

CHECKLIST OF REQUIRED DOCUMENTATION FOR  
Rehired Annuitant

<http://www.calstate.edu/HRAdm/pdf2006/HR2006-02.pdf>

*(Rehired Annuitant appointment cannot exceed half of the FTE worked during last year prior to retirement)*

Please attach a copy of this checklist to each appointment packet. Additional copies of this form, as well as other University Personnel forms, may be downloaded from the [University Personnel Forms & Policies](#) page. If you have questions or need further assistance please contact University Personnel at (408) 924-2450.

NAME: \_\_\_\_\_ EMPLOYEE ID: \_\_\_\_\_

Continued Employee	Revised	
<input type="checkbox"/>	<input type="checkbox"/>	TF / GA / TA Appointment Form
<input type="checkbox"/>		Letter of Interest / Application
<input type="checkbox"/>		Employment Questionnaire
<input type="checkbox"/>		One (1) recent letter of recommendation with original signature if appointment follows a break in service of two (2) or more years

Continued Employee	Revised	Additional Items
<input type="checkbox"/>		<a href="#">CSU FORM SSA-1945</a> (Required HR Document for those not in PERS). To see a list of employees' retirement codes, run the public query "HR_ESS_RETIREMENT_BY_DEPTID". Those in <b>retirement code 08</b> DO NOT need to complete this form.
<input type="checkbox"/>	<input type="checkbox"/>	Terms & Conditions ( <i>original signature</i> ). Submit to University Personnel no later than six (6) weeks after start of term

- Do not forward the packet until all the items on the checklist have been collected.
- Submitting an incomplete packet will result in a **HOLD** on the process and delay payments.
- ALL ORIGINAL documents will be placed in the **PERSONNEL ACTION FILE** kept in the Office of University Personnel.

**IMPORTANT REMINDER**

New or returning faculty who have had a lapse in service of one year or more are required to complete UP sign-ins in order to receive a paycheck. Please direct employee to University Personnel (UP) which is located on the 3rd Floor of the University Police Department (UPD) building (E. San Salvador and S. 7th St.). University Personnel may be reached at 408-924-2250.

**COMMENTS**

Departmental Contact Person

Phone

Dean's Contact Person

Phone