Rehired Annuitant FAQ’s

This FAQ answers common questions regarding rehired annuitants. It does not contain every possible scenario. If you have a unique situation, please contact your OHR subject matter expert.

# Pre- Hire Frequently Asked Questions

## Benefits

**Q1:** Who are rehired annuitants?

**A:** A rehired annuitant is an employee who:

* Is currently receiving or has a suspended Wisconsin Retirement System (WRS) retirement benefit\*; and
* Had a valid termination of employment; and
* Served the minimum required break between the end of WRS employment and the return to work for a WRS-covered employer; and
* Now works for an employer covered by the WRS.

**\* If the employee received a lump sum retirement benefit, they are not considered a rehired annuitant**, and the employer must enroll them in the WRS if their position meets WRS requirements. Individuals who receive a WRS separation benefit or lump sum payment must abide by the valid termination and minimum break in service rules as outlined by the Department of Employee Trust Funds (ETF).

**Q2:** How do I know if someone is a rehired annuitant?

**A:** It is best practice to review potential hires in ETF One for prior WRS service and check to see if the potential hire is receiving a retirement benefit. ETF One can also be used to review their WRS termination date and confirm whether or not the required minimum break-in-service has been served.

Most Schools, Colleges, and Divisions have at least one contact with ETF One access. If your School, College, or Division does not have this access, please contact [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu). Access is approved with UW—Shared Services and ETF and is typically granted on a limited basis for Divisional level HR.

**Q3:** What is the minimum break-in-service requirement?

**A:** Annuitants must have a valid termination of employment and be separated from WRS employment for at least 75 calendar days before they can return to WRS-covered employment. If an annuitant does not separate for at least 75 days, the retirement will be considered invalid.

* A 75-day break in service is **required** when a retiree returns to any work for the *same* employer they retired from.
* A 75-day break in service is **required** when a retiree goes to work for a *different* WRS employer, if the position is expected to meet the WRS eligibility criteria.
* A 75-day break in service is **not required** when a retiree goes to work for a *different* WRS employer, if the position is not expected to meet the WRS eligibility criteria.
* A 75-day break is service is **not required** when a retiree goes to work for an employer who does not participate in the WRS. The employer does not offer WRS benefits.

Answer from ETF’s[*Information for Rehired Annuitants*](https://etf.wi.gov/publications/et4105/download?inline=) ET-4105, page 4.

## Compensation Administration

**Q1:** If retired individual is rehired, how is pay set?

**A:** Pay is set in accordance with policy and within the assigned salary grade of the position title.

**Q2:** Is pay determined by “last rate received”? Is rehired rate (previous salary) adjusted for Pay Plan when setting new pay?

**A**: No. Last rate received has no bearing on pay setting upon rehire.

**Q3:** Are rehired annuitants eligible for a general wage adjustment (GWA) payment?

**A:** GWA for rehired annuitants is at the discretion of the assigned Division.

## Payroll

**Q1:** Does the rehired annuitant need to complete a new Direct Deposit? W4?

**A:** Rehired annuitants should verify or update their direct deposit and W4 via self-service.

**Q2:** How are WRS service hours measured for those who are paid a lump sum?

**A:** If an employee receiving a lump sum payment has another position in the same employment category (not job title), the hourly rate from that similar position is divided into the lump sum payment to determine the number of creditable WRS service hours. If there are multiple positions in the same employment category, the lowest hourly rate will be used. Hourly rates are calculated by dividing the annual rate by 2080 hours, regardless of the employment category and pay basis.

If the employee **does not** have a position in a similar employment category, then the WRS lump sum default hourly rate will be divided into the lump sum payment to determine the number of creditable WRS service hours. Email [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) to check current fiscal year lump sum default hourly rate.

## Talent Acquisition

**Q1:** Can I appoint a rehired annuitant as renewable?

**A:** Yes, if the individual was selected in an open recruitment of a renewable/ongoing position. Rehired annuitants appointed via PVL waiver reason ‘Rehired Retiree’ must be hired into a terminal appointment (1 year max).

**Q2:** When can I use the ‘Rehired Retiree’ PVL waiver reason?

**A:** This waiver reason is appropriate for Academic Staff, Limited, and University Staff who are retired UW—Madison employees. Ensure that:

* the waiver reason is used in accordance with the UW—Madison rehired annuitant policy
* there has been a break of at least 75 days between retirement and re-employment
* the waiver reason is used for a terminal appointment (1 year max)

**Q3:** Can I use the ‘Rehired Retiree’ PVL waiver reason to hire someone who retired from another UW System school or Wisconsin state agency?

**A:** No. The retiree must be a retired UW—Madison employee.

## Workforce Relations

**Q1:** When can a retiree or unit discuss future employment?

**A:** Before termination, there **cannot** be a contract (verbal or written) in place to return to work before the employee's retirement date. During the break a retiree may discuss future employment opportunities with the university, and may accept a position with a start date after the appropriate break.

**Q2:** Can a retiree continue to mentor a student?

**A:** A retiree:

* Can continue to advise graduate students as long as there is no paid appointment and no discussion of a paid appointment.
* Can review papers for publications as long as there is no promise or intent to re-employ.

**Q3:** Can a retiree continue to volunteer at the University?

**A:** These should be discussed with Workforce Relations and talked through on a case-by-case basis.

POST-HIRE FREQUENTLY ASKED QUESTIONS  
Benefits

**Q1:** When does a *Rehired Annuitant Form* (ET-2319) need to be completed?

**A:** A *Rehired Annuitant Form* (ET-2319) should be submitted within 7-days of a new hire or change in employment such as a position extension or change in FTE.

**Q2:** How is the *Rehired Annuitant Form* (ET-2319) completed?

**A:** The *Job Aid for Completion of the Rehired Annuitant Form (ET-2319)* is a helpful resource to review prior to form completion. The top section of the form is completed by the local HR contact and the bottom section of the form is completed by the rehired annuitant. The form is then submitted to OHR Benefits Services by the local HR by uploading the form to Box or sending via email to [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu).

**Q3:** How do I know if the rehired annuitant will need to suspend their annuity and participate in the WRS as an employee?

**A:** The chart below provides a frame of reference for how a rehired annuitant can review whether or they can continue to received their WRS annuity while employed by UW. If a rehired annuitant has concurrent appointment(s) or an appointment paid on a lump sum basis, this can impact the service hours reported. Service hours are reviewed on a 12-month rolling basis.

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| **WRS Termination Date Was Prior to July 2, 2013** | | |
| **Eligibility for**  **WRS Employee Benefits** | **Employment Category** | **Requirements** |
| Not Eligible to  Participate in WRS | University Staff  (General) | Position(s) are **not** expected to require 600 hours and last at least one year. |
| FA/AS/LI  (Teacher) | Position(s) are **not** expected to require 440 hours and last at least one year. |
| Rehired Annuitant's Choice  to Participate in WRS | University Staff  (General) | Position(s) are expected to require at least 600 hours and last at least one year. |
| FA/AS/LI  (Teacher) | Position(s) are expected to require at least 440 hours and last at least one year. |
| **WRS Termination Date Was On or After July 2, 2013** | | |
| **Eligibility for**  **WRS Employee Benefits** | **Employment Category** | **Requirements** |
| Not Eligible to  Participate in WRS | University Staff  (General) | Position(s) are not expected to require 600 hours and last at least one year. |
| FA/AS/LI  (Teacher) | Position(s) are not expected to require 440 hours and last at least one year. |
| Rehired Annuitant's Choice  to Participate in WRS | University Staff  (General) | Position(s) are expected to require at least 600 hours but are not expected to require 1,200 hours and last at least one year. |
| FA/AS/LI  (Teacher) | Position(s) are expected to require at least 440 hours but are not expected to require 880 hours and last at least one year. |
| Must Participate in WRS and Suspend Annuity | University Staff  (General) | Position(s) are expected to require at least 1,200 hours and last at least one year. |
| FA/AS/LI  (Teacher) | Position(s) are expected to require at least 880 hours and last at least one year. |

**Q4:** Do individuals in zero dollar appointments need to complete the *Rehired Annuitant Form* (ET-2319)?

**A:** No.

**Q5:** How are WRS service hours measured for a lump sum appointment?

**A:** If an employee receiving a lump sum payment has another position in the same employment category (not job title), the rate from that similar position is divided into the lump sum payment to determine the number of creditable WRS service hours. If there are multiple positions in the same employment category, the lowest hourly rate will be used. Hourly rates are calculated by dividing the annual rate by 2080 hours, regardless of the employment category and pay basis.

If the employee **does not** have a position in a same employment category, then the WRS lump sum default hourly rate will be divided into the lump sum payment to determine the number of creditable WRS service hours. Email [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) to check current fiscal year lump sum default hourly rate.

**Q6:** Are there new vesting requirements that apply to a rehired annuitant who begins to participate again in the WRS?

**A:** No. A WRS annuitant has already met vesting requirements.

Question and answer from ETF’s[*Information for Rehired Annuitants*](https://etf.wi.gov/publications/et4105/download?inline=) ET-4105, page 7.

**Q7:** Is the amount of work at several part-time WRS employers cumulative? Note: all UW institutions are considered one employer.

**A:** No. The WRS participation standard is determined on an employer-by-employer basis. Working half-time at one WRS employer and half-time at another does not meet the two-thirds-of-full-time threshold of a participating WRS employee.

Question and answer from ETF’s[*Information for Rehired Annuitants*](https://etf.wi.gov/publications/et4105/download?inline=) ET-4105, page 7.

**Q8:** Are rehired annuitants eligible for benefits?

**A:** Rehired annuitants, whether or not covered by the WRS, may be eligible for the following benefits:

* Supplemental Retirement Programs: 403(b) & 457(b)
* Flexible Spending Account (FSA)

If a rehired annuitant puts their WRS annuity on hold and is covered by the WRS under their active employment, they are eligible for all benefits offered to active employees in the same position with the exception of University Insurance Association (UIA) Life Insurance.

## Compensation Administration

**Q1:** Are rehired annuitants eligible for compensation rate adjustments?

**A:** Yes, rehired annuitants are eligible for rate adjustments per [Policy UW-5023.](https://policy.wisc.edu/library/UW-5023)

## Payroll

**Q1:** How do I determine how many WRS hours are being reported to ETF for a rehired annuitant paid on a lump sum basis?

**A:** If an employee receiving a lump sum payment has another position in the same employment category (not job title), the hourly rate from that similar position is divided into the lump sum payment to determine the number of creditable WRS service hours. If there are multiple positions in the same employment category, the lowest hourly rate will be used. Hourly rates are calculated by dividing the annual rate by 2080 hours, regardless of the employment category and pay basis.

If the employee **does not** have a position in a similar employment category, then the WRS lump sum default hourly rate will be divided into the lump sum payment to determine the number of creditable WRS service hours. Email [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) to check current fiscal year lump sum default hourly rate.

## Talent Acquisition

**Q1:** Do I need OHR approval to extend the expected job end date of a rehired annuitant appointment?

**A:** No. A fixed-term terminal rehired annuitant appointment can be extended an infinite number of times and should not become renewable. You have delegation at the division level to extend rehired annuitant appointments one year at a time as long as the position remains terminal.

## Workforce Relations

**Q1:** Are there restrictions on the number of hours a rehired annuitant can work?

**A:** No. However, keep in mind their annuity and benefits could be affected. See Benefits section.