

## How to Create New Enrollments for Retirees Who Return to Work with Your Agency:

**If an incorrect active enrollment currently exists, you will need to end this enrollment using end reason of “Change in Position Status” and create a new enrollment effective immediately.**

If a TRS retiree returns to **full-time** work with your agency:

- Contribution Group – Must be Non-Participating (due to the 2-year waiting period for reinstatement)
- Position Status – **Regular**
- Enter all of the scheduled units information as what the full-time requirements are for that position
- **RSA ACTION: TRS retirement benefits will be suspended as of the Enrollment Begin Date.**  
You will not submit retirement contributions for 2-years; however, earnings are still required to be reported in ESS.

If this is a **Post-DROP** member:

- Contribution Group – Must be Participating
- Position Status – **Regular**
- Enter all of the scheduled units information as what the full-time requirements are for that position
- **RSA ACTION: Retirement benefits will be suspended as of the Enrollment Begin Date.**  
Retirement contributions are required to be submitted IMMEDIATELY. There is no 2-year waiting period for Post-DROP members.

If an **ERS retiree** returns to **full-time** work with your agency:

- Contribution Group – Must be Participating
- Position Status – **Regular**
- Enter all of the scheduled units information as what the full-time requirements are for that position
- **RSA ACTION: ERS retirement benefits will be suspended as of the Enrollment Begin Date.** TRS retirement contributions are required to be submitted IMMEDIATELY. There is no 2-year waiting period for members who retire in ERS and return to full-time work in TRS. This information also applies to TRS members who return to full-time work with ERS.

If the TRS or ERS retiree returns to **part-time** work with your agency:

- Contribution Group – Must be Non-Participating
- Position Status\* – **See below**
- Scheduled units to work per week must be less than the scheduled full-time units per week. For example, if a full-time clerical position requires 40 hours per week and a retiree returns to work at 20 hour per week, the units scheduled will be 20 while the full-time units will be 40.
- **RSA ACTION: Retirement benefits will continue unless Post-Retirement Restrictions are violated.** You will not submit retirement contributions, however, earnings are still required to be reported in ESS. This information also applies to **Post-DROP and ERS Retirees**

\*In determining the correct position status, you will need to consider the retiree’s current PEEHIP eligibility as well as your agency’s eligibility for PEEHIP Insurance:

- Position Status of Regular will allow for active PEEHIP eligibility. (ERS Retirees)
- Position Status of Seasonal/Irregular will not allow for active PEEHIP eligibility.
- All earnings paid to a retiree must be reported in ESS using the payment reason of Regular or Lump-Sum. This includes wages paid by a third-party employer. For instance, Kelly Services and Soliant would be considered third-party employers.

***If you have retirees that are paid through accounts payable, retirees who have not been reported, or retirees who were not reported correctly, you will still need to complete the Postretirement Employment Employing Agency Initial Notice and Annual Certification forms each year.***