Hiring Process for a Retiree:

A retiree is defined as a person receiving a monthly benefit from PERS. A retiree that retired from USM must have a 26 week break in service from their effective date of retirement.

1. Position is posted in Cornerstone and follows the appropriate competitive process.
2. An offer is made to the potential employee and the individual is moved to “Offer Letter” in Cornerstone.
3. Once offer is accepted, the potential employee is moved to “Background Check” in Cornerstone.
4. The Personnel Action Form (PAF) is completed and sent to HR. HR recommends that this process begin at least one month prior to the anticipated start date.
5. The request for a background check (BGC) is submitted to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure they know to check their email for this process. Background check information sheet from RedTail
6. The potential employee must complete the BGC online in a timely manner in order for the employee to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
7. If the potential employee is new to the University, they will need to come by our office to complete the Tax Packet before they can begin working. This is good to do while waiting on the BGC to be cleared. The employee cannot start work until ALL paperwork has been submitted to HR.
   • The employee will need to bring two forms of original ID (Examples: Driver’s license, Social Security Card, Birth Certificate, Passport). Keep in mind that must be the original forms of ID (We cannot accept copies of these IDs) and that both documents have the exact same name on them.
   • The employee will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
8. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
   • In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the GA and if the start date needs to be updated.
9. If the employee is an Instructor of Record, the following forms/documents are required:
   • Verification of Faculty Credentials.
   • Official Transcripts

Reminders for a retiree:

- 26 week break in service required.
- Retirees can work up to 20 hours per week.
- Employer will pay PERS.
- Employer portion of PERS of 15.75% must be paid as part of fringes.
- Staff retirees are paid biweekly. Biweekly Pay Date Calendar
- Adjunct Faculty retirees are paid monthly. Monthly Pay Date Calendar
- Retirees’ earnings are charged to the wage line of the budget.
- If the employee is a PERS retiree, PERS Form 4B must be completed annually – each July.