

Mercer University

Intent to Reinstate Employee

This form should be used to communicate your intent to reinstate an employee who is retiring or separating from their position into a new employment role at Mercer University. For example, if an employee is retiring or has resigned from their previous position but will continue to work for Mercer as an Adjunct, Temp, etc., HR must be notified of this change by completing the information below. Otherwise, all of the employee's access (e.g., Bear Card, email, alarm system, library privileges, network files, security access, etc.) will be terminated on their last day of employment.

If rehiring the employee, the hiring authority must complete the information below and **return to the Human Resources Office** as soon as possible. HR will then rehire the employee into their new role in Workday and notify IT to ensure there is no interruption to the employee's access. Please contact Human Resources for any other employment forms which may be required.

Employee Name:		Employee ID: <i>(MUID)</i>	
Employee Title:			
Hiring Department:		Hiring Division:	
Start Date: <i>(following term date)</i>		Average Hours/Week:	
End Date: <i>(if applicable)</i>		Hourly Rate:	
Cost Center: <i>(begins with "CC")</i>			
Select ONE of the following statements:			
<input type="checkbox"/> Will work the above stated average hours per week for up to 5 months <input type="checkbox"/> Will work an average of 18 or less hours per week for an undetermined period of time			

Authorized signature for approval to reinstate

Date

Printed Name of Hiring Authority

Phone Number

NOTE: You must email helpdesk@mercer.edu to communicate any IT related access that will be needed.