

Mercer University Intent to Reinstate Employee

This form should be used to communicate intent to reinstate a retiring/terminating employee into a new role for Mercer University should employment be continuing in any capacity. For example, if an employee is retiring/terminating employment from their normal assignment, but continuing to work for Mercer as an Adjunct, Temp, etc., HR should be notified of such by completing this form. Otherwise, all access (e.g., Bear Card, email, alarm system, library privileges, network files, security access, etc.) for the retiring/terminating employee will be terminated immediately upon termination of their regular assignment.

The hiring authority should complete the information below and forward to the Human Resources Department as soon as a determination has been made to reinstate a retiring/terminating employee in any capacity. We will then contact IT to ensure that their access is not interrupted and re-hire them in their new role in Workday. Also, please contact Human Resources for other employment forms which may be required.

Hiring authority should complete the information below:

Employee Name: _____ MUID #: _____

Employee Title: _____

Hiring Division: _____ Hiring Department: _____

Start Date: _____

NOTE: Any IT related access needed must be communicated to the Help Desk.

Authorized signature for approval to reinstate

Date

Printed Name of Hiring Authority

Phone Number