



INSTRUCTIONS

PLEASE READ CAREFULLY

- Please complete and file this form to notify TRS of the following:
 - A new appointment of a City University of New York (CUNY) employee* or a new hire of a Charter School employee; or
 - A change in a CUNY or Charter School employee's job location and/or job title.*
 - Please print in black or blue ink, and initial any changes you make on this form.
 - Return this form to TRS at the above address; write "ATTN: Employer Mailbox" on the envelope.
 - If you require additional assistance, please contact our Employer Management Group (EMG) at Employer@trs.nyc.ny.us.
 - CUNY employees with optional titles can also enroll on our website (www.trsnyc.org).
- *Please note the following TRS membership requirements for CUNY adjuncts and Continuing Education Teachers:**
- Adjuncts are eligible to be members of TRS, but must work at least 45 hours per school year to obtain service credit. Membership is optional, not mandatory.
 - Continuing Education Teachers are eligible to be members of TRS, if they are working on a 30-hour per week continuous schedule on or after May 1, 1999. Membership is optional, not mandatory.

