

MSP Returning Retiree

When an employee has retired from the UC system and plans to return to work at UC while remaining retired with RASC, this is referred to as an Returning To Active Duty (RTAD) or Returning Retiree appointment. As MSP Physicians are staff appointments, the RTAD component of their appointment must first be approved by Health HR before a case can be submitted to ARC to initiate the MSP contract.

If you're ready to initiate an appointment request for a RTAD MSP, refer to the sections below to begin the process. Be sure to submit the request at least **3 months** prior to the MSP intended start date. You can also reference the [Department SOP for MSP Returning Retirees](#).

Starting the Returning Retiree Approval Process

To begin Returning Retiree approval process, submit a [General Inquiry via Health HR Service Now](#) and include the below completed attachments:

- [UCRP Reemployed Retiree Notification form](#) signed by proposed RTAD employee (*only completed if employee elected a monthly retirement income*)
- [Rehired Employee Approvals form](#) signed by Department Chair

If the employee is approved as a Returning Retiree, the department will receive a fully approved Rehired Employee Approvals Form.

After Returning Retiree Approval, Submit MSP Contract Request

Once fully approved Rehired Employee Approvals Form is provided by Health HR, submit a [MSP Contract request via ARC Service Now](#) and include the below attachments:

- CV
- Job Description
- ECC approval if MSP will be appointed at 25% effort or greater (unless MSP will be fully funded by Radys or Community Care)
- Approved Rehired Employee Approvals Form

The case will then follow the standard MSP contract generation and routing process

What to Expect After MSP Contract Submission

1. ARC reviews the MSP appointment request and generates contract materials and generates MSP contract
2. ARC routes MSP contract via DocuSign for signatures.

3. Upon contract completeness, ARC will initiate the onboarding process which will require in person hire document completion

Resources

- [Department SOP for MSP Returning Retiree](#)
- [UC Net Returning Retiree](#)
- [Returning to UC Employment After Retirement fact sheet PDF](#)
- [Benefit Considerations](#)

Need Assistance?

If you have questions about our submission process or need assistance, please contact [ARC Portal](#) for support and guidance.