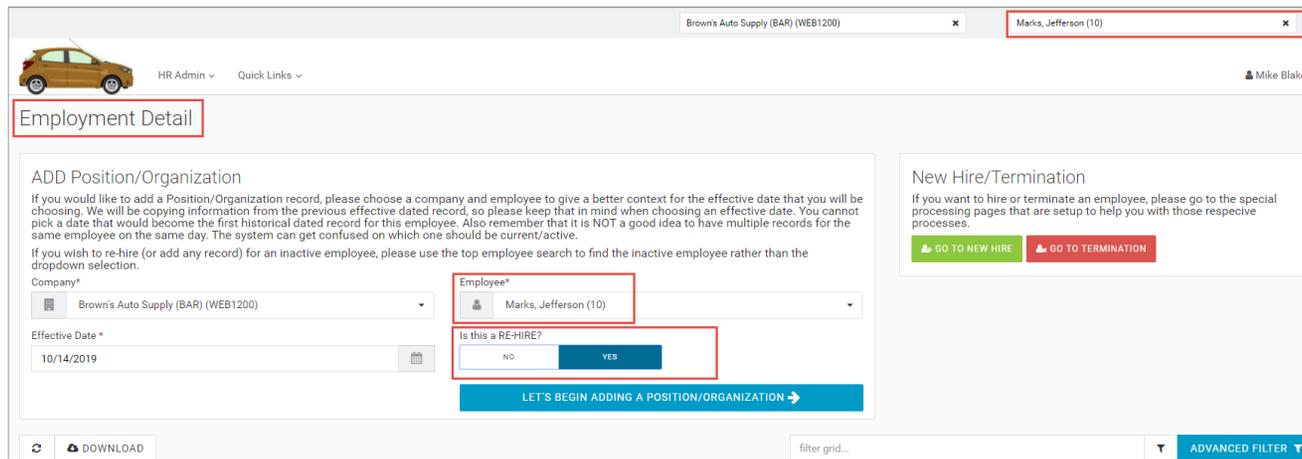
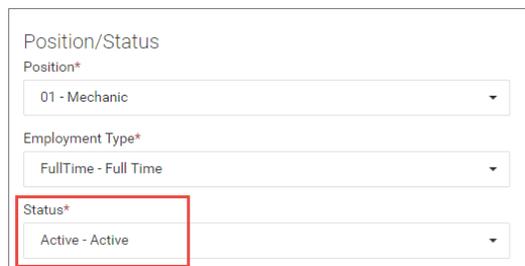


## To rehire an employee:

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.



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**.



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.

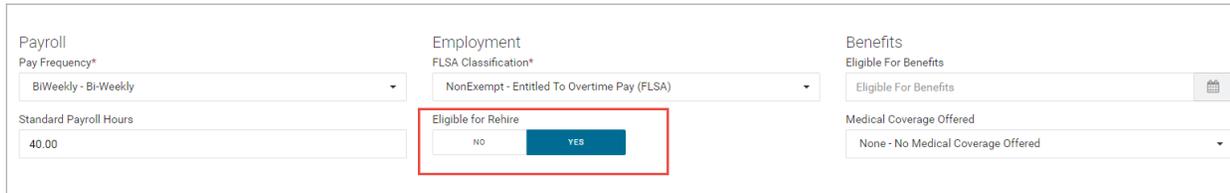
Because only Active employees will display in the **Employee** dropdown section of the **Employment Detail** screen, you will first need to lock into the terminated employee's record using the **Employee** search box at the **top of the screen**.

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.

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**.



The screenshot displays a form with three main sections: Payroll, Employment, and Benefits. In the Employment section, the 'Eligible for Rehire' toggle switch is highlighted with a red box and is currently set to 'YES'. Other fields include 'Pay Frequency' (BiWeekly - Bi-Weekly), 'FLSA Classification' (NonExempt - Entitled To Overtime Pay (FLSA)), 'Standard Payroll Hours' (40.00), 'Eligible For Benefits' (with a calendar icon), and 'Medical Coverage Offered' (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.