

OFFICE OF HUMAN RESOURCES

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Section 1: To Be Completed by Employee:

Name: _____ Hire Date: _____

Were you previously employed at DePaul: Yes ☐ No ☐

If yes, what was your previous hire date? _____

Employees aged 21+ who have completed one year of cumulative full-time service (1,000 hours or equivalent) are eligible to make salary deferrals and receive pre-tax matching contributions.

Prior service credit may be available for employees who worked full-time at another post-secondary institution and joined DePaul within 120 days of leaving that institution. Prior continuous service may count toward the one-year requirement for university matching contributions.

To request prior service credit, submit the required form and documentation to HR Benefits within 90 days of your DePaul start date. Documentation may be submitted through an [HR Benefits General Inquiry](#), by email (hrrbenefits@depaul.edu), or by mail to:

DePaul University
Office of Human Resources
Attn: Benefits Department
1 East Jackson Boulevard
Chicago, Illinois 60604

Approved prior service credit will be applied starting the first of the month after receipt of your prior employment verification.

Section 2: To Be Completed by Previous Employer:

Employer Status: Is your institution considered a post-secondary education institution?

Yes ☐ No ☐

Duration of Employment: Prior to the Last Day of Employment, was the individual named in Section 1 an employee of your organization:

1. On a consecutive basis for the prior 12 months?

Yes ☐ No ☐

2. If yes, please provide start and end dates

From: _____ to: _____

3. On a full-time or part-time basis for the prior 12 months?

Full-time ☐ Part-time ☐

Name of Organization: _____ Date: _____

Name and Title of Representative: _____

Signature: _____ Phone: _____