



Kentucky Teachers' Retirement System 100 Day Administrative Tracking Form

Revised 6/20/2007

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 employee/retiree's primary responsibility for remaining within the 100 day working limit. Violations of this re-employment rule may result in suspension of the employee-retiree's retirement benefit until such time as the employee/retiree becomes compliant with 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 Department of Human Resources *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:			
WKU ID:			
Employee Name:			
Position Currently Employed:			
Position Held Prior to Retirement:			
Days Worked 3.5 Hours or Less			
Days Worked Over 3.5 Hours			
Daily Rate of Pay			
Total Salary Received:			
Employee's Signature:		Date:	
Supervisor's Name:			
Supervisor's Signature:		Date:	

Please submit this form to:
Department of Human Resources
Room G25 - WAB
phone: 745-5360 fax: 745-5582

Attach calendar on which hours/days worked have been documented.