



**Pace University
Faculty Retiree E-Mail 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.
- Incoming email to the employee account will be forwarded to your new Retiree 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 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, 100 Summit Lake Drive, Valhalla, NY 10595

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

* Meet eligibility requirement for emeritus status