## University of South Carolina Dual Employment – Retirement Form

As an external dual employment employee, you are required to provide the information requested below. Your status concerning retirement contributions will be determined based on the South Carolina Retirement Systems directives on the second page of this form.

## Please check any of the following choices that apply

I am an ac	tive contributing member of:
	South Carolina Retirement System (SCRS)
	Police Officers Retirement System (PORS)
	I am a member of the State Optional Retirement Program (State ORP) at my home agency. (Employees performing dual employment in a temporary, non-slotted position with the University of South Carolina must participate in State ORP in their dual position.)
	I am currently enrolled in:
	☐ TIAA-CREF ☐ AIG Retirement
	A Retirement Plan Enrollment (Form 1100) and an original form for my State ORP carrier are attached to this dual employment packet. (If you have provided these documents in a previous appointment, you may provide copies of the forms for subsequent packets.)
	I am currently participating in the SCRS Teacher and Employee Retention Incentive (TERI) program. A Notification of Employed Retiree (Form 1114) is attached.
	Social Security Number:
Address: _	(Street, City, State, Zip)
Primary E	mployer:(Name of Agency)
	(Name of Agency)
Employee	's Signature (Sign original in blue ink.)  Date

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## Retirement Procedures – Dual Employment

Participants in the State Optional Retirement Program who are hired into temporary or dual positions in other state agencies must participate in the State ORP in the secondary positions. Employees hired prior to July 1, 2002, remain active in the retirement system chosen at the time of initial employment. The following changes apply to all wages earned through the dual employment process with the University of South Carolina.

- 1. University of South Carolina faculty and staff enrolled in the South Carolina Retirement System (SCRS), Police Officers Retirement System, or the State Optional Retirement Program will have retirement contributions deducted from their dual employment compensation as appropriate.
- 2. Employees of other state agencies performing dual employment with the University of South Carolina have the following options:
  - If the dual employment position is a permanent state-slotted position, the employee must either participate in the South Carolina Retirement System, Police Officers Retirement System, or select a State ORP vendor consistent with the choice selected at the home agency. (If State ORP is selected, the employee must complete or provide a copy of the enrollment and beneficiary designation forms for the State ORP vendor.)
  - If the dual employment position is temporary (non state-slotted) and the employee is enrolled in SCRS at their home agency, the employee must participate in SCRS in the dual employment position. The employee must submit a Retirement Plan Enrollment (Form 1100).
  - If the dual employment position is temporary (non-slotted) and the employee is enrolled in the State ORP at their home agency, the employee must complete a Retirement Plan Enrollment (Form 1100) and submit an original enrollment form for the State ORP carrier as selected at the home agency.
- 3. Employees participating in the SCRS Teacher and Employee Retirement Incentive (TERI) Program are required to contribute to the retirement system. The employee must complete the Notification of Employed Retiree (Form 1114) and submit it with the dual employment packet.

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