

*Office of*  
**HUMAN RESOURCES**

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ELON UNIVERSITY

**Memorandum**

To: Part-Time Faculty/Staff and Temporary Employees of Elon University

From: Deirdre Lea  
The Office of Human Resources

Re: Supplemental Retirement Eligibility

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Effective January 1, 2009, all part-time faculty/staff and temporary employees became eligible to participate in the TIAA-CREF Group Supplemental Retirement Plan (GSRA). **Please note that this is a voluntary benefit.**

If you are interested in participating and you have access to a computer, please go to <http://www.elon.edu/hr/benefit.htm>. On the bottom right hand side of the website, click on the TIAA-CREF Application link. Complete the application for the Group Supplemental Retirement Plan (GSRA). Once you have completed the application, print the confirmation page for your records and bring a copy of the confirmation, along your completed TIAA-CREF Agreement for Salary Reduction for Group Supplemental Retirement Plan (GSRA) form, to the Office of Human Resources to finalize your enrollment.

**Also note that if we do not get confirmation that you are enrolled in the Group Supplemental Retirement Plan (GSRA), we cannot begin payroll deductions and you will not be officially participating in the supplemental retirement plan.**

For those that do not have computer access, you may stop by our office to enroll.

If you have any questions, please contact me at 278-5560.