Retiree Rehire Updates

New 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. For Summer 2014 appointments, please continue to use HireTouch. For Fall 2014 appointments, please use the new form.

A job aid for this new application will be added to the AHR and SHR websites soon. As of April 2, attachments were not being accepted by the system (AITS is working on the problem). Please send the SURS Annuity Statement and any other attachments via email to amyelli@illinois.edu.

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

Progress Report of Retirees in your Unit
A Rehired Retiree Progress Report is now available within the University HR Reporting Portal (UHR Reports- General Reports- Rehired Retiree Progress): http://www.hr.uillinois.edu/reporting_portal/hr_reports.

This report provides units with a list of all retirees in their unit along with how much money they have been paid with a special column stating the % toward the 40% earnings cap. This report is updated after each pay period. The report will only list money paid by the U of I, so if your retiree has a job at a different SURS institution please ensure you have all of that information.

To access the report, a Banner log-in is required. If you cannot access the report please contact your USC and ask them to send an e-mail to AITS Security to request access for you April 2014.
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to the report: Include the name, UIN, and Enterprise ID of the individual seeking access to the report. The USC should request General Access, for the HR Reporting Portal granted via the following LDAP group: edu.uiuillinois.uihr.HRReportingPortal.GeneralAccess. The report will be limited to show only the org codes the employee has access to via Enterprise security.

Justification for Rehiring a Retiree

The Chancellor and Provost’s Office clarified their expectations for retiree appointments. The campus expects retiree appointments to be:

- temporary in nature,
- generally limited by a year or less of service.

Exemptions:
When the position/service would cease to exist on the campus if the retiree was not available, an exception could be made to allow annual consideration for reappointment. Examples of these situations could be if the retiree is:

- Uniquely qualified to teach a very specific course (be very specialized appointment that no other person could perform) or
- Unique contributor to research.

Campus understands that a unit may need a bit of time to develop a plan to cover the teaching (or other service) some retirees have been performing. For these cases, a unit needs to provide an exit strategy to move the teaching to non-retired employees. This needs to be done at the time you are requesting an extended appointment for a current retiree.

Other Retiree Rehire Information

- The Statement of SURS Annuity Status has been updated to reflect most recent legislative action to remove the 18-week factor and to exempt status Civil Service employment from the State’s provisions related to Affected Annuitant status. The new form has an updated date of 3/14/2014 and can be found here: http://nessie.uihr.uillinois.edu/pdf/StatementOfAnnuityStatus.pdf
  If you do not see the new form, please refresh your webpage.

- A common academic year for Retiree Appointments has been established: September 1 – August 31- for all SURS covered employers for Return to Work tracking purposes.
  - AHR will allow 1 form for semester based employment (teaching/research). 8/16-8/31 pay will count towards the previous AY totals.
  - Ac hourly apts need to end on 8/31.

- Please remind all retiree rehires that they are required to disclose all employment with SURS covered employers to the unit via the Statement of SURS Annuity Status. Also, if they accept additional employment with a SURS covered employer, they must notify the unit through a new Statement of SURS Annuity Status form within 10 days of accepting the new employment.

April 2014