



## **FACS Retiree-Rehire Process**

February 2021

The workflows for requests to rehire a retired UGA staff or faculty employee within the College of Family & Consumer Sciences (FACS) are listed below. The UGA procedures for reemployment of a USG retiree can be found at:

[https://provost.uga.edu/\\_resources/documents/Faculty\\_Affairs/retiree\\_rehires/retiree\\_rehire\\_request\\_procedures.pdf](https://provost.uga.edu/_resources/documents/Faculty_Affairs/retiree_rehires/retiree_rehire_request_procedures.pdf).

Questions about these workflows or exceptions may be directed to the FACS Human Resources Coordinator, Delilah Nageotte, or FACS Human Resources Manager, Lynn Parham.

### **Staff:**

1. Supervisor and Department Head obtains documented approval e.g. email from Dean for retired individual to be rehired on State A Funds from Dean for retired individual to be rehired on State A funds.
2. Department drafts Request to Employ a USG Retiree Staff FORM ([https://busfin.uga.edu/forms/staff\\_position\\_retiree\\_form.pdf](https://busfin.uga.edu/forms/staff_position_retiree_form.pdf)). Process steps in FACS:
  - a. FACS HR Coordinator reviews FORM for any edits/corrections. After edits, if any, final version is sent back to Dept.
  - b. Department Head signs FORM
  - c. Dept. obtains staff retiree signature
  - d. Department sends FORM to the HR Coordinator
  - e. HR Coordinator obtains signature from Dean
  - f. HR Coordinator provides copy of signed FORM to Financial Director and BFO
3. HR Coordinator sends signed Request to Employ a USG Retiree Staff form and Addendum ([https://hr.uga.edu/\\_resources/pdf/Rehired-Retiree-Addendum-FY21.pdf](https://hr.uga.edu/_resources/pdf/Rehired-Retiree-Addendum-FY21.pdf)) to UGA Human Resources Office at [hrweb@uga.edu](mailto:hrweb@uga.edu) for approval.
4. UGA Human Resources Office completes a background check on the staff retiree and processes the Request to Employ a USG Retiree Staff form.
  - a. UGA Human Resources Office notifies the HR Coordinator that the staff retiree has been approved or denied
  - b. If approved, then UGA Human Resources Offices enters the retiree-rehire's information into OneUSG Connect to place them on payroll
  - c. When approved, HR Coordinator informs Dept. and BFO
  - d. If denied, the HR Coordinator informs the Dept. and BFO and works with the Dept. on a resolution.

### **Faculty:**

1. Department Head obtains documented approval, e.g. email from Dean for retired individual to be rehired on State A Funds. Prefer process of rehire completed by April 1 for faculty positions starting in next fiscal year.
2. Department drafts Request to Employ a USG Retiree Faculty FORM ([https://busfin.uga.edu/forms/faculty\\_position\\_retiree\\_form.pdf](https://busfin.uga.edu/forms/faculty_position_retiree_form.pdf)) and sends to FACS Human Resources Coordinator.



3. HR Coordinator submits draft Request to Employ a USG Retiree Faculty form to Office of Faculty Affairs for approval. *NOTE: OFA must approve draft before employee signs. This is different from staff forms.*
4. Office of Faculty Affairs reviews the draft Request to Employ a USG Retiree Faculty FORM and notifies HR Coordinator if initial draft is approved.
5. HR Coordinator notifies department of draft approval. Process steps in FACS:
  - a. Department Head signs FORM
  - b. Dept. obtains faculty retiree signature
  - c. Dept. sends signed FORM to the HR Coordinator
  - d. HR Coordinator obtains signature on FORM from Dean
  - e. HR Coordinator provides copy of signed FORM to Financial Director and BFO.
6. HR Coordinator sends signed Request to Employ a USG Retiree Faculty FORM and Addendum ([https://hr.uga.edu/\\_resources/pdf/Rehired-Retiree-Addendum-FY21.pdf](https://hr.uga.edu/_resources/pdf/Rehired-Retiree-Addendum-FY21.pdf)) to Justin Twiddy ([justin.twiddy@uga.edu](mailto:justin.twiddy@uga.edu)) at Office of Faculty Affairs for approval.
7. UGA Office of Faculty Affairs works with UGA Human Resources Office to complete a background check on the retiree.
8. Office of Faculty Affairs processes the Request to Employ a USG Retiree Faculty FORM once the background check is approved.
9. UGA Office of Faculty Affairs notifies the HR Coordinator that the retiree has been approved or denied.
  - a. If approved, the Office of Faculty Affairs works with UGA Human Resources to enter the retiree-rehire's information into OneUSG Connect to place them on payroll.
  - b. When approved, HR Coordinator informs Dept. and BFO
  - c. If denied, the HR Coordinator informs the Dept. and BFO and works with the Dept. on a resolution.