



CU Denver | Anschutz Medical Campus Procedure Calendar Year Renewals for Staff Working Retirees

The University of Colorado Denver | Anschutz Medical Campus Central Human Resources office requires departments to submit renewal letters of offer for all active Staff Working Retirees (PERA or ORP) who will continue working the following calendar year.

Central HR will notify departmental HR Business Partners of upcoming renewal requirements each year.

Departmental HR Business Partners will need to verify the employment status of each employee identified as a Staff Working Retiree (PERA or ORP). See general steps below:

1. Departmental HR Business Partners will verify if the employee is currently working. If the employee is currently working and will continue to work the following year, a draft of the new letter of offer will be required. **Note:** *A Scope of Work is required for all letters of offer.*
2. Central HR will review and approve the draft letter of offer and notify the HR Business Partner.
3. The HR Business Partner will obtain signatures and send the fully signed letter of offer back to Central HR.
4. If the employee is not currently working, a termination row in HCM will need to be entered using the date following the last day the Retiree actually worked.
5. The HR Business Partner will notify Central HR when the termination row is entered.

Reminder: Staff working retirees may only receive increases on January 1 of each year. Justifications for salary increases are required for pay increase requests.

If you are giving an increase, indicate the new amount in the draft letter of offer and include a justification for the pay increase when you submit the draft letter of offer for approval. Let HR.StaffWorkingRetiree@ucdenver.edu know the HCM transaction numbers so we can approve them for you.