

## **Hiring a CU Retiree** <sup>[1]</sup>

The process for hiring a CU retiree varies according to a number of factors, as outlined below.

### **EIN (Employer Identification Number)**

**Note:** Individuals/sole proprietors who operate under an EIN are not subject to Scope of Work review. However, active PERA members who operate under an EIN must complete the Disclosure of Compensation form (available online at [www.copera.org](http://www.copera.org) <sup>[2]</sup>) and email it to Employee Services at [SOW@cu.edu](mailto:SOW@cu.edu) <sup>[3]</sup>.

### **Independent Contractor – SSN (Social Security Number)**

If the retiree is a proposed independent contractor, operating under a Social Security Number (SSN), the department follows the Scope of Work process outlined in the [PSC Procedural Statement Scope of Work \(SOW\)/Independent Contractor](#) <sup>[4]</sup>, including submitting the SOW form to Employee Services at [SOW@cu.edu](mailto:SOW@cu.edu) <sup>[3]</sup>.

Employee Services evaluates the completed SOW form and determines if the retiree should be paid through CU Marketplace or through payroll.

If it is determined that the retiree should be paid through CU Marketplace, the department invites the retiree to [register in the CU Supplier Portal](#) <sup>[5]</sup>.

**Note:** To ensure prompt payment, the retiree's address in the CU Supplier Portal should match the retiree's address in the University HCM system. If it is determined that the retiree should be paid through payroll (if an employer-employee relationship exists), Employee Services notifies the department of the proper course of action to establish the retiree on payroll.

### **Groups audience:**

Procurement Service Center

---

**Source URL:** <https://www.cu.edu/psc/hiring-cu-retiree>

### **Links**

[1] <https://www.cu.edu/psc/hiring-cu-retiree> [2] <http://www.copera.org> [3] <mailto:SOW@cu.edu>

[4] <https://www.cu.edu/psc/collaborative-hr-services/cu-campuses/scope-work-sow/employee-services-procedural-statement> [5] <https://www.cu.edu/psc/training/cumarketplace/cu-supplier-portal-inviting-supplier-register>