



College of Family and Consumer Sciences

UNIVERSITY OF GEORGIA

Retire Rehire Request Form:

To request approval to rehire a retiree complete all fields and submit the completed form to the Office of Finance and Human Resources Team at facshr@uga.edu. The HR team will submit the Retire-Rehire request for approval through UGA's Retire/Rehire Smartsheet. DocuSign will route the request for signatures using departmental information on the Smartsheet. Once fully approved by the central offices, departments will receive notification of the approval. For more information visit [USG's Employment Beyond Retirement Policy](#) and [UGA University Human Resources' Retire-Rehire Website](#).

Unit/College Information:

Hiring Department:
Unit Contact Name:
Unit Contact Email:
Phone Contact:

Retiree Information:

Retiree EMPLID:
Retiree Name:
Retiree Email Address:
Supervisor Name:
Supervisor Email:
Supervisor PeopleSoft Position Number:

UGA Department Requesting Service and Description of Service and Funding:

Fiscal Year:
Teaching Status (Choose ONE : "Is Teaching" or "Is NOT Teaching"):
Requested Working/Classification Title:
PeopleSoft/OneUSG Connect Position Number (<i>is continuation from previous fiscal year</i>):
Location (state):
Employment Begin Date (<i>Employment dates cannot cross fiscal years</i>):
Employment End Date (<i>Employment dates cannot cross fiscal years</i>):



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Requested Amount to be Paid (*Comp Rate, ALL retire rehires will be paid hourly unless they are teaching academic courses per UHR and TRS. If the retiree is not teaching, provide an hourly rate. If they are teaching, provide a monthly rate*):

Chartstring:

Fund Source Name:

Standard Hours (*per week*):

Total Years Rehired:

Justification (*Please provide the critical need and justification for this Retire Rehire*):

Retiree Job Responsibilities (*Please outline the job duties the employee will be performing. This information is used as part of the agreement form*):

Activity Summary Percentage (use 0% if activity does not apply, must total 100%):

Instruction Activity:

Research Activity:

Public Service Activity:



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Administrative Activity:

Teaching Credit Hours Assigned (For Faculty Rehires only- Only Academic courses should be counted):

Fall Teaching Credit Hours:

Spring Teaching Credit Hours:

Summer Teaching Credit Hours:

Amount Per Credit Hour:

Position of Trust Determination (Yes/No):

Choose any/all that apply by marking “Yes” or “No”

- Examples of security access: public safety, IT Security; access to pharmaceuticals or controlled substances – those providing direct patient care; access to personnel, financial, or patient records.
- Examples of property access: Responsibilities require the use of master keys/card access and pertain to employees with access to offices, facilities or worksites other than their own worksite, including residential housing facilities.

Financial Responsibility (*operation/access OR control of financial resources*):

P-Card Non-Essential (*wanted, but not required*):

P-Card Essential Function (*required*):

Requires Driving:

Direct interaction or care of non-student minors or direct patient care:

Security and/or Property Access:

None of these Apply:

Approval Workflow Information:

Department Head/Director Name:

Department Head/Director Email:



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Dean Name:

Dean Email: