

# PRIOR HOURS VERIFICATION FORM

When requested by the Office of Human Resources at W&L, please fill in your name on this form, hit generate at the bottom of this form and then submit the form to the HR department of your previous employer. Once they have completed the form, please have them fax it to Kim Austin, 540-458-8060.

Employees qualify for university contributions after two years of 1,000 or more hours worked at W&L.

If you worked 1,000 or more hours for a college or university just prior to being employed by W&L, then you may have one year toward the waiting period. If you worked 1,000 or more hours for a college or university in the last two consecutive 12 month periods, you may have two years toward the waiting period. If we have indicated we cannot tell from your c.v. whether or not you qualify for university contributions sooner than two years, please have your former employer(s) complete and return this form. If you return the form within 90 days and we determine your eligibility for university contributions upon employment, we will make a contribution retroactive to your first day of employment. If you return the form after 90 days, the university's contributions will begin the 1<sup>st</sup> of the month following receipt of this form.

Fax to 540-458-8060 or email to [kaustin@wlu.edu](mailto:kaustin@wlu.edu). Please call me at 540-458-8921 if you have questions.

Employee Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Was this individual employed full or part-time? \_\_\_\_\_

What was his/her title? \_\_\_\_\_

Did s/he work over 1,000 hours in the final 12 months of employment? \_\_\_\_\_

Did s/he work over 1,000 hours in the 12 months prior to that? \_\_\_\_\_

What was this individual's FTE? \_\_\_\_\_

Was this individual eligible to participate in your Defined Contribution Plan? \_\_\_\_\_

If not, why? \_\_\_\_\_

\_\_\_\_\_  
Printed Name of person completing this form

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email address

Last reviewed/updated: 5/22/2019