This application is used to receive approval to rehire retirees of the University System of Georgia receiving benefits from the Employees Retirement System (ERS), Regents Retirement Plan (ORP), or the Teachers Retirement System of Georgia (TRS). This application contains the following items:

- Rehired Retiree Application Process – page 2
- Rehired Retiree Application – page 4

Important Information Regarding Rehired Retirees

- Please allow a minimum 60-day lead time to complete the rehired retiree application and hiring process.
- According to the Board of Regents policy section **8.2.8.3 Employment Beyond Retirement**, the work commitment of a rehired retiree must be less than half-time; i.e., less than 49% and the salary paid to a rehired retiree must meet the following criteria.
  a) No more than 49% of the annual benefit-based compensation amount that he/she was earning at the time of his/her retirement, with consideration for the average merit increase percentages that have been applied since the employee retired; or,
  b) No more than 49% of the average compensation for the position into which the retiree is being hired based on the institution's existing compensation plan, or, if not applicable, the average compensation of existing or previous incumbents; or,
  c) No more than 49% of a reasonable market competitive rate for the position into which the retiree is being rehired as determined by the institutional chief human resources officer.
  d) The salary that is paid to a rehired retiree must be consistent with his/her work commitment.
- Please contact the Office of Human Resources by calling 478-445-5596 or emailing employment@gcsu.edu for assistance with the Rehired Retiree application and hiring process.

TEACHERS RETIREMENT SYSTEM OF GEORGIA RETIREES

- If re-employment is for administrators or staff retired from TRS, a TRS Schedule of Maximum Work Hours must be signed by both the Hiring Supervisor/Manager and the retiree to acknowledge limitations on working hours per month. **Exceeding the monthly limitations will jeopardize employee's retirement benefits and the university will be liable to pay back TRS for any benefits paid.** *NOTE: The Office of Human Resources will send this form to the hiring supervisors/managers once TRS releases the FY Schedule of Maximum Hours.*
- For TRS retirees, any changes to employment, i.e. salary, FTE or job duties must be approved by TRS before the changes become effective. The hiring supervisor/manager is required to submit a Rehired Retiree Application at least 30 days prior to the effective date of the employment change. The completed Rehired Retiree application should be emailed to employment@gcsu.edu.

EMPLOYEES RETIREMENT SYSTEM OF GEORGIA RETIREES

- ERS policy states that ERS retirees cannot work over 1,040 hours during a calendar year. Retirement benefits will be suspended if an ERS retiree works more than 1,040 hours.
- ERS retirees who retired under ERS's Early Retirement provisions cannot be employed by Georgia College during the first two months following their retirement date.
- ERS retirees who retired under any of ERS' provisions other than Early Retirement cannot be employed by Georgia College during the first month following their retirement date

**REHIRED RETIREE APPLICATION PROCESS**
STEP	**RESPONSIBLE**	**ACTION**
1	Hiring Manager	reviews previous posting via www.gcsujobs.com/hr and makes any necessary changes for accuracy and updates. For changes more than 30%, please complete job evaluation process by visiting www.gcsu.edu/humanresources/compensation.htm or contacting Class and Comp at 478-445-5067.
2	Hiring Manager	completes Search Committee Training (if not completed previously at gcoiedtraining.org/module_2/index.htm. Training takes about 60 minutes.
3	Hiring Manager	posts Position Vacancy at www.gcsujobs.com/hr. Users create an account for approval or use www.gcsujobs.com credentials. For help with posting positions, please access the Manager's Guide.
4	Hiring Manager	interviews qualified applicants and changes applicant status in www.gcsujobs.com/hr to "Selected for Interview." (OIED Review within 48 hours.)
5	Hiring Manager/ Search Comm.	selects the most qualified candidate.
6	Hiring Manager	drafts offer letter using Offer Letter Template
7	Hiring Manager	emails offer letter to Assistant Director for Employment Services for approval.
8	HR	Assistant Director for Employment Services amends or approves offer letter and returns to Hiring Manager.
9	HR	submits the appropriate application and job description to the retiree's hiring supervisor/manager.
10	Hiring Manager & Retiree	completes the appropriate sections of the application and ensure that the following are attached: • **FOR ADMINISTRATOR AND STAFF POSITIONS**: Job Description • **FOR FACULTY POSITIONS**: List of courses, class credits, and non-teaching duties per semester.
11	Dean/Director	reviews application and job description. Signs the application to approve the proposed employment. Submits application to division Vice-President.
12	VP/Provost	reviews application and job descriptions or course listing. Signs the application to approve the proposed employment. Submits application to employment@gcsu.edu.
13	HR	reviews the application and ensures the following are completed and compliant with the Board of Regents and TRS policies. • Salary • Employment start/end date • Appropriate approvals • Job description or course listing *NOTE: Incomplete applications will be returned to the hiring manager.* **Teachers Retirement System of Georgia (TRS) Retirees**: The application information is submitted to TRS for employment approval. It takes approximately 30 days for TRS to make a decision on the proposed employment. An HR Representative will email the hiring manager to confirm receipt of the application and date application was submitted. **Optional Retirement Plan (ORP) Retirees**: The application information is reviewed to ensure the employment information is consistent with Board of Regents policy. An HR Representative will email hiring manager to confirm receipt of the application. **Employee Retirement System of Georgia (ERS) Retirees**: The application information is reviewed as to the FTE and salary and to ensure the employment information is consistent with the Board of Regents policy. HR will email the hiring manager to confirm receipt of the application.
14	HR	**TRS Retirees**: TRS submits the approval to Human Resources who reviews and signs application verifying approval of employment and submits the application to the President for approval. **ORP Retirees**: HR reviews and signs the application verifying approval of employment and submits the application to the President for approval.

		ERS Retirees: HR reviews and signs the application verifying approval of employment and submits the application to the President for approval.
15	President	Reviews the application and approves the employment. Submits the application to HR at employment@gcsu.edu.
16	HR	Receives approved application. Emails the hiring manager, Budget Office and Payroll Services, and the Office of Academic Affairs (when applicable) of the employment approval.
		provides hiring packet to candidate: (via email, regular mail, or in person) • **Approved Offer Lette**r • **Relocation Form** (if applicable) • **Georgia Background Consent Form** • **Security Questionnaire and Loyalty Oath** • **I-9 Form** (if a current form is not on file. (**MANAGERS** – Please advise candidate that HR MUST have original documents.)
**Steps 17 through 21 apply only to Administrator and Staff positions.** **Contact the Office of Academic Affairs for steps required for faculty positions.**	
17	Hiring Manager	Emails completed Personnel Action Form (PAF) to employment@gcsu.edu.
18	HR	Receives and reviews PAF. Completes the Human Resources section of the PAF and forwards PAF to Budget.
19	Budget Office	Completes the Budget section and returns the PAF to employment@gcsu.edu.
20	HR	Enters the employment information into EV5. Emails the retiree and supervisor with Final Clearance once the employment information is entered into EV5.
21	Retiree	Logs into ADP to confirm their access to eTime.

GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

RETIRED EMPLOYEE APPLICATION
USG & State of Georgia Retirees

For complete instructions on the Onboarding Process for Rehired Retirees, click here.

PERSONAL INFORMATION (Please print or type clearly.)

Name: | ADP ID#:

Department: | Campus Phone:

❑ Retired from USG ❑ Retired from another GA Agency | Previous Agency:

Complete this Section for New Rehired Retirees Only

Retiree's Email Address: | Phone:

Retirement System: ❑ Employee's Retirement System of Georgia ❑ Teacher's Retirement System of Georgia

Former Job Title:

Former Salary:	Annual Rate $_____ *Staff/Administrators positions*	Monthly Rate _____ *Full-Time & Part-Time Faculty positions*	Hourly Rate $_____ *Hourly paid staff positions*

RETIREE EMPLOYMENT INFORMATION

Proposed Employment Type: ❑ Administrator ❑ Faculty ❑ Staff

Proposed Job Title:: | **Proposed FTE:**

NOTE: Board of Regents Policy 8.2.8.3 Employment Beyond Retirement states that the work commitment of a rehired retiree must be less than half-time; i.e., less than 49%.

Proposed Department:

Proposed Hire Date: | **Proposed End Date:**

Proposed Salary:	Annual Rate $_____ *Staff/Administrators positions*	Monthly Rate _____ *Full-Time & Part-Time Faculty positions*	Hourly Rate $_____ *Hourly paid staff positions*

FACULTY POSITIONS ONLY: *A list of courses, class credit, and non-teaching duties per semester must be submitted with application.*
Proposed Number of Credit Hours Teaching: Fall Semester _____   Spring Semester: _____

This agreement is considered as a proposal until approval has been granted from the applicable retirement system, Office of Human Resources and Employee Relations, and the President. By signing below, we agree to abide by the Board of Regents, the applicable retirement system, and Georgia College policies and guidelines as outlined throughout this application related to rehiring retirees.
NOTE: Applications must be approved by the Office of Human Resources before the application is submitted to the President.

RETIRED EMPLOYEE APPLICATION CHECKLIST

Please make sure the following item(s) are attached for the applicable positions. Failure to attach the items will delay the approval process.

❑ **Full-Time/Part-Time Faculty Positions:** List of courses, class credits, and non-teaching duties per semester.
❑ **Administrator/Staff Positions:** Job Description attached for new hires/new positions only.

APPLICATION SIGNATURES:

Employee: _____ **Date:** _____
Notice to employee: If completing electronically, please email the application to your Department Head/Supervisor.

Dept. Head/Supervisor: _____ **Date:** _____
Notice to Dept. Head/Supervisor: If completing electronically, please email the application to your Dean/Director.

Dean/Director: _____ **Date:** _____
Notice to Dean/Director: If completing electronically, please email the application to your Vice-President.

Vice President/Provost: _____ **Date:** _____
Notice to Vice President/Provost.: Please email application and applicable attachments to employment@gcsu.edu

Continued

HUMAN RESOURCES APPROVAL

A check below indicates that these items are compliant with the Board of Regents, the applicable retirement system, and Georgia College policies.

❑ Proposed Salary   ❑ Proposed FTE   ❑ Proposed Credit Hours/Job Description   ❑ Proposed duration of
                                                                                          employment agreement

HR/ER Representative Signature _____ **Date:** _____

PRESIDENT'S APPROVAL

❑ Application is approved   ❑ Application is not approved

REASON: _____

President's Signature _____ **Date**: _____