

## Steps for Requesting a Retiree Rehire

Any potential employee who is receiving an annuity from SURS or a retiree who formerly worked for UI must gain pre-approval through the Retiree Rehire process **PRIOR** to employment being offered.

### **Please follow these steps to request the rehire of a retiree:**

1. **Obtain the anticipated job parameters from the hiring official.** Elements to note:
  - Title
  - Service Begin and End Dates
  - FTE for position
  - Total gross pay for the Apt
  - Hourly pay (if academic hourly only)
  - Anticipated future employment by your unit for this retiree during AY 17-18 (fall 17; spring 18, summer 18)
2. **Send to the retiree you wish to employ:**
  - The anticipated job parameters noted above
  - Link to the [Statement of SURS Annuity Status](#)
  - Link to the [Return to Work Limitations for all SURS Annuitants](#)

The retiree must complete and sign the Statement and return to the potential employing unit.

*Please note- Due to potential liability issues the unit cannot assist in the completion of the Statement (except to send the anticipated job parameters and link to Statement).*

3. **Unit Completes the Retiree Rehire Form via [Enterprise Applications](#).**
  - Use the information from the Statement and anticipated job parameters to fill out the RRF
  - Upload the signed Statement of SURS Annuity Status via Section 6
  - Designate appropriate approvers for the form via the General Comments Box within Section 6. Below is an example:

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

4. **Upon receipt of full RRF approval (via email) issue an offer to retiree.** Attach the Employee's completed Statement of SURS Annuity Status form. In addition to the standard items an offer letter must include, please ensure that the following elements are also included:
  - Title
  - Service Begin and End Dates
  - FTE for position
  - Total gross pay for the Apt OR Hourly pay (if academic hourly only)
  - This phrase: "If you accept additional employment with a SURS covered employer, please notify this department through a new Statement of SURS Annuity Status form within 10 days of accepting the new employment."
5. **Upon receipt of offer acceptance, complete and submit the Background Check Form in HT. [Information from AHR on Background Checks](#).** This form is **available in HireTouch**.
  - Click on Jobs
  - Click on Start a Workflow

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- Choose Background Check Request Only and click Continue
  - *Job title- Dept Name:* LAST NAME of RETIREE- TITLE- Department of XX
  - Click *Start* on the Background Check Request
  - Complete all fields and submit to *\*Illinois HR background check review*
  
  - IF background check **needed**, AHR will email the staff contact:
    - “Background check ordered. Please inform your candidate(s) to expect a message from GIS from the following email address, [UniversityofIllinoisHR@geninfo.com](mailto:UniversityofIllinoisHR@geninfo.com) and the subject line will state: Action needed in connection with your application for employment with University of Illinois.”
  
  - IF check **not needed** OR when Background check **process complete**, AHR will email the staff contact:
    - “Proceed with the hiring process. A copy of the email should be attached to the HR Front End transaction.”
  
  - Illinois Human Resources notifies the candidate of the successful completion of the criminal background check process
  - If needed, the unit could follow-up with the candidate to confirm the start date and other details
6. **Process the appointment in the HR Front End**, attaching the following:
- Retiree Rehire Approval
  - Statement of SURS Annuity Status Form
  - Offer Letter
  - I-9, if first appointment at UI or first appointment after retirement from UI
  - Background Check “Proceed with hiring” email