



**Pace University
Faculty Retiree Email Enrollment Form**

Retirees are offered University e-mail accounts upon retirement; each retiree is required to elect this benefit ("opt in") if they wish to utilize a Pace University e-mail account in retirement.

The format for a retired tenured faculty member's account is "**name.emeritus@pace.edu.**" * The format for a retired non-tenured faculty 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/Retiree Information:

Name: U#

College/School:

Department:

Retirement Date:

☐ **I request an emeritus/retiree 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 retiree email account is inactive for more than 12 calendar months (one year), the University reserves the right to deactivate my account.

☐ **I request an emeritus/retiree ID card**

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

Signature:

Date:

Notes about email accounts:

- The retiree 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 retiree email account.
- After your employee account is disabled, a permanent standard auto-reply message will be sent informing senders of your new Retiree email account.
- If you are working for the University as an adjunct, you will have two (2) e-mail accounts – an employee account and a retiree account. Once the adjunct position ends, your employee account will be disabled.

Received By Human Resources/University Benefits:

Signature:

Date:

Pace University Benefits, 861 Bedford Road, Goldstein Academic

Center, 1st Floor, Pleasantville, New York 10570

Fax: (914) 773-3003, Email: benefits@pace.edu

*** Meet eligibility requirement for emeritus status**