



# Reporting Returned to Work Retirees

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Select the “Returned to Work Retirees” category

The screenshot shows an 'Employer Dashboard' with the following categories and counts:

- Employer Reports
- You have 0 Notifications 0 Unread
- You have 18 Payroll Deductions 10 Payroll Setup 0 Lump Sum Setup 8 Upcoming Payoff 0 Payment Completed
- You have 86 Employer Statements 23 Pending 63 Completed
- You have 355 Service Purchase Estimate Requests 275 New 8 Pending 72 Completed ⓘ
- You have 492 Tier Determination Requests 7 Pending 485 Completed ⓘ
- You have 84 2025 Returned to Work Retirees 83 Current 1 Overdue
- You have 454 Employees on Disability 108 Reported back to work

A red arrow points to the '2025 Returned to Work Retirees' category.

## Returned to Work Retirees

Calendar Year:

2025

Add New Retiree

Show 10 entries

Search:

TOTAL REPORTED DAYS						
RETIREE NAME	SYSTEM	LAST 4 SSN	AGENCY	TOTAL	CERTIFICATION STATUS	MANAGE RETIREE
Human Services, Department of						
[REDACTED]	SERS	[REDACTED]	10	10	Current	<a href="#">Manage Retiree</a>
[REDACTED]	SERS	[REDACTED]	36	36	Current	<a href="#">Manage Retiree</a>
[REDACTED]	SERS	[REDACTED]	11	11	Current	<a href="#">Manage Retiree</a>
[REDACTED]	SERS	[REDACTED]	49	49	Current	<a href="#">Manage Retiree</a>
[REDACTED]	SERS	[REDACTED]	7	7	Current	<a href="#">Manage Retiree</a>

The Returned to Work Retirees List displays the returned to work retirees for your agencies. You can change the calendar year by choosing from the dropdown menu in the left-hand corner. You can add new retirees by clicking the blue button in the upper right-hand corner labelled “Add New Retiree.” Retirees are listed by Retiree Name, SSN, Agency Reported Days Worked, Total Reported Work Days, and Certification Status.

## Returned to Work Retirees

Calendar Year:

2025

Add New Retiree

Show 10 entries

Search:

TOTAL REPORTED DAYS						
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[REDACTED]	SERS	[REDACTED]	36	36	Current	<a href="#">Manage Retiree</a>
[REDACTED]	SERS	[REDACTED]	11	11	Current	<a href="#">Manage Retiree</a>
[REDACTED]	SERS	[REDACTED]	49	49	Current	<a href="#">Manage Retiree</a>
[REDACTED]	SERS	[REDACTED]	7	7	Current	<a href="#">Manage Retiree</a>

Warning icons will appear next to retirees' reported days worked to alert you as they approach the maximum 75 days per calendar year. A yellow icon will appear when the member's total worked days have reached or exceeded 60 days, and a red icon will appear when the member's total worked days exceeds 70 days. "All Retirees (currently Retired or ERI Buy & Quit Participant), Alternative Retirement Cancellation Payment Participants (ARCP), or Contingent Lump Sum Incentive Payment Participants (CLSIP) that have returned to nonpermanent employment on a 75-Day contract need to be reported under the Returned to Work Retirees Task for each calendar year (January 1st through December 31).

## Add New Retiree ×

### Retiree Search

Search for a retiree by first name, middle name, last name, SSN, last four digits of SSN, Member Id or a combination of any of the criteria.

Check this box if you want search for a recent retiree. ⓘ

You can also search for recent retirees, members who have retired within the last 6-8 weeks, but only using their full 9-digit SSN or Member ID.

## Returned to Work Retirees

[RETURN TO RETIREE LISTING](#)

Pay Period	Days Worked	Certified By	Certification Date	Status	Report Dates	Certification
1/1/2025 - 1/15/2025	6			<u>Certified</u>		<a href="#">Add Adjustment</a>
1/16/2025 - 1/31/2025	8		2/4/2025	<u>Certified</u>		<a href="#">Add Adjustment</a>
2/1/2025 - 2/15/2025	6		2/19/2025	<u>Certified</u>		<a href="#">Add Adjustment</a>
2/16/2025 - 2/28/2025	8		3/4/2025	<u>Certified</u>		<a href="#">Add Adjustment</a>
3/1/2025 - 3/15/2025	8		3/18/2025	<u>Certified</u>		<a href="#">Add Adjustment</a>

You can access the specific details of your Returned to Work retirees' records by clicking on their name in the Returned to Work Retiree listing. These details are listed by pay period; each pay period includes the reported days worked and certification information. You can report dates, certify pay periods, and add adjustments to certified pay periods.

Note that the **Add Adjustment** and **Certify Pay Period** commands will be disabled if it is currently past the record's cutoff date, February 15th of the year following this record's calendar year.



<b>Total Agency Reported Days Worked:</b>	<b>13</b>	
<b>Total Reported Days Worked:</b>	<b>13</b>	 <a href="#"><u>RETURN TO RETIREE LISTING</u></a>

Additionally, the total days worked reported in this agency and the retiree's total reported days worked will be displayed at the end of the listing.

Each pay period for the retiree should be certified once the reported days worked for that pay period have been entered. The Certified Pay Period View will display the read-only version of the reported work days.

The deadline for certifying pay periods is up to February 15th of the next calendar year. Please review work days entered, and certify the pay period.

You can view the details of a certified pay period at any time from the pay period listing by clicking the “Certified” status for the pay period.

**Certification for Pay Period 11/16/2025 - 11/30/2025** ✕

Sunday, November 16, 2025	<input type="checkbox"/>
Monday, November 17, 2025	<input type="checkbox"/>
Tuesday, November 18, 2025	<input type="checkbox"/>
Wednesday, November 19, 2025	<input type="checkbox"/>
Thursday, November 20, 2025	<input type="checkbox"/>
Friday, November 21, 2025	<input type="checkbox"/>
Saturday, November 22, 2025	<input type="checkbox"/>
Sunday, November 23, 2025	<input type="checkbox"/>
Monday, November 24, 2025	<input type="checkbox"/>
Tuesday, November 25, 2025	<input type="checkbox"/>
Wednesday, November 26, 2025	<input type="checkbox"/>
Thursday, November 27, 2025 <span>i</span>	<input type="checkbox"/>
Friday, November 28, 2025 <span>i</span>	<input type="checkbox"/>
Saturday, November 29, 2025	<input type="checkbox"/>
Sunday, November 30, 2025	<input type="checkbox"/>
<b>Total Selected for Pay Period:</b>	<b>0</b>
<b>Total Agency Reported Days Worked:</b>	<b>13</b>
<b>Total Reported Days Worked:</b>	<b>13</b>

Close

Returning to the Retirees List, selecting the **Manage Retiree** option next to each retiree record will open a pop-up providing more details on the retiree and further actions to take.

If the retiree is finished working for the calendar year, the **Certify All Pay Periods** command will allow you to certify all the retirees' pay periods, with days entered, for the calendar year.

The screenshot shows a pop-up window titled "Manage Returned to Work Retiree" with a close button (X) in the top right corner. The window contains a form with the following fields and actions:

Calendar Year	2025
Employer	Human Services, Department of
Birth Date	[Redacted]
Member Status	Retired
Employment Start Date	1/31/2025
Certify All Pay Periods	<a href="#">Certify All Pay Periods</a>
Delete Retiree	 <a href="#">Delete Retiree</a>

At the bottom right of the window is a "Close" button. The background of the application shows a calendar grid with the year 2025 and the month of January visible.