

Rehiring Retired Employees – Updated information

The recent modifications to the Maintain Employee/Worker Eligibility Info (MEEI) screen have necessitated changes to the process of rehiring a retired employee in either a PIN or a WIN. A brief summary of information is provided below for your reference; the asterisks (**) denote the changes made.

Rehiring a Retiree into a contractual WIN:

1. The demograph record should be set up if one is not already in place (EM ME ED).
2. Set up a contract worker contract (MC MC).
3. **Hire retired rehiree into the contract (MC CW BW). When adding the record for the rehired retiree, use **RETIRE** as the New Hire Reason. (*Using this reason causes the system to populate RETIR in the Retirement Program field!*)
Note: There are now only two valid choices for hiring a contract worker (HEWWIN & RETIRE).
4. Maintain the Eligibility Information (EM MP MI) by entering a “9” (Rehired Retirees WIN) in the Eligibility Sequence Number field across from the WIN #. Enter the Transaction Effective Date (the date of hire into the WIN) and transmit for approval.
Note #1: The system will warn you if you have not set up specific tax records (e.g., MSIT, FIT).
Note #2: On this MEEI screen all 5 lines, not just the most current one, for the ESN code open up for modification.

Rehiring a Retiree into a PIN:

1. The demograph record should be set up if one is not already in place (EM ME ED).
2. Hire the employee into a PIN (EM EP EP NC) using **RETIRE** as the Appointment Reason. Complete the hiring process as usual.
3. Maintain the Eligibility Information (EM MP MI) by entering a “6” (Rehired Retirees PIN) in the Eligibility Sequence Number field across from the PIN #. Enter the Transaction Effective Date (the date of hire into the PIN) and transmit for approval.
****Note #1:** If the position (PIN) does not have RETIR listed as the Retirement Program and 0000 as the PERS Code number, you will receive an error message as notification. Then you will need to modify the position record and make the changes needed to have the correct retirement information.
Note #2: The system will warn you if you have not set up specific tax records (e.g., MSIT, FIT).
Note #3: On this MEEI screen all 5 lines, not just the most current one, for the ESN code open up for modification.

SPAHRs workbooks affected by these changes are in the process of being updated and will be posted soon on the MMRS website under Training > Training Materials > SPAHRs.