

**Pace University
Email Address Request Form
(Full-Time Hire Date Post 9/30/2000)**

Full-time employees, hired after September 30, 2000, are offered University e-mail accounts upon separation from the University, providing that they are at least 60 years of age on the date of separation and their continuous years of full-time service (at separation) plus their age equals at least 75. Each eligible employee is required to elect this benefit ("opt in") if they wish to utilize a Pace University e-mail account in future.

The format for an eligible tenured faculty member's account is name.emeritus@pace.edu. * The format for an eligible non-tenured faculty member's account or an eligible staff member's account is name.retired@pace.edu.

If you elect a ".emeritus" or ".retired" account, please complete this form and return it to the University Benefits office.

Employee Information:

Name: _____ U# _____

College/School: _____

Department: _____

Separation Date: _____

☐ **I request a ".emeritus"/".retired" email address**

- I will comply with the University's policies and procedures regarding electronic communications, including, but not limited to, the Pace University Appropriate Use Policy for Information Technology.
- I acknowledge that if my email account is inactive for more than 12 calendar months (one year), the University reserves the right to deactivate my account.

I should be notified at this email address when the new email account is created:

Signature: _____ Date: _____

Notes about email accounts:

- This email account is a completely new account, which will **not** include the contents of your active employee e-mail account (i.e., name@pace.edu).
- The University is unable to transfer the contents of your employee email account to your new email account.
- Incoming email to the employee account will be forwarded to your new email account for six months.
- After your employee account is disabled, a permanent standard auto-reply message will be sent informing senders of your new email account.
- If you are working for the University as an adjunct, after your full-time employment ends, you will have two (2) e-mail accounts – an employee account and a new account. Once the adjunct position ends, your employee account will be disabled.

Received By Human Resources/University Benefits:

Signature: _____ Date: _____

Pace University Benefits, 100 Summit Lake Drive, Valhalla, NY 10595

Fax: 914-989-8506, Email: benefits@pace.edu

*** Meet eligibility requirement for emeritus status**