

OAE Approval Needed for Rehire of Retirees

Type of Transaction	Professor Emeritus	Specialized Faculty	Academic Hourly	Academic Professional
New Hire	Exempt	Search or Search Waiver	Ac Hourly Appointment Form	Search
Reappointment	Exempt	Search; or Search Waiver (for each Academic or SURS year)	N/A	N/A
Add a Job	Exempt	Exempt (only if the retiree has an active job)	Ac Hourly Appointment Form (only if Home Org is changing)	Exempt (only if the retiree has an active job)
Change from academic hourly employee group	Exempt	Search or Search Waiver	N/A	Search
Change to academic hourly	Exempt	Ac Hourly Appointment Form	N/A	Ac Hourly Appointment Form

Note: additional documentation may need to be attached to the HRFE transaction such as an accepted offer letter, fully approved and signed job description, background check approval, etc.

10/9/18