

## Instructions for Re-Employment of a SURS Employer Retiree

All appointments or reappointments of SURS Employer Retirees will require PRIOR APPROVAL by the designated campus authority. Some will also require PRIOR APPROVAL of the Board of Trustees.

### Before You Begin

- You will need information about the retiree (SURS highest annual earnings, UIN, etc.)
  - Did the retiree retire from UIC or from another institution?
  - Retiree information for all University of Illinois employees can be found on the PEAEMPL screen in Banner. Click the “light bulb” icon on the task bar at the top right corner to view supplemental data. There you can view the SURS Highest Annual Earnings and the SURS 40% threshold amount.
- You will need information about the proposed appointment (job duties, classification, CFOAP, etc.)
- You will need the completed Statement of SURS Annuity Status form (completed and signed by the annuitant).
- If the annuitant is not a University of Illinois Retiree, a SSN will be required so that we can determine if the Annuitant is currently an affected annuitant as defined by PA 97-0958.

PLEASE NOTE: The SSN, however, must not be stored in an electronic format on laptops, on your computers’ desktops or network shares accessible from a laptop. It must also not be submitted via email unless it is a protected email.

- Any reappointment will require an updated Statement of SURS Annuity Status form.
- Please review the limitations, responsibilities, costs and penalties associated with re-employing a SURS annuitant. **All costs and penalties are the responsibility of the employing unit.**

## Instructions

1. The proposal should be submitted using the electronic form: “Proposal for Re-Employment of a SURS Employer Retiree” <https://hrnet.uihr.uillinois.edu/UHR/RetireeRehire/index.cfm>
2. Attach the *Statement of SURS Annuity Status Form* <http://nessie.uillinois.edu/pdf/StatementOfAnnuityStatus.pdf>
  - a. The Annuity form should be completed and signed by the retiree.
  - b. Scan and attach the completed Annuity form at the bottom of Section 6.
3. In Section 4 before attaching any documents, the user must first save the information entered by clicking on the Save as Draft button at the bottom of the page.
4. Click on the Create a New Form tab, complete the required sections and send completed Proposal for Re-Employment Form to your College’s/Unit’s designated approver(s). Each College/Unit will need to adopt their own approval process which could require multiple approvals. If there are questions, please contact your appropriate HR College/Unit representative.
  - a. Once the proposal is completed, the initiator will enter the email address of your College/Unit approver in the “Email of Approver” field and click the Submit button in Section 6. Each approver will receive an email notification.
  - b. The approver in step A above will log in, review the proposal and enter the email address of the next approver.
  - c. After the initiator has submitted the proposal, the subsequent approvers will see the following statuses in the Action Taken field in Section 6:
    - Approved for Next Review Level
    - Approved on Behalf Of
      - This typically applies to the dean’s designee. The designee should enter the name of the actual approver (i.e. Dean’s name) and the organization in the Name and Authorization fields respectively.
    - Returned to Initiator
    - Denied
    - Forwarded

- d. **If the initiator is also the approver, the user will see duplicate records on the My Forms Section on the Home page of which the second will require action and approval.**
  - i. On the My Forms Section, the user will see any uncompleted proposals, proposals which were initiated by the user and have been forwarded for approval and proposals which require the user's approval.
- e. The final approver must submit the proposal to the UIC Human Resources Office for academic professional, civil service, extra help and clinical/research hourly appointments **or** to the Faculty Affairs Office for faculty or faculty hourly appointments.
- f. In the Email of Next Approver field, enter [rehiredretiree@listserv.uic.edu](mailto:rehiredretiree@listserv.uic.edu) to submit the proposal to the UIC Human Resources Office or [facultyaffairs@uic.edu](mailto:facultyaffairs@uic.edu) to submit the proposal to the Faculty Affairs Office for approval.

***Note: The proposal can be stopped and saved at any point by clicking on the Save as Draft button. Complete all 6 sections of the electronic form. Click the Save and Continue button after completing each section.***

- g. To find or search for a proposal, click on the Search for Other Forms tab on the Home page. Use any of the fields for your search criteria and click on the Search button. All the records that meet your criteria will appear in the Search Results area. The result(s) can then be exported to an Excel spreadsheet by clicking on the Export button.
- 5. UIC Human Resources or Faculty Affairs will review the proposal.
    - a. After the proposal has been approved, the initiator will receive an email notification when it is approved by UIC Human Resources or Faculty Affairs. Only those who have access to the Organization code tied to the proposal can view its progress.
    - b. If the proposal is denied, UIC Human Resources or Faculty Affairs will redirect the proposal or return it to the initiator with comments in the Message to the Unit field in Section 6.
  - 6. Once the proposal has been approved by UIC Human Resources or Faculty Affairs, attach the PDF copy of the "Proposal for Re-Employment of a SURS Employer Retiree" and the "Statement of SURS Annuity Status" to the HR Front End transaction to re-employ or reappoint the individual, along with any related documentation otherwise associated with the transaction. The Board of Trustees will be notified of these appointments at the next scheduled Board meeting. With the exception of status Civil Service appointments, all retire rehire appointments are required to have specified end dates.

UIC HR Employment Services will initiate and apply the approved proposals for all Civil Service and Extra Help appointments.

## Questions

- **Faculty Appointments**  
[facultyaffairs@uic.edu](mailto:facultyaffairs@uic.edu)  
Lillie Adams  
Angela Yudt  
312-413-3470
- **Academic Professional and Civil Service including Extra Help**  
[rehiredretiree@listserv.uic.edu](mailto:rehiredretiree@listserv.uic.edu)  
Academic Professional  
Joanna Wolek, 312-355-5524  
Jack McEnery, 312-996-3581  
Odell Richmond, 312-996-6356  
  
Civil Service including Extra Help  
Shannon McGinnis  
312-996-8514
- **Technical Problems**  
[uichrhelpdesk@uillinois.edu](mailto:uichrhelpdesk@uillinois.edu)  
UICHR Help Desk  
312-413-4848