



## Hiring steps for Retiree/Rehire

\_\_\_\_\_ Go to this website and read the Policy to proceed.  
[http://www.busfin.uga.edu/forms/uga\\_usg\\_retirees.pdf](http://www.busfin.uga.edu/forms/uga_usg_retirees.pdf)

### Forms that need approval:

\_\_\_\_\_ Staff-[http://www.busfin.uga.edu/forms/staff\\_position\\_retiree\\_form.pdf](http://www.busfin.uga.edu/forms/staff_position_retiree_form.pdf) Once the forms are filled out, return to Jessica Hart for further approvals.

\_\_\_\_\_ Faculty- [http://www.busfin.uga.edu/forms/faculty\\_position\\_retiree\\_form.pdf](http://www.busfin.uga.edu/forms/faculty_position_retiree_form.pdf)  
Once the forms are filled out, return to Jessica Hart for further approvals.

This process should be started each March 1<sup>st</sup> so that there is plenty of time for all approvals by the July 1<sup>st</sup> start date. A retiree/rehire cannot start working until approved all the way through the system. If you have any further questions please email Jessica at [jchart@uga.edu](mailto:jchart@uga.edu) or call 706-542-2147.