



Pennsylvania's State System of Higher Education Request for Annuitant Rehire

Date: _____

Campus: _____

Requested by: _____
(Signature of HR Director or above)

Name of Annuitant to be rehired: _____	Personnel Number: _____
Date of Birth: _____	Date of Retirement: _____
Retirement Plan: (SERS, PSERS, ARP) _____	
Name of Institution where annuitant retired: _____	Payroll Begin Date: _____
Total # of days annuitant will be employed: _____	Payroll End Date: _____
Was this annuitant rehired previously? If so, provide dates and number of days: _____	
Explain why the annuitant is being rehired; what created the emergency and how long is the increased level of workload expected to last?	
Nature of the work the annuitant will perform. State why the increased level of work cannot be performed by existing staff.	
Describe the steps taken to find someone to fill the position who is not an annuitant; include what outreach steps were taken and when. Did the annuitant respond to a posting or did the university contact the annuitant?	
Describe the type of emergency that would exist if this individual were not hired to fill this job.	

This section for Office of Chancellor, Office of System Human Resources

____ Approved
____ Approved, but will not be approved in the future
____ Denied

Beth A. Frey
Assistant Director of Group Benefit & Retirement Programs

Date