

PayNortheast

To rehire an employee:

- 1. Lock into the employee that you want to rehire using the Company and Employee search boxes at the top of the screen.
- 2. Go to HR Admin Employee Maintenance Employment Detail.
- 3. The system displays the **Employment Detail** screen.

		Brown's Auto Supply (BAR) (WEB1200)	×	Marks, Jefferson (10) 🗙
HR Admin ~ Quick Links ~				🛔 Mike Blake 🤇
Employment Detail				
ADD Position/Organization If you would like to add a Position/Organization record, please choose choosing. We will be copying information from the previous effective e- pick a date that would become the first historical dated record for this same employee on the same day. The system can get confused on w furnities the first one to grave and the same institutemence information.	se a company and employee to give a better context dated record, so please keep that in mind when cho- is employee. Also remember that it is NOT a good ide which one should be current/active.	for the effective date that you will be osing an effective date. You cannot a to have multiple records for the	New Hire/Te If you want to hire processing pages processes.	rmination or terminate an employee, please go to the special that are setup to help you with those respecive
dropdown selection. Company*	Employee*			
Brown's Auto Supply (BAR) (WEB1200)	Marks, Jefferson (10)	•		
Effective Date *	Is this a RE-HIRE?			
10/14/2019	NO YES			
	LET'S BEGIN ADDING A POSI	TION/ORGANIZATION		
C DOWNLOAD		filter grid		T ADVANCED FILTER T

- 4. In the Add Position/Organization section, make sure the Company and Employee are locked in correctly.
- 5. Select the Effective Date for this rehire in the **Effective Date** field.
- 6. Make sure the Is this a Re-Hire? toggle switch is set to Yes.
- 7. Click the **Let's begin adding a Position/Organization** button.
- 8. The system displays the **Employment Detail** New Record screen.
- 9. Update any necessary information for this Rehire.

10. In the Position/Status section, change the Status dropdown from Terminated to Active.

~ •)
(` ▲\
\smile

When an existing terminated employee needs to be rehired, you can simply update the employee's status from **Terminated** to **Active** (rather than using the full Add New Hire process), by using the Rehire process.

Because only Active employees will display in the **Employee** dropdown section of the **Employment Detail** screen, you will first need to lock into the terminated employee's record using the **Employee** search box at the **top of the screen**.

Because you now have the employee's record locked in, the employee's name will appear in the **Employee** dropdown field below. See the screenshot at left.

Position/Status Position*	
01 - Mechanic	•
Employment Type*	
FullTime - Full Time	•
Status*	
Active - Active	•



11. Click the Save Changes button.

12. This employee is now an Active employee once again. You can verify this looking at the employee's row on the screen below. The Status column will show Active.

Note: If you receive an error message stating that the employee is not eligible for rehire, this is because when the employee was terminated, they were marked as not being eligible for rehire. You will need to update this by going to **HR Admin – Employee Maintenance – Employee Summary** for the terminated employee's record. Scroll down to the **Employment** section and change the **Eligible for Rehire** toggle switch from No to **Yes**.

Payroll Pay Frequency*	Employment FLSA Classification*		Benefits Eligible For Benefits	
BiWeekly - Bi-Weekly -	NonExempt - Entitled To Overtime Pay (FLSA) -		Eligible For Benefits	Ê
Standard Payroll Hours	Eligible for Rehire		Medical Coverage Offered	
40.00	NO YES		None - No Medical Coverage Offered	-

Then you can go back and complete the rehire process.

It's important to also note that the rehire process does not enable the new hire onboarding self-service process. The employee will not be prompted to complete the new hire/taxes process.