

**Minnesota State Colleges & Universities
Defined Contribution Retirement Plan – IRAP only**

Fiscal Year _____

**Uncovered Service, or Military Leave, or
Extended Leave of Absence under Minnesota Statute 136F.43, or
Voluntary Leave of Absence (Valid Through June 2009 under 2007 Session Law-Chapter 35)
Employee and Employer Optional Purchase of Prior Service Contributions**

Employees who become eligible for retirement coverage after the first pay period of that fiscal year, have IRAP as their primary retirement plan *and* are not covered by another retirement plan for the prior pay periods in the fiscal year, may choose to purchase coverage for the uncovered fiscal year pay periods.

Also, employees who are on a leave of absence for military service, have taken a leave of absence under Minnesota Statute 136F.43 or have gone on Voluntary Unpaid Leave, are eligible to purchase coverage for the period of time they were on leave if they return to MnSCU service following that leave. The purchase for extended leaves or voluntary unpaid leaves must be completed in the fiscal year following the employee’s return to service. For military leaves, the purchase must be completed within a period equal to three times the length of the military leave, up to a maximum of five years.

As specified in the Plan Summary, the employee must contact either their campus Human Resource representative or the TIAA-CREF Administrative Services Agent within 45 days of covered employment or return to service from leave. Employees may purchase coverage for all unclassified salary paid to them in that fiscal year which was not covered by any other retirement plan. All payments must be made via payroll deduction.

The maximum IRAP contribution is subject to all applicable IRS limitations. Specifically, the participant may not exceed the IRS 415 Limitation, which is tested by the State of Minnesota payroll system. If the limit is exceeded, the employee will be notified and any excess amounts returned as soon as administratively feasible.

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------|-------------|
| Campus Name | Period of Covered Leave: _____ to _____ | | |
| Employee Name | Employee’s SEMA4 Number | | |
| <p><u>Salary</u> _____ \$ _____</p> <p>The salary to be indicated here is the amount paid to the employee in unclassified positions from the beginning of the fiscal year to the effective date of their retirement plan eligibility OR the amount of unpaid salary due to leave of absence upon return to MnSCU service. Salary from which retirement deductions were taken for any other retirement plan must be excluded from the salary base on which this optional purchase is to be calculated. For Military Leave Purchases: Do not reduce salary with any military differential pay received by employee through calendar year 2008. Beginning calendar year 2009, the employee’s unpaid salary amount must be reduced by the amount of paid military differential pay.</p> | | | |
| <p><u>Employee Purchase, or Buyback, Amount</u> (A) \$ _____</p> <p>Multiply Salary by 4.5% to establish total amount that must be deducted from employee’s pay.</p> | | | |
| <p><u>Employer Purchase, or Buyback, Amount</u> \$ _____</p> <p>Multiply Salary by 6.0% to establish total amount that must be charged to the employer.</p> | | | |
| <p>Total Buyback must be completed no later than _____ (Last Pay check date that employee will appear on this FY)</p> | | | |
| <p><u>Employee Salary Reduction Authorization</u></p> <p>I authorize my employer to reduce my salary by a total of \$ _____ (not to exceed A above) for deferral into the IRAP retirement program. Beginning with pay period ending ____________, please defer \$ _____ each pay period until the total deferral has been taken.</p> <p>I understand the applicable employer matching amounts will be deposited each pay period in proportion to my deferral.</p> <p>_____</p> <p>Employee Signature _____ Date _____</p> <p>Notify TIAA-CREF (in writing) immediately if any correction is required due to retro-salary payments. Please submit completed documents to TIAA-CREF as soon as possible. TIAA-CREF will establish the payroll deductions in SEMA4. Retain a copy for your records; and provide a copy to the participant.</p> | | | |
| Completed by (Signature) | Title | Phone Number | Date |
| Date sent to TIAA-CREF: | | Send via E-Mail to: mnsucadmin@tiaa-cref.org | |