Retirement Contribution Authorization

Eligibility

Regular full-time employees, adjunct faculty who work at least 190 hours per month, and all other employees who work at least 1000 hours per year are eligible for the employer, employee, and matching contribution plans, along with the supplemental retirement annuity plan.

Adjunct faculty who work less than 190 hours per month and all other employees who work less than 1000 hours per year are eligible for the employee contribution plan only.

Lincoln University employees who are classified as students, who are enrolled and attending classes offered by The University, are ineligible to participate in Lincoln University’s retirement plans.

**Benefit – Employer, Employee and Matching Contribution Plans / SRA Plan**

*Lincoln University shall contribute to the employee retirement plan at the rate of 5% of the employee’s annual salary, regardless of the employee and matching contribution percentage.*

*If the employee chooses to contribute a percentage of compensation, the University will also contribute a matching percentage of the employee deferral amount up to 5%.*

403(b) Plan: I authorize Lincoln University to adjust my salary by \_\_\_\_\_\_\_\_\_\_% on a pre-tax basis, which shall be applied to my retirement benefit. I understand that by making this contribution, I am also authorizing Lincoln University to provide matching funds based on the aforementioned guideline.

Supplemental Retirement Annuity Plan: I authorize Lincoln University to reduce my salary by $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which shall be applied to my retirement benefit. I understand that Lincoln University will not provide matching funds to the SRA Plan.

**Benefit – Employee Contribution Plan Only**

403(b) Plan: I authorize Lincoln University to adjust my salary by \_\_\_\_\_\_\_\_\_\_% on a pre-tax basis, which shall be applied to my retirement benefit.

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Signature of Employee Date

Entered into Paycor by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

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Printed Name of Employee