An approved Request Form for Re-Employment of a University of Illinois Retiree (RR form) is needed before initiating an academic appointment for a retiree. The approval of the RR form is in addition to any approvals required by Provost’s Communications and/or the Office of Equal Opportunity and Access’ guidelines.

1. Select the “JOBS” tab

2. Click “Start a Workflow”
3. Select the Retire Rehire Approval Request template and click “Continue”

4. Enter the following information and click “Continue”
   - **Job Title - Department Name** *(Example: Professor Emeritus – Mechanical Science & Engineering)*
   - **Chart and Org Code** *(Example: 1917000 - There is no dash between chart and org code)*
     - Organization Name will pre-populate based on the Chart and Org code
   - **College Name or Administrative Unit** *(Example: Engineering)*
5. This screen has been pre-populated – Do not make any changes to the selections, Click “Continue”
6. Select “Start” for the Retire Rehire form

Please note that a search waiver from the Office of Equal Opportunity and Access (OEOA) may be required. Please consult OEOA’s search manual (Section 1.2 Appointments Eligible for a Search Waiver) or contact OEOA at oeoajobs@illinois.edu or 333-0885. If a search waiver is required, then select “Start” for the Search Waiver and once that form is completely approved, then click “Start” for the Retire Rehire form.

7. Enter in the information requested (fields with an * are required), click “Submit and Continue to Approvals”
The FOAPAL information is not required on the form. However, some colleges require this information. Check with your college to determine if this field is required.
Once a form has been approved, please consult this field to see if special notes or instructions have been entered that would affect processing of the appointment.
8. Select Approvers

1. Select the name of the Department approver
2. If you have a School level approver, select the appropriate name
   If there is no school level approver, select the same Department approver again (he/she will need to approve
   the form 2 times)
3. Select the name of the Dean/MAU Officer
4. Select “AHR, Hiring Request”
   Do not select any additional approvers for 5 – 7. AHR will populate the approvers based on the type of request
   and determine if it needs to be routed to the Provost for approval.

Once approvers 1 through 4 have been selected at each level, click “Save”
APPROVAL PROCESS

- The name in red is the next person who needs to approve the form (an e-mail is sent automatically – see below)
- A green check mark (✔️) indicates approval
- The date and time of approval can be seen in the far right column

When there is a form that needs approval, the approver is notified via e-mail and provided instructions on how to access the form for review and approval.
**SAVING THE FORM AFTER APPROVAL**

Once an RR form has been approved, the unit should follow these steps to download the approved form from HireTouch so that it can be saved. The saved file should then be uploaded with the HR Front End transaction when adding the appointment.

1. **Once the form is approved at all levels, an approval e-mail is sent to the Form Originator. Click the link to log into HireTouch.**

   ![Email](image1)

   **From:** hiretouch@illinois.edu  
   **To:** [Form Originator]  
   **Subject:** Approved: Retire Rehire Form for Professor Emeritus - Mechanical Science & Engineering

   The Retire Rehire form submitted for Professor Emeritus - Mechanical Science & Engineering has been approved. The approved form needs to be uploaded to the HR Front End transaction.

   The forms can be viewed by clicking the link below to access HireTouch and then following the instructions below.

   [http://uiat.illinois.hiretouch.com](http://uiat.illinois.hiretouch.com)

   Choose the Jobs Tab  
   Choose All Jobs from the Drop Down menu  
   Click on Professor Emeritus - Mechanical Science & Engineering  
   Choose the Blue Forms tab  
   Click View to see the Retire Rehire form  
   The pdf version of the form will open  
   Click the save icon to save the pdf. This is the file you will upload to the HR Front End.

2. **From the dashboard, choose the Jobs tab.**

   ![Dashboard](image2)
3. Choose Retire Rehire from the drop down menu

4. Click on job title (for this example: Professor Emeritus – Mechanical Science & Engineering)
   
   To locate the position you can search by the first letter or enter in keywords
5. Choose the blue Forms tab

6. Click View to see the approved Retire Rehire Request form
7. A pdf version of the form will open. Click the save icon to save the pdf.

8. Select a location to save the form and enter a file name. This saved form must be uploaded to the HR Front End transaction.