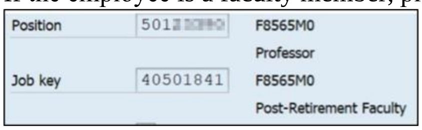
Martin-Gatton College of Agriculture, Food and Environment | Business Center

Retiree Rehire Personnel Action (Post-Retirement Appt)

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 the employee is a faculty member, please use a Post Retirement Faculty position:

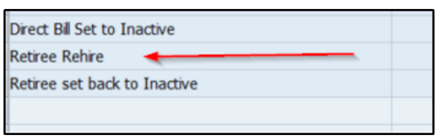


- Determine if a new I-9 will be needed (typically will be needed if the employee has not worked for UK within the last 12 months – or if the employee was initially hired prior to the federal I9 requirement being put in place. Click to schedule the I-9 appointment

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



- 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 and organizational unit are 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 save the required form. Submit the **ZPAR**, **approved Post Retirement form , & I9 (when applicable)** to **agbusinesscenter@uky.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, 15, or 16 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.**

Last updated 12/16/2022