FROM:   Office of Human Resources

RE:        Eligibility to Receive TIAA-CREF on Summer Salary Payments

                Process to Receive this Benefit

Unit members with academic-year appointments who have been engaged by the University to perform additional work other than teaching during the period between June 1 and August 31 may be eligible to make additional contributions to their retirement plan.  Additional compensation equal to or exceeding two-ninths (2/9) of the unit member's annual base salary as ofJune 1 may be contributed to the retirement program.  Contributions for the additional compensation for the covered work during the June 01 – August 31 period shall be the same percentages as the applicable retirement program.

Such contributions shall be made by and on behalf of only those eligible unit members who submit a written election for this option with the appropriate campus administrative office at least ten (10) work days prior to the payroll submission date of the month in which the work is to be performed.

Forms to request this contribution are available at: <http://umaine.edu/hr/files/2015/02/summer2.pdf>. Forms should be completed and returned to the Payroll Office, 142 Corbett Hall.

Summer Salary must be approved by the Faculty member’s primary, and if applicable, secondary department and college.  Requests for summer salary must be processed on an Additional Pay Form with appropriate signature authority.  Additional Pay Forms are available at: <http://umaine.edu/hr/files/2015/03/addpayrev.pdf>.

Please note summer salary as the reason for additional pay in the reason/description section of the form.  Adjustments in summer salary payments, to reflect any salary increase which might be effective July 1, may be initiated by the department, if sufficient funds are available.  Summer salary payments are not automatically adjusted by Human Resources to reflect any possible July 1 increase.  Please refer any questions to

[hr-um@maine.edu](mailto:hr-um@maine.edu).