

QRG – Retiree Rehire Personnel Action (Post-Retirement Appointments)

This personnel action is used when a retired employee returns to work in some capacity at the University via a post-retirement appointment.

Preparation

- Complete a [Post Retirement Appointment Form](#)
- While waiting for the form to be approved, determine the correct position number. The position must have a working retiree EE group: F, G, K, or L
- If Retiree Rehire is a faculty member, you will put them into a Post Retirement Faculty position:

Position	5017	F8565M0
		Professor
Job key	40501841	F8565M0
		Post-Retirement Faculty

- Determine if a new I-9 will be needed (typically will be needed if the employee has not worked for UK within the last 12 months – or if the employee was initially hired prior to the federal I9 requirement being put in place. Click to [schedule the I-9 appointment](#)

Process the Action

Once the form has been approved, at all levels, enter the Retiree Rehire personnel action using SAP transaction PA40.

- Enter Person ID, and click the <Enter> button
- Enter the first day the employee will be in the Post-Retirement Position (should match the start date on the approved form)
- Select the Retiree Rehire option

Direct Bill Set to Inactive	
Retiree Rehire	←
Retiree set back to Inactive	

- Select Retiree Rehire as the reason for action
- Enter the 8-digit Post Retirement position number
- Enter and save on screen 1
- On screen 2, review if any changes are needed and save
- On screen 6, verify the permanent address is correct and save
- On the next screen, enter the work address and save
- On the 7 screen, delete the 100% FTE and enter the correct FTE and save (FTE should match the amount indicated on the approved form)
- On the 8 screen, enter the appropriate pay rate and save
- On the 41 screen, hit enter until the yellow messages disappear and save
- On the 77 screen, no changes should be needed, unless a new I-9 was completed. Enter ethnicity, Race and Veteran status and save

Submit the ZPAR

The system should now return you to the initial Personnel Actions window. Use transaction ZHR_PAR to generate and print the required form. Submit ZPAR and approved Post Retirement form to agbusinesscenter@ukv.edu

Reminders

- If faculty Post Retirement, please update the contract elements screen 0016 in PA30.
- For Federal post retirements with an EE Subgroup of 14 CSRS only, send an email to payroll letting them know the employee will be starting a post retirement position, the effective date and to start the OASDI deduction.
- If it is not a Board of Trustees approved post retirement, then the hire must take place through STEPS.