

EMPLOYEE ELIGIBILITY AND ENROLLMENT

Eligibility

An individual employed either by the State or a Participating Employer is eligible to elect to participate in the Plan. This includes:

- An elected or appointed officer or employee;
- An officer or employee of an institution under the management and control of Cornell or Alfred University, as a representative of the Board of Trustees of the State University; or
- An employee covered by a collective bargaining agreement providing for participation in the Plan.

Temporary and part-time employees are eligible to elect to participate in the Plan.

There is no maximum or minimum age requirement for eligibility nor is there a service requirement.

An independent contractor is not eligible to participate in the Plan.

Participation

An eligible employee may elect to begin participation at any time following his/her date of hire.

Account Executive Assistance

Account Executives are available to assist eligible employees through the enrollment process.

Self Enrollment

Eligible employees may enroll in the Plan using the online application. The application walks users through identification of the key information required for establishing an account including their employer and affiliated employer number in the Plan. It also provides assistance to the user in determining a contribution amount/percentage and appropriate investment allocation.

An employee may choose not to meet with an Account Executive or use the online application, and instead may request an enrollment kit from the Employer, from the Plan's HELPLINE or download one from the Plan Web site. The enrollment form is enclosed in the kit and is also available in a fillable PDF format on the Plan web site. The Administrative Service Agency mails enrollment kits by the third business day following the date the request is received. The kit contains the appropriate forms and instructions.

If an employee has any questions while completing the enrollment forms, the employee may call the HELPLINE for assistance. Upon completion, the Participant may fax the form to 877-677-4329 or mail the enrollment form to the Administrative Service Agency at: