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Easy Steps to Hiring



through the RetireRehire Program

These are the simple steps to hiring through ESI's RetireRehire program.

Follow the steps below:

1

Meet with employee

Review program requirements

- Review needed documents for hiring process
- I-9 documentation
- IVP Fingerprint Card
- Teacher Certification (if applicable)

Discuss benefit options

- COBRA option cost to employee
- PTO/Leave Time
- Eligible stipends & extra duties while on ESI

Discuss pay

- Ensure employee has ASRS portal access
- Discuss official retirement date
- Confirm employee has reached Normal Retirement with ASRS



2

Contact ESI Program Specialist (at least 2 weeks prior to start date)

Have relevant information ready:

- Employee Name
- Employee Phone Number
- Employee E-mail
- Employee Start Date



3

Create contract in Position Request Portal

- Verify status of ASRS retirement "Retired" or "Retirement in Progress"
- Create contract in [Position Request Portal \(PRP\)](#) »



4

Sign Employee Cost Agreement

- Sign at least 3 days prior to start date
- Employee will not be paid until ESI receives signed Employee Cost Agreement



5

Create PO based on Employee Cost Agreement and provide to ESI

Note: If this contract is under the Mohave Consortium, PO must be sent to Mohave (orders@mesc.org) for approval prior to sending PO to ESI. Please send only Mohave-approved POs to ESI.

Note: If this contract is under the IGPA Consortium, PO can be sent directly to ESI.

Please send **all approved purchase orders** to purchaseorders@esiaz.us.



Questions? Contact contracts@esiaz.us or call 480-719-8276.