

University of New Mexico

Temporary, Part-Time Faculty Supplemental Retirement Form

Name:	SSN:		
College/School/Branch:	Department:		
Session Year:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
ERB Retiree: <input type="checkbox"/> Yes <input type="checkbox"/> No			

All UNM faculty participate in a retirement plan through the New Mexico Educational Retirement Board (ERB), or through an alternative plan, if eligible, except certain temporary, part-time faculty who are employed for 0.25 FTE or less¹. To help us determine your eligibility, please mark the box(es) below best describing your status this semester. **If you are an ERB Retiree¹, fill in the ERB Retiree Section only.** Please complete and sign this form. Return it to your employing department.

A. Main Campus or Continuing Education	Yes	No
Teaching more than three adjusted credit hours (3 CH) this semester?	<input type="checkbox"/>	<input type="checkbox"/>
More than forty (40) clock hours teaching or assistant instruction this semester?	<input type="checkbox"/>	<input type="checkbox"/>
More than one hundred sixty (160) clock hours clinical work this semester?	<input type="checkbox"/>	<input type="checkbox"/>
Had retirement withheld last semester?	<input type="checkbox"/>	<input type="checkbox"/>
Withdrew retirement contributions from ERB?	<input type="checkbox"/>	<input type="checkbox"/>
Also working another job at UNM or other ERB institution ² ? If yes, what FTE ³ ? _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Branch Campus (Valencia, Gallup, Los Alamos, Taos)	Yes	No
Teaching more than three and three-quarter credit hours (3.75 CH) this semester?	<input type="checkbox"/>	<input type="checkbox"/>
More than fifty (50) clock hours teaching or assistant instruction this semester?	<input type="checkbox"/>	<input type="checkbox"/>
More than one hundred sixty (160) clock hours clinical work this semester?	<input type="checkbox"/>	<input type="checkbox"/>
Had retirement withheld last semester?	<input type="checkbox"/>	<input type="checkbox"/>
Withdrew retirement contributions from ERB?	<input type="checkbox"/>	<input type="checkbox"/>
Also working another job at UNM or other ERB institution ² ? If yes, what FTE ³ ? _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Graduate Center (Santa Fe, Los Alamos, Taos)	Yes	No
Teaching more than three adjusted credit hours (3 CH) this semester?	<input type="checkbox"/>	<input type="checkbox"/>
More than forty (40) clock hours teaching or assistant instruction this semester?	<input type="checkbox"/>	<input type="checkbox"/>
Had retirement withheld last semester?	<input type="checkbox"/>	<input type="checkbox"/>
Withdrew retirement contributions from ERB?	<input type="checkbox"/>	<input type="checkbox"/>
Also working another job at UNM or other ERB institution ² ? If yes, what FTE ³ ? _____	<input type="checkbox"/>	<input type="checkbox"/>

If you have marked shaded selections, you will be participating in the retirement plan and retirement deductions will be withheld from your earnings. Be sure to fill out a New Mexico Educational Retirement Board Application.

ERB Retiree ¹ Retired From? _____
Retirees may choose whether they wish to be employed: 1. More than an average of 0.25 FTE ⁴ and not exceed a total from all sources of \$15,000 for the fiscal year, or 2. No more than 0.25 FTE ⁴ from all sources and exceed a total of \$15,000 for the fiscal year. If your employment exceeds both the average of 0.25 FTE and \$15,000, you will no longer be considered retired.
Mark the statement below that represents your post-retirement status this fiscal year: <input type="checkbox"/> Total post-retirement earnings this fiscal year (July 1 – June 30) will be less than \$15,000, or <input type="checkbox"/> Total post-retirement average FTE this fiscal year (July 1 – June 30) will be 0.25 FTE or less.
Also working another job at UNM or other ERB institution ² ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what FTE ³ ? _____

Signature

Date

Footnotes: See reverse

Distribution: Original: Faculty Contracts/Services Copy: Dean/Director Copy: Department

ERB Supplemental Form revised by Faculty Contracts/Services Office, 231 Scholes Hall, on 7/28/2009

University of New Mexico
Temporary, Part-Time Faculty Supplemental Retirement Form

1	<p>ERB Retiree: If hired prior to 1986, have had a continued employee relationship and teach less than six (6) credit hours, the retiree will not be subject to FICA.</p>
2	<p>Other ERB Institution: According to the New Mexico Educational Retirement Act, as amended through 2006 members of the Educational Retirement System are normally teachers, nurses, or administrators in any one of the following local administrative units:</p> <ul style="list-style-type: none"> • State Department of Education • Educational Retirement Board • NM Activities Association • State Institutions of Higher Education • Northern New Mexico State School • Junior Colleges • Technical and Vocational Institutions • State Special Schools: <ul style="list-style-type: none"> ○ School for the Deaf ○ School for the Visually Handicapped ○ New Mexico Boy's School ○ Youth Diagnostic Center ○ Los Lunas Hospital & Training School ○ Girls' Welfare Home • State Agencies providing an educational program (i.e. Department of Corrections) • Public Schools in New Mexico
3	<p>FTE: "Full-Time Equivalent" refers to the percentage of full-time worked. (For example, an employee working one-fourth of a full-time load is assumed to be working 0.25 FTE.)</p>
4	<p>0.25 FTE: A three (3) hour course is considered .25 FTE for Main Campus, Continuing Education and the Graduate Centers. A three and three quarter (3.75) hour course is considered 0.25 FTE for Branch Campuses. Adjusted Credit Hours for oversized classes will cause the FTE to exceed 0.25 FTE.</p>