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

☐ Department will:
- ☐ Need a CMS position number to start this process (ex. FL – 000#####)
- ☐ Log into CSUF portal and search/select CHRS Recruiting
- ☐ Complete a job requisition online in CHRS to initiate a Quick Hire request by clicking on the "Job" tile.
- ☐ Provide the following information in the Advertising Summary section:
  - ▪ Candidates name
  - ▪ CWID, if applicable
  - ▪ Salary
- ☐ Review and route for approval (by selecting FL – Quick Hire Approval Process)
- ☐ Instruct candidate to submit an online application to the temporary pool through our Career Opportunities page.
  - ▪ If a candidate is needed, contact HRDI

☐ Recruiter will:
- ☐ Contact candidate and make verbal offer explaining the terms and conditions of the appointment
  Note: Background check will be conducted and completed prior to employment.
- ☐ Contact department once all forms are ready to sign
- ☐ Distribute offer to appropriate parties
- ☐ Invite employee to visit HRDI to complete sign-in documents

☐ Department advises employee of timekeeping process (i.e., timesheets, etc.)

For additional information, please review our CHRS User Guides.

## Quick Reference

| Appt. Type | Overview | Length of Appt. | Pay Type/FLSA | Affordable Care Act (ACA) Eligibility |
|---|---|---|---|---|
| **Retired Annuitant** | A retiree who works on a temporary, project-based assignment that is limited to 960 hours per fiscal year. Per PEPRA, CSU employees are required to wait 180 days from the retirement date before returning to work. | 960 hours per fiscal year | Hourly (Non-Exempt) or Salaried (Exempt) | N/A |