University of Illinois
Proposal for Re-Employment of a SURS Employer Retiree

Only complete this form if the proposed rehire retired from a [SURS covered employer](#) and in accordance with University of Illinois policy. This form must be initiated and approved at all levels before the proposed retiree rehire can be employed. If you have any questions about the form or retiree rehire policies/process, contact your campus/central human resources office. A current [Statement of SURS Annuity Status](#) must accompany this form.

Section 1: Unit Information

*Unit Contact Name

*Unit Contact Phone Number
(include area code)

* Unit Contact Email

* Unit Name

Section 2: Retiree Rehire Information

* Proposed Retiree's First Name

Proposed Retiree's Middle Name

*Proposed Retiree's Last Name

Did the proposed employee retire from any University of Illinois campus or University Administration?   Yes   No

Proposed Retiree's UIN
(if returning UI employee)

*Last 4 digits of Social Security Number

*SURS Member ID

*Is the proposed retiree rehire a [SURS affected annuitant](#)?   Yes   No

*Has the proposed retiree rehire worked 18 weeks since 8-1-2013?   Yes   No

*SURS Highest Annual Earnings
(What is the proposed retiree rehire's highest annual earnings figure from SURS?)

Section 3: Position(s) At Time of Retirement / Separation

Only complete this portion if retired from the University of Illinois. List main position here; add additional positions below.

Title

College

Department/Unit

Campus   UIUC   UIC   UIS   UA

Retirement Date

Appt. FTE (1, .5, .25, 0, etc.)

Annual Salary

Hourly Rate

If applicable, Emeritus/Emerita Title

If applicable, Emeritus/Emerita Date

Section 4: Proposed Retiree Rehire Appointment

∗College/Major Admin Unit

*Department/Unit

*Job Title/Classification

*Job Level Employment Group

*Service Begin Date

*Service End Date

NOTE: For Civil Service permanent or Extra Help (EH) appointments only, please enter the last day of the current Academic Year. (This is for reporting purposes only. End dates should not be added to jobs in HRFE during Civil Service or EH appointment processing).

*FTE for this job

Hourly positions should be 0, and Lump Sum should be NA.

*Rate of Pay

*Total Gross Pay for this Appointment

If hourly, please estimate.

*How many weeks do you anticipate this person will work?

*Proposed Appointment Category (check all that apply)

1. Retired faculty re-employed to teach courses or advise students and perform other related services on a part-time occasional basis
2. Retired faculty or staff re-employed to conduct research on appointments funded by grants and contracts
3. Retired clinical faculty or other clinical professionals re-employed to provide patient care on a part-time or occasional basis
4. Retiree re-employed in an hourly academic/research/faculty/clinical capacity
5. Retiree re-employed as extra help on a temporary basis
6. Retired re-employed into status Civil Service position
7. Retiree re-employed on a temporary basis other than above to perform staff functions when other options are not feasible

*Funding & Labor Distribution

If more than one FOAPAL is used, please list each one on a separate line and include the dollar amount and the percentage. The total of all percentages must equal 100%. Exempt/Non-Exempt Funds.

CFOAP	%	$	Source of Funds

Are funds:

    Exempt

    Non- Exempt

CFOAP		%	$	Source of Funds

Are Funds:

    Exempt

    Non- Exempt

CFOAP		%	$	Source of Funds

Are funds:

    Exempt

    Non- Exempt

CFOAP		%	$	Source of Funds

Are funds:

    Exempt

    Non- Exempt

	%	$
Totals		

*Proposed Job Description

Please povide a job description/list of duties. You can type or paste the information into the box or include a document when routing this form. If typing or pasting the information you will be limited to space provided in the box.

Job Description:

*Justification for Request

Please povide a justification for the request; please number your responses to each of the three questions. You can type or paste the information into the box or include a document when routing this form. If typing or pasting the information you will be limited to space provided in the box.

1) Describe the critical natue of this position/hire to achieving the unit's strategic goals.

2) Confirm the hire will not create a budget deficit.

3) Verify there is no other way to allocate duties to complete the work associated with this position.

Justification:

*Approval is being sought to reappoint via the following employment procedure (choose only one):

Retiree selected as a result of an open search

Contractual obligation as under a formal retirement agreement

Waiver of search with appropriate rationale (attach copy of waiver approval)

Hire exempt from search process per campus office for diversity, access, and equal opportunity

Retiree selected as a result of Civil Service referral process per Statute and Rules

Retiree selected on a temp basis in an hourly extra help position

Board of Trustees approval date, if required

Please send along any additional documents(retirement agreements, additional justification, waiver, etc.) when routing this form.

*Do you have another job/position you will be hiring this individual into during the same academic year in your unit?

Yes   No

Section 5: Retiree Appointments to be Held in the Same Academic Year at SURS Covered Employers
SURS Covered Employers

None

Campus (if other retiree appointment at UI)   UIUC   UIC   UIS   UA

Title

College

Department/Unit

Is this a vacation eligible job?   Yes   No

Service Begin Date

Service End Date
NOTE: For Civil Service permanent or Extra Help (EH) appointments only, please enter the last day of the current Academic Year. (This is for reporting purposes only. End dates should not be added to jobs in HRFE during Civil Service or EH appointment processing).

* Rate of Pay

Paid via a lump sum at conclusion of service   Yes   No

FTE
(1, .5, .25, etc; 0 if hourly; Enter NA if payment via lump sum)

Total Gross Earnings for this job during this academic year

Is/was the salary paid under funds that are exempted?   Yes   No

If yes, under what exemption category/criteria?

*Would you like to add another current appointment?   Yes   No

Total Planned Earnings to Date in Current Academic Year, all jobs combined.

Section 6: Comments and Approvals

General Comments:

Message to Unit:

Approvals:

Organization (Department/School/Dean/HR/Provost/ Chancellor)	Approver Information		
	Name	Signature	Date