you elect to transfer to the ABP, the forms required are:

- ABP Enrollment Application
- Pension Vendor Application (contact vendor directly for application) ABP Vendor Contacts
- ABP Carrier Election and Allocation Form
- William Paterson University ABP Allocation Form
- ABP Election of Retirement Coverage Form
- PERS Application for Withdrawal

Category 3

If you have a current adjunct or part-time instructor assignment and have a PERS or Teachers Pension & Annuity Fund (TPAF) account from another location, you now have the following choices:

- Irrevocably waive your benefits under the ABP and continue participation in PERS
- Transfer your TPAF account to PERS
- Irrevocably waive your benefits under PERS or TPAF and transfer your accumulated pension service, contributions and any available employer contributions under PERS or TPAF to the ABP
- Enroll in the ABP and choose not to transfer your PERS or TPAF account (contact the Division of Pensions & Benefits at 609-292-7524 for additional information about this choice)

The paperwork required is:

- ABP Election of Retirement Coverage Form (Required if you want to transfer your PERS or TPAF to ABP or remain in PERS. If you want to leave your PERS or TPAF account inactive and enroll in ABP, this form is not required.)
- Report of Transfer/Multiple Enrollment Form (only required if remaining in PERS)
- PERS Application for Withdrawal
- ABP Enrollment Application
- ABP Carrier Election and Allocation Form
- Pension Vendor Application (contact vendor directly for application) ABP Vendor Contacts
- William Paterson University ABP Allocation Form

Your completed original paperwork must be received in the Payroll & Benefits Office by **February 26, 2009**. Please send via inter-office mail or regular mail to: William Paterson University, Payroll & Benefits Office, PO Box 913, Wayne, NJ 07474-0913. We cannot accept faxes or electronic copies.

If you do not respond, you will be force enrolled in the ABP and your contributions will be forwarded to the default vendor for calendar 2009, TIAA/CREF.

If you require any additional information regarding the Pension Reform Legislation, contact the Division of Pensions & Benefits at 609-292-7524. If you require assistance accessing forms or do not know which Category applies to you, please call Debbie Zayas at extension 2884 or e-mail her at zayasd@wpunj.edu or Susan Piccirilli at extension 2624 or e-mail her at piccirillis@wpunj.edu. Please realize we cannot offer our opinion as to which pension system, pension vendor or investment funds you should select.

A part-time employee that is enrolled in a New Jersey Pension System is eligible to enroll in the Part-Time Employees Group of the State Health Benefits Program. Please see the attached website for information, rates and enrollment/waiver application. [Benefits Info for Part-Time Employees](#)