Return to Work TRS Retiree

Surcharge Authorization Form

**TEXAS WOMAN’S UNIVERSITY**

Prior to making a job offer by the Office of Human Resources, the hiring supervisor must (1) contact the HR Accounting Department in the Office of Human Resources to determine the amount of the TRS Care Surcharge, (2) complete this form, and (3) route this form for approval signatures. Please refer to the Return to Work TRS Retirees and TRS-Care Surcharges Policy 3.22 for additional information regarding the TRS Retiree Surcharge.

Applicant Name: Click here to enter text.

Department Name: Click here to enter text. Position Name: Click here to enter text.

Monthly Salary (or hourly rate, if applicable): Click here to enter text.

Hours to work per week: Click here to enter text.

TRS Surcharge Percentage: Click here to enter text.

TRS Surcharge Monthly Amount: Click here to enter text.

Assignment Status (Regular Part-time, Regular Full-time, Temporary Part-Time, Temporary Full-time):

 Click here to enter text.

Justification for this request:

Click here to enter text.

**Department Head:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice President or Provost:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approve: [ ] Yes [ ] No

**Vice President for Finance and Administration:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approve: [ ] Yes [ ] No

When the Return to Work TRS Retiree Surcharge Authorization Form has been approved/disapproved by the applicable VP/Provost and the VP for Finance and Administration, return this form to the Recruitment Department in the Office of Human Resources. **Important Note: Approval must be received prior to extending a job offer by the Office of Human Resources.**