



HUMAN RESOURCES

Illinois State University

SURS DATE RANGE
9.1. ____ to 8.31. ____

Request to Hire a SURS Annuitant

In accordance with Illinois State University policy 3.1.28, all offers to individuals who have retired from a SURS covered employer must receive advanced written Vice Presidential approval. When candidates for vacant positions are identified by Human Resources as SURS annuitants, this form must be completed by the supervisor of the position (if Civil Service) or the search committee chair (for academic positions). This form must be routed for approval through Chair/Director, Dean/AVP and Vice President prior to the execution of any written or verbal agreement for employment.

Department Information
 Employing Department: _____ Supervisor of position: _____
 Contact Person (if different than supervisor): _____
 Contact Phone: _____ Contact Email: _____

Applicant Information
 Name: _____ UID (if applicable): _____

Earnings Limit Information (required before completing rest of form – Please contact jbonnev@ilstu.edu for assistance)
 Earnings limitation information attached Earnings limitation information is still pending (WAIT TO PROCEED)

Position Information
 Job Title: _____ Position number: _____
 Employee group: _____ Proposed start date: _____
 Proposed FTE (hours per month if hourly): _____ Proposed end date: _____
 Position Funding Account Number: _____ Proposed monthly/hourly rate: \$ _____

Description of Position (attach job description if available):

Justification for hire:

Required Signatures

Supervisor: _____ Date: _____ Printed Name: _____
 Chair/Dir/Dept Head: _____ Date: _____ Printed Name: _____
 Dean/AVP: _____ Date: _____ Printed Name: _____

VICE PRESIDENT APPROVAL (FOR OFFICE USE)

*The following salary rate has been approved for the individual listed above.
 A new Request to Hire SURS Annuitant Form must be completed for any additional compensation the employee will accrue.*

Total Approved Salary: _____ Approved Monthly or Hourly Salary: _____
 Vice President: _____ Date: _____ Printed Name: _____

(FOR OFFICE USE ONLY)

HIGHEST ANNUAL EARNINGS LIMIT (40% OR ANNUAL):
 Earnings per payroll as of today: _____
 New Request Approved as of today: _____
 Total Limits Used: _____

(FOR OFFICE USE ONLY)

MONTHLY EARNINGS LIMITATION:
 New Monthly Request: _____
 Is there a month where the monthly request exceeds the monthly rate?: _____

Step 1 – Employing department, requests annuitant to mail the two documents below to Human Resources/Janice Bonneville using one of the following methods:

- an e-mail attachment to jbonnev@ilstu.edu,
- by campus mail to 1300 Human Resources;
- by hand delivery to Human Resources-NSB101 or
- by fax to 309-438-7421.

Document 1 is a SURS form and it is called the ***SURS Certification of Retirement***. This form must show the employee's highest annual earnings at retirement and their monthly or annual limitation.

If the employee retired prior to the age of 60 and wants the University to consider the 3% compound interest they have received since retirement for their monthly limit, they will also need to provide a copy of their current monthly annuity check advice showing their gross income from SURS.

If the employee does not have any of the above documentation, they must request it from SURS by calling 1-800-ASK_SURS and SURS will mail to the employee.

Document 2 is a completed ***SURS Sheet for Other SURS Employment*** form found at http://hr.illinoisstate.edu/retired/Affected_Annuitant_Rules_and_Regulations.shtml

Step 2 – Human Resources calculates the limitation summary using information from the requested form in Step 1 and e-mails the hiring department the annuitant's limitations.

Step 3 – Employing Department utilizes the annuitant limitation information from the e-mail to complete the ***Request to Hire SURS Annuitant*** form which can be found at

http://hr.illinoisstate.edu/managers/hiring_employees/affected_annuitants.shtml

Step 4 – Employing Department routes for signatures the completed ***Request to Hire SURS Annuitant*** form with the ***e-mail limits*** and the ***SURS Sheet for Other SURS Employment*** form attached.

Step 5 – Employing Department sends the completed documents in step 4 to their HR Employment Consultant along with the PAF if required and any other paper work that is needed to complete the hiring process.

Step 6 - HR Employment Consultant ensures

- The ***Request to Hire SURS Annuitant*** form is complete with information and signatures
- That the paper work submitted to data management conforms to the approved form above
- The employee is fully provisioned and onboard