

Rehired Annuitant (RA) Checklist – for more information, see: www.wisconsin.edu/ohrwd/benefits/empcha/ra

- Collect new direct deposit and W-4 forms as information could have changed
- Check General Deductions to ensure none carried over from active employee position (Parking, Partners in Giving) if applicable
- Check Additional Pay to ensure no add-ons or lump sum overloads carried over from active employee position if applicable.
- Check Tax-Sheltered Annuity and Wisconsin Deferred Compensation deductions to ensure they are not active (these are not always properly inactivated when the employee terminates/retires)

Employees who terminated employment on or after July 2, 2013 must stop their annuity and re-enroll in the WRS if their position qualifies – see [RA page](#) for eligibility rules.

Employees who terminated employment prior to July 2, 2013 may elect whether or not to become an active WRS employee (if their position qualifies for the WRS) – see [RA page](#) for eligibility rules.

- RA must fill out Rehired Annuitant Election form (ET-2319) within 7 days of returning to work (regardless of whether or not the position is WRS eligible at time of hire). Please send the completed form to the UW Service Center for agent sign-off and reporting to ETF.

1. If employee retired prior to 7/2/2013 and decides to continue annuity and NOT go back under the WRS OR employee is not eligible for the WRS initially:

- Make updates on UW Benefits Tab on Job Data (see [KB 57946](#) for detailed information):
 - Previous WRS State and Local Service Fields—Enter “0” for both
 - WRS Before July 1, 2011 Field— Review the employee’s prior service in ETF One Net:
 - If WRS start date is before July 1, 2011, indicate “YES”.
 - If WRS start date is on/after July 1, 2011, indicate “NO”.
 - Rehired Annuitant Field—select the appropriate value based on when the employee retired:
 - Retire Post 7-1-2013 no WRS
 - Retire Pre 7-2-2013 no WRS
- RA is eligible for certain benefits and should be counseled on them: TSA, WDC, ERA, Long Term Care, Leave benefits (if position is leave-eligible)
- If position is not initially eligible for the WRS but later becomes eligible, employee must complete a new Rehired Annuitant Election form (ET-2319) within 7 days of becoming WRS eligible (even if they do not want to go back under WRS)

2. If employee decides to stop annuity and go back under WRS (either initially or after becoming eligible) OR employee must stop annuity and go back under WRS because they retired on or after 7/2/2013:

- WRS coverage will be effective on the 1st of the month following ETF’s receipt of the Rehired Annuitant Election form (ET-2319). Rehired annuitant becomes active employee on WRS coverage effective date (no longer considered a rehired annuitant).
- Make updates on UW Benefits Tab on Job Data (see [KB 57946](#) for detailed information):
 - Enter appropriate numbers for Previous WRS State and Local Service
 - WRS Before July 1, 2011 Field— Review prior service in ETF One Net:
 - If WRS start date is before July 1, 2011, indicate “YES”.
 - If WRS start date is on/after July 1, 2011, indicate “NO”.
 - Rehired Annuitant Field—select the appropriate value based on when the employee retired:
 - Retire Post 7-1-2013 elect WRS
 - Retire Post 7-1-2013 require WRS
 - Retire Pre 7-2-2013 elect WRS
- Employee has new enrollment opportunities just as a new active employee would – ETF benefit applications should be submitted with ET-2319. See form ET-2319 for specific rules regarding State Group Health and State Group Life. Applications must be submitted within 30 days of the WRS coverage effective date.
- If position is leave-eligible, employee will earn leave per [policy](#)
- Any unused certified sick leave credits will be saved by ETF until employee retires again (not available to employee during active employment)
- Any sick leave earned as a RA will be converted and added to employee’s saved sick leave credits at re-retirement

***NOTE: If the rehired annuitant value is not entered into the system immediately the employee will be enrolled back into WRS even after the campus corrects the rehired annuitant value. A WiscIT will be required to correct the employee’s eligibility.**