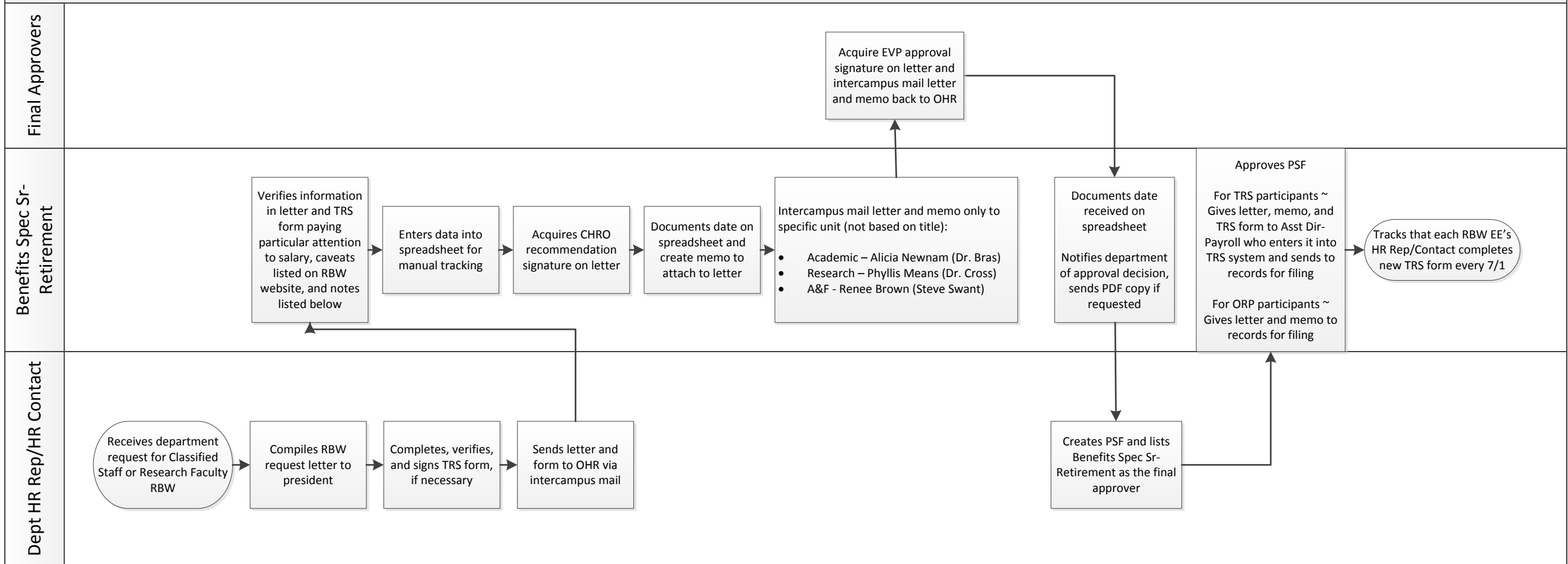


Classified Staff and Research Faculty Retired but Working (RBW) Process Map

02.28.13



Notes:

- RBW letters and PSFs cannot be submitted until the employee retires. This is for both TRS and ORP participants.
- If employee retires on the 1st of the month, they can return on the 1st of the next month. If the employee retires on any other day of the month, they must wait until the beginning of the month following the next month. Example: Employee A retires on January 1st, Employee A can return as RBW on February 1st. Employee B retires on January 3rd, Employee B cannot return until March 1st.
- If RBW retiree has been gone for more than 6 months, new hire paperwork must be completed again.
- TRS participants may work up to 3 months at 100% time in one year.
- If time worked percentage changes, new TRS forms and PSF is required in order to report changes to TRS and update RBW retiree’s PeopleSoft record. A new PSF is required for ORP participants.
- RBW retiree cannot return to the position they resigned from at a higher rate of pay. For more information, visit the Retiree website at <http://www.ohr.gatech.edu/hiringtalent/retirees>.
- State employees cannot retire and then become Tech Temps.
- Every July 1st, a new TRS/ERS verification form must be completed by the RBW retiree’s HR Rep/Contact and submitted to the Benefits Spec Sr-Retirement to continue engagement with Georgia Tech.

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