



**College of Family and Consumer Sciences**  
**UNIVERSITY OF GEORGIA**

**FACS Retire-Rehire Request Form**  
*April 2023*

This form should be used for any new or continuing employment of a retire-rehire within the College of Family and Consumer Sciences.

1. All fields on this form are required.
2. Only faculty teaching a course can be placed on monthly payroll. All other retire-rehire employment must be paid hourly.
3. Add completed/unsigned form to your department folder on R: Drive and notify BFO HR Team at [facshr@uga.edu](mailto:facshr@uga.edu).
4. Signatures will be obtained via DocuSign and routed to University Human Resources and Office of Faculty Affairs for Senior Administration review and approval.

**Hiring Department:** \_\_\_\_\_

**Unit Contact Name:** \_\_\_\_\_

**Unit Contact Email:** \_\_\_\_\_

**Retiree EMPL ID:** \_\_\_\_\_

**Retiree name:** \_\_\_\_\_

**Retiree email:** \_\_\_\_\_

**Supervisor name:** \_\_\_\_\_

**Supervisor email:** \_\_\_\_\_

**Supervisor PeopleSoft Position Number:** \_\_\_\_\_

**PeopleSoft/OneUSG Connect Position # (If continuation from previous fiscal year)** \_\_\_\_\_

**Employment begin date:** \_\_\_\_\_

**\*Employment end date:** \_\_\_\_\_ *\*Cannot cross fiscal years*

**Amount to be paid monthly or hourly rate:** \_\_\_\_\_

**Standard hours/week:** \_\_\_\_\_

**Total Years rehired:** \_\_\_\_\_

**Justification:**

**Job responsibilities:**



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**Activity Percentages:**

Instruction

Research

Public Service

Administrative

Is retire-rehire teaching?

Complete this section **ONLY** if teaching:

Fall credit hours:

Spring credit hours:

Summer credit hours:

Amount to be paid per credit hour:

**Funding Source**

Chartstring: \_\_\_\_\_

Fund Source Name: \_\_\_\_\_

**Background Check Information**

*The following questions determine the type of Background Investigation that will be conducted. **Select all that apply.** Examples of security access: public safety, IT Security, access to chemicals and/or medications, personnel records or patient records:*

Financial Responsibility

P-Card Required

P-Card Essential Function

Requires Driving

Interaction/Child Care

Security Access

None of these Apply

**Approval Workflow**

Dept Head/Director Name: \_\_\_\_\_

Dept Head/Director Email: \_\_\_\_\_

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