



This checklist is a guide to the hiring process.

**The steps listed below are to be followed when hiring a Retired Annuitant:**

- Complete Quick Hire form
- Provide the following information on Quick Hire form:
  - candidate's name (in comments section)
  - salary
  - length of appointment
  - dates of employment
  - CMS position number
- Obtain required signatures and send to Human Resources
- Candidate submits an online application (if applicable)
- Recruiter contacts retiree and makes verbal offer explaining the terms and conditions of the appointment
- Recruiter will contact department once all forms are ready to sign
- Retiree visits HR to sign offer
- Offer is distributed to appropriate parties
- Department advises retiree of timekeeping process (i.e., timesheets, etc.)

- Employment of a retired annuitant is designated on a fiscal year basis for a maximum of 960 hours or 120 days.
- Employees retiring on or after January 1, 2013 are required to take break in service of greater than 6 months to qualify as a retired annuitant.