



MIDDLESEX COUNTY RETIREMENT SYSTEM ADDITIONAL POSITION ENROLLMENT FORM

INSTRUCTIONS TO EMPLOYER: Review this form with all new hires that are **ineligible** for membership in the Middlesex County Retirement System and that you intend to enroll in OBRA.

- 1) Is your new employee **regularly employed** in the position for which he/she was hired in your unit? **Regularly employed** is continuous employment as distinguished from sporadic, intermittent, or temporary employment. The earnings received from regular employment are predetermined, non-discretionary and guaranteed.

Circle one: YES NO

If you answered NO, there is no additional paperwork to file with the Middlesex County Retirement System.
If you answered YES, proceed to Question 2.

- 2) Is your new employee actively contributing to the Middlesex County Retirement System through other employment in a different governmental unit?

Circle one: YES NO

If you answered yes to Questions 1 and 2 above, the earnings in the additional position held with your unit qualify as regular compensation and retirement deductions must be taken. **Please complete the rest of the form and submit it to the Middlesex County Retirement System via PTG Team Room.**

Employee Name: _____ Last 4 SSN: _____

Home Address: _____

Email Address: _____ Phone Number: _____

Place of Other Employment Through Which Membership Is Established: _____

Additional Position In Your Unit: _____

Start Date of Additional Position: _____ Hours of Employment Per Week: _____

Current Rate of Regular Compensation Per Pay Period: \$_____

Please deduct 9% in member deductions unless otherwise instructed by the Middlesex County Retirement System.

Authorized Signature: _____

Date: _____

Print Name: _____

Title: _____

Unit: _____