



Rehire a Termed Employee

1. Search “**Rehire**” in the Search Bar.
2. In the **Rehire** panel, complete the following required fields:
 - a. **Employee** – Enter the **Employee** by either entering the name, Social Security Number, or ID to display a pop-up list of matching employee records.
 - b. **Rehired Employment Status** – select
 - c. **Rehired Employment Type** – select
 - d. **Rehire Date** – select start date
 - e. **Reason Code** - Select the **Reason Code** that best describes the rehiring of this employee.
 - f. **Voluntary Deductions**- Select the appropriate option to stop or continue any voluntary deductions that were previously set up for this employee.
 - g. **Direct Deposit** - Select the appropriate option to stop or continue any direct deposits that were previously set up for this employee.- We recommend stopping and confirming the direct deposit information with employee.
 - h. **Benefit, Medical, Retirement, PTO** - Select the appropriate option to auto-enroll or do not auto-enroll employee into Medical, Retirement, or PTO plans that have auto-enroll rules configured at the client level.
 - i. **Seniority Date** - If appropriate, enter the **Seniority Date** to use in place of the **Rehire Date** when determining the employee’s eligibility for benefit plans.

HR / Action / Rehire Client: (1111) DEMO COMPANY

Rehire

[Employee](#) BEAR GRUMPY

Current Employment Status: TERM
Current Employment Type: PT

Rehired Employment Status: ACT
Rehired Employment Type: FT

Rehire Date: 07/12/2021 ⚠ Changes in the Employment and Pay Detail sections will be immediate. Future dated changes are not supported.

Reason Code: REHIRE

Voluntary Deductions:
 Stop Previous Deductions
 Continue Previous Deductions

Direct Deposit:
 Stop Previous Direct Deposit
 Continue Previous Direct Deposit

Benefit (Medical, Retirement, PTO):
 Do Not Auto Enroll
 Auto Enroll

Seniority Date:

3. In the **Personal Information** panel, update/complete these fields if needed.

Personal Information

Personal Email

Work Email

Mobile Phone

4. In the **Employment Details** panel, review and update as needed.

Employment Details	
Work Location	1 MD
Position	3 ADMIN NON EXEMPT
Benefit Group	1 PRIMARY
Retirement Benefit Group	1 PRIMARY
Division	
Department	
Shift	
Project	
Work Group	
Union Code	
Reports To	M91072 TEST MANAGER

5. Review **Pay Details** and update as needed.

Pay Details	
Pay Group	WEEKLY WEEKLY
Pay Method	Hourly
Pay Rate	18.5000
Pay Rate Basis	Hour
Standard Hours	40.00

6. If you use Onboarding, Launch Onboarding to have employee update their information. If you do not use Onboarding, Do Not Launch.

Onboarding Options	
<input checked="" type="radio"/>	Launch Onboarding for this rehire
<input type="radio"/>	Do not launch Onboarding for this rehire

7. Click **Save**.