



College of Family and Consumer Sciences UNIVERSITY OF GEORGIA

FACS Guide for UGA Retiree-Rehire Electronic Form October 2022

An electronic UGA form will be used to process all faculty and staff retiree-rehires effective March 1, 2022. This electronic form replaces the paper form and addendum. The electronic form is located at <https://app.smartsheet.com/b/form/3fa5156e384741f99997b205e06f1a58>. Below is a guide to help departments properly complete each field in the form for FACS. Forms are to be submitted each year by March 31st for the next fiscal year. Questions may be directed to FACS HR Team at facshr@uga.edu.

Unit/College Information:

- College/Unit: Choose “College of Family and Consumer Sciences”.
- HR Department: Choose the appropriate HR Department number for your HR Department from the drop down menu. HR Departments for FACS are between H1000143 and H1000158; names of departments are listed beside each number.
- Other Unit Contact: Input Department Business Manager’s Name.
- Other Unit Contact Email: Input Department Business Manager’s Email.
- Phone Contact: Input your phone number.

Retiree Information:

- Retiree EMPL ID: Input the EMPL ID of the retiree that the department is wanting to rehire. The Department Business Manager can access this information in OneUSG Connect.
- Retiree Legal Name: Ensure that the individual’s name on the form is their full legal name.
- Retiree Email Address: Input the retiree’s email address that they actively monitor.
 - If a background check is needed, the retiree will receive an email from Accurate, USG’s background check vendor, to complete a background investigation consent form at this email address.
- Supervisor Name: Input the supervisor’s legal name.
- Supervisor Email: Input the supervisor’s email address.
- Supervisor Position #: Input the supervisor’s position number.
- Status at Retirement: Choose either “UGA Faculty” or “UGA Staff”. If the individual is outside of UGA (but within USG) that is being rehired, consult with FACS HR first.
- Retirement Effective Date: Input the retiree’s retirement effective date.
- Rehire Status: Choose either “UGA Faculty” or “UGA Staff” as appropriate.
- UGA Unit & Number/USG Inst at Retirement: Choose “180 University of Georgia”.
- Annual Salary at Retirement: Input the retiree’s annual salary amount at retirement.
- Retirement Plan: Choose “TRS”, “ORP”, or “ERS” based on the retiree’s retirement plan.

UGA Department Requesting Service and Description of Service and Funding:

- Requested Classification Title: Typically the title is the same as the employee's title at the time they retired. If the position is conducting vastly different work than before or if the department wants to have a different title, consult with FACS HR first.
- Requested BCAT:
 - Choose 932Z00 for faculty retirees.
 - Choose 934Z00 for exempt, monthly paid staff retirees.
 - Choose 935Z00 for non-exempt, biweekly paid staff retirees with office/clerical work.
 - Choose 936Z00 for non-exempt, biweekly paid staff retirees with technical/research work.
- OneUSG Connect Position Number (if continuation from a prior year): If the individual was a retiree previously, input the OneUSG Connect Position Number; the Department Business Manager can pull this information from OneUSG Connect for the retiree. If the individual was not previously a retiree, leave the field blank.
- Fiscal Year: Choose the appropriate FY year.
- Employment Begin Date (Dates cannot cross fiscal years): Input the employment begin date.
- Employment End Date (Dates cannot cross fiscal years): Input the employment end date (do not date past June 30th of the fiscal year).
- Description of Activities and Critical Need for Rehired Employee: Provide a detailed description of what the retiree will be doing for the Department and why it is critical to have the retiree conduct the work.
- Annual salary based on: Choose "Retiree's Salary at Retirement".
 - Department will need to contact FACS HR before submitting form to discuss additional requirements to use "Retiree's average salary used to determine their retirement benefit".
- Request Annual Salary: Input the requested annual salary.
- Standard Hours (cannot exceed 49% FTE): Input the hours per week the individual will be working. Retirees cannot work more than 19 hours per week.
- Requested Amount to be Paid (must be less than 49% of annual salary): Input the amount the retiree is expected to be paid.
 - Note: The salary amount to be paid should align with the standard hours/FTE they are working. Example: Individual makes \$100,000 a year and the department expects to pay them \$30,000; the standard hours should be 12 hours (30% FTE).
- Comp Rate Code:
 - Choose "Monthly" for all faculty and exempt staff positions.
 - Choose "Biweekly" for non-exempt staff positions.
- Comp Rate: Input how much they will be paid per month (if monthly) or per hour (if biweekly).

Activity Summary: *This section must total 100%.*

- Instruction Activity: Input instruction activity percentage. If none, put 0.
- Research Activity: Input research activity percentage. If none, put 0.

- Public Service Activity: Input public service activity percentage. If none, put 0.
- Administration Activity: Input administration activity percentage. If none, put 0.

Teaching Credit Hours Assigned: *Complete section for Faculty retirees only.*

- Fall Teaching Credit Hours: Input teaching credit hours for Fall. Put “0” if not applicable.
- Spring Teaching Credit Hours: Input teaching credit hours for Spring. Put “0” if not applicable.
- Summer Teaching Credit Hours: Input teaching credit hours for Summer. Put “0” if not applicable.
- Amount Paid Per Credit Hour: Input amount the faculty retiree will receive per credit hour. Put 0 if not applicable.

Funding Sources: *Must total 100%; put 0 if not applicable.*

- State Funding Percent: Input percentage that the retiree will be paid off state funds.
- Sponsored Funding Percent: Input percentage that the retiree will be paid off sponsored funds.
- Auxiliary Funding Percent: Input percentage that the retiree will be paid off auxiliary funds.
- Total Years Rehired: If this is the employee’s first year being rehired, put “0”. Otherwise, input the number of years the individual has been rehired as a retiree.

Position of Trust Determination: *If any question is marked “Yes”, UGA HR will conduct a background investigation.*

- Does this position have financial responsibility?: Choose “Yes” or “No”.
- Does this position require a P-Card?: Choose “Yes” or “No”.
- Is a P-Card an essential function of this position?: Choose “Yes” or “No”.
- Is driving a requirement of this position?: Choose “Yes” or “No”.
- Does this position have direct interaction or care of Children under the age of 18 or direct patient care?: Choose “Yes” or “No”.
- Does this position have Security Access (e.g. public safety, IT Security, access to chemicals and/or medications, personnel records or patient records)?: Choose “Yes” or “No”.

Approval Workflow Information

- Department Head/Director Name: Input the Department Head’s name.
- Department Head/Director Email: Input the Department Head’s email address.
- Dean/Associate Vice President Name: Input “Sheri Worthy”
- Dean/Associate Vice President Email: Input sworthy@uga.edu

Send me a copy of my responses: *You can check this box and have a copy of your responses on the form sent to your email address.*