University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

Hiring Working PERA Retirees into Staff or Faculty Positions
Job Aid

The hiring of CU retirees (employees who have officially retired from the university) including both Colorado Public Employee Retirement Association (PERA) and Optional Retirement Plan (ORP) retirees must be coordinated for retiree health/dental/life benefit purposes.

The following reference guide outlines the APS 5054 *Hiring Retirees to Work in Staff Positions* guidelines for hiring PERA retirees into staff and faculty positions to assist university departments and business partners in demonstrating employer responsibility and provide clarity and consistency when hiring retirees to work in staff and faculty positions. View the APS 5054 Hiring Retirees to Work in Staff Positions webpage for further details.

Hiring PERA retirees outside of these guidelines may have negative or complex effects on a PERA retiree's benefits, PERA Retirement Plan or reduce social security benefits. PERA retirees from other PERA employers are subject to this policy. (There are no working retiree job code restrictions for retirees from other Non-PERA institutions or companies.) Specific requirements are based on university policies and state personnel rules.

- **PERA retiree** refers to a PERA plan participant who has retired from both PERA and the university and has a university retiree job record with a PERA retiree job code.
- If a PERA retiree returns to work at the university, they are considered a *working PERA retiree*.
- It is the employee's responsibility to confer with both Employee Services (303-860-4200, option 3 or benefits@cu.edu) and PERA (PERA website) to understand the implications of working as a PERA retiree (length of service, impact on PERA benefits, etc.).

If the retiree is in the PERA retirement plan, use the Hiring Working ORP Retirees into Staff and Faculty Positions guide.

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Guidelines

Refer to the [APS 5054 Hiring Retirees to Work in Staff or Faculty Positions website](#) for full policy details.

CU retirees may be hired into positions under the following conditions:
- CU retirees may be hired into temporary working retiree positions with staff, faculty, or research faculty duties.
- The use of working CU retirees should not be a long-term replacement for regular, full-time positions.
- There is no limit on how many years a CU retiree can perform in temporary, part-time positions.
- Appointments exceeding 6 months are required to be posted per the Colorado Equal Pay for Equal Work Act regulations. View the [Colorado Equal Pay for Equal Work Act website](#) for more information.

Appointments may:
- train, cross-train, transfer knowledge or act in a short-term mentoring role for a new incumbent
- fill a position that is defined as non-supervisory* and part-time
- fill a position on a unique and non-recurring project
- provide specialized knowledge or fill a specialized role
- fill an interim vacancy

*Extraordinary situations where a retiree is asked to assume supervisory responsibilities for a limited period may be allowed. Refer to [the APS 5054 policy.](#)

Working retirees are:
- rostered in company CU within the hiring department
- recommended to have performance plans and evaluations (but are not required)
- are not eligible for annual merit increases, but pay adjustments are allowed upon review of appointment and should be evaluated by Human Resources to ensure alignment under the Equal Pay for Equal Work Act (EPEWA)
- not allowed to volunteer time performing same duties as employment

Benefits for the Working PERA Retiree

***Working PERA retirees* in temporary staff and faculty positions**:
- will continue to be enrolled in any already enrolled CUR retiree benefit plans. (PERA retirees who are Medicare eligible are not eligible for CUR retiree medical and dental benefits, but they may enroll in life insurance.)
- are not eligible for regular employee benefits but may become eligible for employee medical benefits if they meet the Affordable Care Act (ACA) requirements
- are not eligible to accrue vacation leave
- are eligible for sick leave provided to temporary employees
- are eligible to contribute to the voluntary retirement plans (403(b), 457, or 401(k))
- are not eligible for tuition benefit

Working PERA retirees hired after January 2, 2014 cannot be hired into regular or temporary classified positions.
Working PERA retirees in regular classified positions were grandfathered in on January 2, 2014. Employees in these positions prior to January 2, 2014, were:
- eligible for State of Colorado employee benefits and may be eligible for university retiree benefits
- eligible to earn vacation and sick leave
- eligible for merit increases, and performance plans and evaluations are required
- eligible for tuition benefit

Comparison of CUR retiree benefits to CU working retiree benefits:

Benefit Type	CUR Retiree Benefits	CU Working Retiree Benefits
CUR retiree benefit plans (retire in HCM company CUR)	Enrolled in eligible CUR retiree benefit plans (or eligible PERA plans).	Continue to be enrolled in any already enrolled CUR retiree benefit plans.
CU employee benefit plan (work in HCM company CU)	Not eligible.	Not eligible as temporary employees.
Affordable care act (ACA)	Not eligible.	May become eligible for employee medical benefits if meet the affordable care act (ACA) requirements.
CU leave plans for vacation and sick leave	With final CU active employee paycheck, vacation and sick eligible at retirement is paid out and balances reduced to zero.	Not eligible to accrue or use CU leave plan vacation or sick leave earned as an CU regular employee.
State sick leave	Not eligible.	Eligible for state sick leave provided to temporary employees.
Voluntary retirement plan	Not eligible.	Are eligible to contribute to the voluntary retirement plans (403(b), 457, or 401(k)).
Tuition benefit	Not eligible.	Not eligible.

Job Code Options for Working PERA Retirees

When a PERA participant retires from the university and is hired back to the university as a *working PERA retiree*, there are **three job codes** that may be used. CU retirees (retire in HCM company CUR) with the following PERA retiree job codes are eligible for *working PERA retiree* job codes:

Retirees - Faculty

5112   Faculty Retiree (PERA)

5116   Faculty Retiree - Disability (PERA)

Retirees - Officers/University Staff

5115   Officer Retiree (PERA)

5109   University Staff Retiree - (PERA)

5117   University Staff Retiree - Disability (PERA)

5118   University Staff Retiree - Life Only (PERA)

5105   RBA-Recipient (PERA)

Retirees - Classified Staff

5106   Classified Staff Retiree (PERA)

5108   Classified Staff Retiree (PERA) - Life Only

5113   Classified Staff Retiree - Disability (PERA)

Working PERA retiree positions must use one of these job codes: 1610, 1620, and 1630. Use the specific job code that reflects the work being performed.

- If a PERA retiree is hired into any other job code than 1610, 1620 or 1630, Employee Services will work with the appropriate campus HR office to correct the appointment. Incorrect job codes for *working PERA retirees* can have detrimental effects on retiree benefits, retirement distributions and social security.

Job Code	Title	Definition	Utilization	Position Type	Rate of Pay
1610	Working PERA retiree - Staff*	University Staff	Required for all CUR retirees with PERA retirement. Optimal for all PERA Retirees from a different PERA employer.	Temporary	Hourly rate
1620	Working PERA retiree – Faculty*	Any Faculty	Required for all CUR retirees with PERA retirement. Optimal for all PERA Retirees from a different PERA employer.	Temporary	Hourly rate contract monthly
1630	Working PERA retiree – Faculty Research*	Research Faculty	Required for all CUR retirees with PERA retirement. Optimal for all PERA Retirees from a different PERA employer.	Temporary	Hourly rate contract monthly

- While a PERA Retiree must use a working PERA retiree job code, the working PERA retiree job code should match the work being performed.
- *Working PEA retirees* may have working titles that are reflective of the duties being performed rather than the default job code titles.
- Workflow for working PERA retiree job codes follows campus requirements (i.e., using the 1631 job code at UCB routes the approval to the research team approver).

Pay Components for the Working Retiree

There are five factors to consider when determining how to establish pay for these jobs: FLSA* status, empl class, Pay Group, Employee Type, and Comp Frequency.

The following chart summarizes the pay configuration options for working retirees:

Rate of Pay	FLSA Status	FLSA Exempt Criteria	Empl Class	Pay Group	Employee Type	Comp Frequency	Comp Rate Code	Earn Code
Hourly (16xx)	Non-exempt	Any position that does not meet job duties or job duties/min salary tests; or for a position that does meet the exempt test but is still paid based on hours worked.	2 Unv Fac/Staff - TDA Only	TMP	H	H	BASEH	REG
Contract (1620/30 allowed)	Exempt	Meets higher ed exemption job duties test and is paid by contract.	2 Unv Fac/Staff - TDA Only	MON	S	C	BASEC	CRG
Monthly (1620/30 allowed)	Exempt	Meets job duties/min salary test and is paid a set monthly salary and/or via additional pay (i.e., UOC, UPI).	2 Unv Fac/Staff - TDA Only	FOT	S	M	BASEM BASSUP	RGN

Working retiree positions are temporary and are not eligible for CU active employee benefits and therefore classified under empl class 2 Unv Fac/Staff - TDA Only.

FLSA status is based on WHD rules in Fact Sheet #17A for job duties and minimum salary or the higher education exemption status based on WHD rules in Fact Sheet 17s. FLSA status determines whether an employee will be paid hourly (by default). If the job duties or job duties and minimum salary meet requirements for exempt status, employees may be paid a set salary (or contract amount) for a set number of standard hours per week.

Non-exempt (overtime eligible)	Exempt
Paid for hours worked.	Paid salary for set standard hours.
Hours worked tracked on timesheet.	Pay determined by contract or job data/compensation tab.
Timesheet submitted to pay employee.	Daily Pay** or Additional/One time pay (i.e., UOC or UPI for clinical faculty) uploaded to CU Time.
Does not meet the job duty test or job duty/minimum salary test. An employee may meet the job duties test or job duties and salary test but, if they are paid only for hours worked, then they are paid as non-exempt.	Meets job duty test (outside sales employees, teachers, and employees practicing law or medicine) or meets job duty and minimum salary tests. Federal = $684/week (35,568/year) Colorado = January 1, 2023 – $961.54 per week ($50,000 per year) January 1, 2024 – $1,057.69 per week ($55,000 per year)

**This is not the same as daily pay in BASED - USN – RDR – this is no longer used.

The best practice for working retiree pay is a setup for non-exempt biweekly hourly (TMP-REG). In this scenario, compensation is based on hours worked, approved, and uploaded to CU Time. Even though a working retiree may meet the tests for exempt status, if pay is based on reported hours worked, then the employee will be paid as biweekly hourly. (A monthly-hourly option does not exist for temporary employees who are not benefit eligible.)

The best practice for working retiree pay that qualifies for exempt status is contract pay (MON-CRG) or exempt Monthly – Salary (FOT-RGN). The employee is paid via a contract or from job data/compensation in conjunction with standard hours. With both options, no reported hours are tracked.

There may be a need to pay a working retiree with exempt status using additional pay codes UOC or UPI where approval workflow does not match the position "reports to" approver. In this case, the monthly - salary option (FOT) with zero compensation can be used, and uploads for additional pay approved as needed.

Time Collection and State Sick for a Working Retiree

The department must process biweekly hourly, monthly salary, or contract pay payroll through time collection consistent with the appointment. Working retirees who are paid biweekly are required to track time in the timekeeping system used by the department. Sick leave is paid by using the HSK leave code. Monthly salary and contract pay options do not track hours worked. FOT - RGN monthly salary may use My Leave to enter sick leave hours which upload to CU Time and offset RGN. Contract sick leave is tracked by the departments by unit internal tracking guidelines. Sick leave accruals for FOT – RGN must add manual sick leave accruals when additional pay (UOC or UPI) reflects hours worked but no hours are uploaded with the pay. (CU Time only allows for hours or amount of pay, not both.)

- Working retirees are eligible for state sick leave per Regent Policy 11.E: Leave Policies for Faculty and Staff. View the [policy webpage](). All non-contract temporary and student hourly employees paid monthly or hourly are eligible to accrue 0.034 hours of sick leave for every hour worked. Employees on leave without pay, except for military leave without pay and furloughs, do not accrue sick leave.
- All other faculty and student faculty on a 100% appointment shall be eligible for three (3) days (24 hours) of sick leave per semester but no more than nine (9) days (72 hours) annually. Accrual begins on the first day of eligible appointment. An eligible employee who works part-time (less than 100%) accrues sick leave on a prorated basis.
- Employees on leave without pay, except for military leave without pay and furloughs, do not accrue sick leave.
- Accrual may not exceed six (6) days (48 hours) on July 1 of every year and may be carried over from year to year. C.R.S. § 8-13.3-403(3)(b).
- No compensation for unused sick leave shall be paid upon separation from the university.

Comp Freq	Pay Group Earn Code	State Sick Accrual	Accrual Rate	Max Accrual	
Biweekly – Hourly	TMP – REG	Hours reported on timesheet.	Accrue 0.034 hours of sick leave for every hour worked.	Six (6) days (48 hours) of accrued sick leave may be carried over from year to year.	HSK reported on timesheet (paying code) and reduces sick balance.
Monthly – Salary	FOT – RGN	Hours reported in payroll register.	Accrue 0.034 hours of sick leave for every hour worked.	Six (6) days (48 hours) of accrued sick leave may be carried over from year to year.	SCK – reported in My Leave and uploads to CU Time to offset RGN.
Monthly – Contract	MON – CRG (contract state sick front load)	Standard hours for contract.	Prorated by percent time for max 24hrs/semester.	Max 24hrs/semester	CSK Manual adjustment entered by unit into CU Time.

Establishing PERA Retirement

- *PERA retirees* may be eligible for **retiree benefits** and should schedule a retiree benefit consultation with Employee Services (contact Employee Services 303-860-4200 options 3 or [benefits@cu.edu]) three months prior to retiring from the university to ensure eligibility and enrollment in retiree benefits and for final contributions to retirement plans. Please refer employees to the resources on the [Retirement Ready webpage] for essential information. A PERA retirement eligible employee may retire from CU on any day of the month. The university retirement date will be effective the same date as the employee termination/retirement date. The university retirement date is the first day the employee is no longer an active employee and is now a retiree, with the previous day being the last day worked/active as an employee.
- The PERA pension retirement date is the first day of the month following the month of the last day on the job, last day of any leave used, or the latest date of termination from all PERA-covered employment, whichever is later.
- Retiree benefits (both university and PERA) take effect on the 1st of the first full retirement month.
- The university administers university benefits, and PERA administers PERA benefits.

Special PERA Considerations when Hiring a PERA Retiree

It is the *working PERA retiree's* responsibility to confer with both Employee Services (303-860-4200, option 3 or benefits@cu.edu) and PERA (PERA website) to understand the implications of working as an employee or a contractor while a PERA retiree (length of service, impact on PERA benefits, etc.).

Hiring an employee (or contract worker) who is also a PERA retiree (CU retiree or non-CU retiree) results in certain complexities based on C.R.S. § 24-51-1101. PERA has additional considerations for PERA retirees working after retirement. For more information go to PERA's Working After Retirement website.

- PERA retirees are not allowed to work for a PERA employer on the first business day of the month that their retirement is effective.
- If a PERA retiree returns to work during the first month of retirement, the retiree will be subject to additional rules and a reduction in their benefit.
- To avoid any PERA penalties, a *working PERA retiree* may begin work as a *working PERA retiree* effective the first day of the second month of retirement.
- Departments cannot hire *working PERA retirees* through a temporary agency to circumvent the PERA restrictions – the PERA rules on *working PERA retirees* apply to any employment, including employment as an independent contractor.
- If the *working PERA retiree* chooses to suspend retirement and work at CU in a regular position, the suspension must occur for both PERA and CU retirement (if the PERA retiree also retired from CU). A letter from the *working PERA retiree* must be submitted to the ES Retirement Team suspending their university retirement and retiree benefits as well as confirmation of suspension from PERA.

Pera contributions as a working PERA retiree

- The *working PERA retiree* is required to pay an employee PERA contribution equal to the member contribution rate, which will be deducted from the *working PERA retiree's* pay as a pre-tax contribution. Contract worker's PERA contributions are deducted from the member's PERA monthly retirement benefit that is received from PERA. It is the contract worker's obligation to notify PERA of their compensation.
- *Working PERA retiree* PERA contributions do not go towards the retiree's PERA account and does not accrue an additional benefit*. The working PEA retiree is not eligible for a refund of these contributions. Upon termination of such retiree's employment, there shall be no benefit calculation reflecting additional service credit or any increase in the highest average salary of such person.
- The department is required to pay employer contributions the same as for any other PERA employee or PERA retiree working as an independent contractor for CU. Employer contributions do not go toward the retiree's PERA account*.

Start Date	Total Employee Contribution	Statutory Employer Contribution	Statutory Employer AED**	Statutory Employer SAED***	Total Employer Contribution %
January 2023	11.00%	11.57%	5%	5%	21.57%

*The contributions to PERA are paid into a general PERA fund.
**AED – Amortization Equalization Disbursement
***SAED – Supplemental Amortization Equalization Disbursement

Days worked while a working PERA retiree

- The *working PERA retiree* is limited to 110 days or 720 hours of work per calendar year. If a *working PERA retiree* works more than 110 days or 720 hours, PERA will reduce the retiree's monthly pension by a formula-set percentage. (Independent contractors are not subject to the work limits; however, they are subject to contributions.) Refer to PERA's Working After Retirement website and the "Working After Retirement for a PERA Employer as an Independent Contractor or Through an Affiliated Party" PERA publication.
- Retirees from different PERA employers have the same limitations on how much they may work in a calendar year. PERA retirees from other PERA employers are restricted to the 110 day/720 hour per calendar year rule and are subject to this policy.
- Each campus and system administration can designate 10 PERA retirees to work for a maximum of 140 days or 916 hours per calendar year, through the campus' defined approval process. This process occurs in January each year and must renew each calendar year. A *working PERA retiree* can be added to the 140-day list throughout the calendar year if their retirement date is after the submission deadline. Campus HR offices are responsible for providing a list of their 140 days/916 hours *working PERA retirees* to Employee Services (EmployeeServices@cu.edu) by March 1 each year.
- It is the retiree's responsibility to track days worked under PERA rules (and compensation as a PERA retiree and CU independent contractor). If a *working PERA retiree* fails to submit any of the forms as required by PERA or provide PERA with false information, PERA may suspend their retirement and take legal action to recover unearned benefit payments and interest.

Working PERA retirees calculation for rate of pay

Working PERA Retirees Rate Calculations for PERA Retirees	
FSLA status = Exempt - Not overtime eligible	**FLSA status = Nonexempt - Overtime eligible**
110-Day/720hrs or 140-Day/916 hrs (coded as contract or monthly salary) - Working at least 8 hours* per day, no additional compensation for exceeding 8 hours per day 100% annual salary of position/260 days = $salary/day - Pro-rate for part-time $salary/day x days to work during contract period or per month	110-Day/720hrs or 140-Day/916 hrs **hourly rate** (coded as hourly) - Eligible for overtime (time and a half for hours worked exceeding 40 hours in a week) 100% annual salary of position/2080 hours = $salary/hour $salary/hour x hours worked
Example: Market pay* for full-time position is $60,000/year $60,000/260 days = $230.80/day If less 4 hrs/day, pro-rate 4/8 = 50% 50% * $230.80 = $140.40/day	**Example:** Market pay* for full-time position is $60,000/year $60,000/2080 hours = $28.85/hour Paid for actual number of hours worked

*Market pay is determined by campus HR offices.

Working PERA Retiree Impact to Retiree Benefits

Here is a summary of the impact of a CU *working PERA retiree* position to CUR retiree benefits:

Impact Item	PERA Retirees
Retirement Start Date	CUR retirement date = CU termination date PERA retirement date = 1st of first full month after termination
Working PERA Retiree Start Date	To avoid PERA retiree penalties, start no earlier than one month after the PERA retirement date.
Limits on Working Time	To avoid PERA retiree penalties, PERA limits on number of days.
Retirement Plan Contributions	Employer and employee pays PERA, AED and SAED; does not contribute to PERA retiree's account.
Effects On 401A Funds Distribution	Not applicable.
Faculty ERIP	Not applicable.
Effects on Voluntary Retirement Plans	Check with plan administrator (TIAA or PERA) for distribution considerations.
Effects on Social Security	Check with the Social Security Administration for impacts when working.

Working PERA retiree – Effects on distribution of 403(b) fund distribution

Employees should contact TIAA (TIAA website) for more information about their University of Colorado 403(b) retirement plan.

- **While employed** as a regular employee or as a *working PERA retiree*, and if the employee is **59 ½ years of age**, in-service distributions are allowed from the University of Colorado 403(b) retirement plan.

Working PERA retiree – Effects of social security

Employees should contact Social Security Administration for more information about their Social Security benefits (Social Security website).

- *Working PERA retirees* may experience a reduction in Social Security benefits.

Best Practice for Converting Active Employees to Working Retirees

Active employees have an HCM employment instance in company CU. CU retirees have an HCM employment instance in company CUR. The transition from an active employee in the CU company to a retiree in the CUR company requires coordination and timing between the employee, department, and the Employee Services (ES) Retirement team. A working retiree instance may only occur after this process has been completed.

- The CU employee termination date and the university retirement date is the first day the employee is no longer an active employee and is now a retiree, with the previous day being the last day worked/active as an employee.
- All active employee records must be terminated at the end of active employment.
- All active employee pay in Company CU must be entered and paid in the active employee's final paycheck.
- Active employee benefits are valid through the end of the final pay period as an active employee.

Best practice to convert an active employee to a retiree

It is essential that timely and accurate employee and department actions occur before the payroll deadline for the active employee's final paycheck. Complete the actions below as early as possible before the final payroll deadline so that the ES Retirement Team can complete the tasks to transition the employee to a retiree.

Employees must complete the following actions in time for the final payroll deadline:
- Uses Retirement Ready guide on the [Retirement Ready website](#) and reaches out to ES Retirement Team three months prior to retirement.
- Submit employee forms to defer final payments in the final pay period.

Departments complete the following actions before the final payroll deadline:
- Review the [payroll production calendars website](#) for deadlines.
- Enter the termination/retirement row for all active employee positions held by the retiring employee before the final payroll deadline.
- The effective date of the termination/retirement is the day after the last day worked or the day after the last day as an active employee. Departments should ensure the effective date for the termination/retirement matches the retirement date provided to the ES Retirement Team.
- Enter any final pay (leave payouts VCT and SKS and any other additional pay) into CU Time.
- Remaining vacation hours are entered into CU Time as VCT hours and will reduce the vacation balance by the numbers of hours entered. The ending balance should be zero.
- Sick leave payouts are entered into CU Time as SKS hours and are paid out according to university policy.
- Any remaining vacation or sick leave balance is reduced to zero and may not be carried over into a working retiree position. (Working retirees will be eligible to begin earning state sick leave).
- **Note**: Leave payouts or any other pay still owed the employee after their final paycheck must be submitted via a [hand drawn warrant request form](#) to the ES Payroll Team.
- All company CU pay will error during an off-cycle once the employee becomes a retiree in company CUR.
- The ES Payroll Team will clear any leave adjustment entry errors after the final active employee paycheck.

The ES Retirement Team completes the following after the employee's final monthly payroll has processed but before the end of the final active employment month end:
- The effective date of the university retirement date matches the termination/retirement date entered by the department.
- Enters the retirement appointment rehire row on record 0 into HCM.
- The retiree job code reflects the retirement (PERA or ORP) program. Job codes are listed in the [benefit eligibility matrix](#).
- Enrolls the retiree in university retiree benefits so that benefits are active effective on the 1st of the first full retirement month (the month after active employment benefits expire).

- CUR retirees use the following job codes:

401(a)* Retirees	
Retirees – Faculty	
5101	Faculty Retiree (401(a) Retirement Plan)
5104	Faculty Retiree - Disability (401(a) Retirement Plan)
5102	Faculty Retiree-Emeritus (401(a) Retirement Plan)
5103	Faculty Retiree/Surviving Spouse - Supple Annuit (401(a) Retirement Plan)
5201	Surviving Spouse - Faculty Retiree (401(a) Retirement Plan)
Retirees - Officers/University Staff	
5110	University Staff Retiree (401(a) Retirement Plan)
5111	University Staff Retiree - Disability (401(a) Retirement Plan)
5202	Surviving Spouse - University Staff Retiree (401(a) Retirement Plan)
5203	Surviving Dependent

PERA Retirees	
Retirees – Faculty	
5112	Faculty Retiree (PERA)
5116	Faculty Retiree - Disability (PERA)
Retirees - Officers/University Staff	
5109	University Staff Retiree - (PERA)
5117	University Staff Retiree - Disability (PERA)
5118	University Staff Retiree - Life Only (PERA)
5105	RBA-Recipient (PERA)
5115	Officer Retiree (PERA)
Retirees - Classified Staff	
5106	Classified Staff Retiree (PERA)
5108	Classified Staff Retiree (PERA) - Life Only
5113	Classified Staff Retiree - Disability (PERA)

Best practice for hiring a working retiree

Follow campus/unit procedures for recruiting and hiring working retirees.

Recruitment
- Appointments exceeding 6 months are required to be posted per the Colorado Equal Pay for Equal Work Act regulations. View the Colorado Equal Pay for Equal Work Act webpage.
- Please refer to the Creating or Updating a Non-Person Profile step by step guide for more information on posting a position for recruitment.

Position Setup
- Departments may create a new position or convert an existing position by inserting a new row and updating the job code. Refer to the creating a new position step by step guide or the updating an existing position step by step guide to prepare the position.

Position data reflects:
- Working retiree job code consistent with their retirement (PERA or ORP) program.
- Temporary status
- Full/Part Time and Standard Hours designations are at the department's discretion.
- An optional update to the title field reflecting the Working/Business Title consistent the duties being performed. The title field may be changed from the defaulted job code title of Working ORP Retiree-Staff or Working ORP Retiree-Faculty/Faculty Research.
- FLSA status consistent with desired comp frequency (biweekly, contract or monthly) and employee type (hourly or salaried).
- Nonexempt: Biweekly (hourly pay). Timesheets are required.
- Exempt: Monthly (salary and contract pay). No timesheets are uploaded. Additional Pay is optional.

Template Based Transaction
- Departments use the hire/rehire/additional job template to rehire on an existing empl record or add an employment instance. Use empl record 1 or higher.
    - Do not use the retiree rehire empl record (which should be record 0) for working retiree positions.
- If Campus HR must convert an existing active empl rcd to a working retiree record, use the transfer employee template.
- The use of these templates results in the assignment of the correct empl class on the working retiree record.
- Compensation fields are determined according to the chart referenced in the section "Pay Components for the Working Retiree "
- Templates follow campus workflow for approval.

Transaction Timing
- The template for the working retiree job should be completed after the CU active employee's final paycheck has been processed.
- An effective date for the rehire to a *working PERA retiree* position beginning the second month of PERA pension retirement will avoid PERA penalties to the *working PERA retiree.*

Contact Us

Departments seeking clarification or technical assistance hiring working retirees, please reach out to Employee Services.

HCM Help Desk
- Submit a ticket at hcm_community@cu.edu.
- Call 303-860-4200, option 2.

ES Benefits
- Submit a ticket at benefits@cu.edu.
- Call 303-860-4200, option 3.