



Kentucky Teachers' Retirement System Employment Limitation 100 Day Administrative Tracking Form

Individuals retired from KTRS may be re-employed in a non-teaching or administrative capacity for a period not to exceed 100 days in any fiscal year (July 1 - June 30). The 100 day limit is calculated as follows: 3.5 hours or less is considered a half day; more than 3.5 hours is considered a full day. It is the **rehired employe/retiree's responsibility** for remaining within the 100 day working limit. Violations of this re-employment rule may result in suspension of the retiree's retirement benefit until such time as the rehired employee/retiree becomes compliant with KTRS's regulations.

A calendar should be utilized to maintain a record of days worked. At fiscal year end, summary information should be transferred to this Tracking Form. The Tracking Form should be submitted to the Human Resource Department by **July 1** of each year. The University is required to submit an annual report to KTRS which contains information on re-employed retirees.

Fiscal Year Period:	
EKU ID#:	
Employee Name:	
Position Currently Employed	
Position Held Prior to Retirement:	
# of Days worked 3.5 hours or less:	
# of Days worked over 3.5 hours:	
Daily Rate of Pay	
Total Salary Received:	
Employee Signature:	
Supervisor's Name:	
Supervisor's Signature:	
<p>Please Submit this form to: Human Resource Department Retirement, Jones 106, CPO24A phone: 859-622-1326 fax: 859-622-7219</p>	
<p><i>Attach calendar on which hours/days worked have been documented</i></p>	