***Please distribute this alert to any users within your agency who are responsible for absence and attendance entry in SAP.***

**Rehire to Annuitant Position and Work Schedule Rules and Employee Subgroups**

* Information regarding work schedule rules and employee subgroups for employees rehired to an annuitant position.

As a reminder, when an employee is rehired as an Annuitant, a No Hours Work Schedule Rule (WSR) of “BNOHR017” with a Time Management Status (TMS) of 1, time evaluation of actual times, should be used. Annuitants do not earn or use paid leave when absent from work. Employees should be reminded that meal periods must be broken out on the CATS, so they are not paid for time not worked. They should also be reminded that each separate entry on the CATS must be verified by selecting “Enter” on their keyboard before saving the record. Reference the attached [*ESS Time Entry Guide for Annuitants*](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/TIME_ALERT_2020_04_Attachment_ESS%20Time%20Entry%20Guide%20for%20Annuitants.docx) for step-by-step instructions for entering time worked.

Exceptions to the BNOHRS work schedule rule are as follows:

* Annuitants rehired under the “U5” Employee Subgroup must be assigned to a TMS of “0”, no time evaluation, as they are paid via IT2010 using a Per-Diem rate.
* Annuitants rehired with the Department of Transportation, assigned to a County Office, and in Full Time Evaluation (FTE), may be assigned to a MORIS WSR (i.e., “CMR07017”, “CMR07047”, “CMR08037”, etc.).
* Annuitants rehired to a Limited Term Clerk position may be assigned to a FLEX WSR (i.e., “BFLX7017”).

Annuitants rehired on or after January 1, 2020, must follow the above guidelines. Master data should not be changed for current annuitants.

**Questions?**

Field time advisors should direct any questions related to this alert to their Central Agency Time Advisor. Central Agency Time Advisors may submit questions via an [HR help desk ticket](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.