

Retiree Rehire Form for the Rehire of SURS Annuitants

The new form/process for requesting pre-approval to hire a UI Retiree or SURS Annuitant is available within Enterprise Applications:

<https://apps.uillinois.edu/HumanResources.html> . The form is called Retiree Rehire Form.

A job aid for this new application can be found here:

<http://www.ahr.illinois.edu/RehireRetireeJobAid.pdf>.

Approval Process for the New Retiree Rehire Form

This new system allows departments to structure approvals to meet their needs in a few different ways. First, approvers do not need to have HireTouch access to review a form- they only need an email address. Second, multiple individuals can review and approve the form- for instance a review by the financial office, then the department head, then School Director are possible before the form reaches the College. Third, approvals on behalf of an individual are also accommodated. If selecting the "Approved on Behalf Of" action, please be sure to type in the first and last name and home organization name for the person who is authorizing the approval.

The biggest difference in the new system is that the approvals page requires that you enter actual email addresses of approvers, but only one at a time. The following procedure is recommended to obtain all necessary approvals effectively:

When the staff contact reaches *Section 6 (Review Status)*, please enter instructions like the following into the General Comments box (approval lines will depend on who in your unit/school should review and approve RRFS):

To approve this Rehire Retiree request, please enter the email address of the next approver into the box labeled "Email of Next Approver". Contact YOUR NAME (number or EMAIL) if you have any questions.

Dept: Email

School: Email

College: amyelli@illinois.edu