

Enter a Rehire

Purpose

The purpose of this task is to rehire an employee who has a record in the Payroll System. The rehire's salary must be submitted by the agency and approved by OSC. It may be necessary to enter salary withholding information, additional salary factors, or contract pay information, as needed.

Helpful Hints

- The rehire process updates the job information for the employee. The agency should also verify that the employee's personal data is still accurate.
- The agency must have both the NYS Empl ID and the Social Security number in order to complete a Rehire.
- With rehires, the agency must verify that the Employee Tax Data, Direct Deposit, and General Deduction Data pages are still valid for the employee.

Enter a Rehire

Navigation Path

Main Menu > Workforce Administration > Job Information > Rehire

Steps

1. Enter the EmplID in Emplid and Social Security number in National ID
2. Click the Search button

The screenshot shows the 'Work Location Details' form in a payroll system. The form is titled 'Work Location Details' and has a search icon and navigation buttons at the top right. The form is divided into several sections. The top section contains fields for '*Effective Date' (with a calendar icon), 'Effective Sequence' (set to 0), 'HR Status' (Inactive), and 'Payroll Status' (Terminated). To the right of these fields are 'Date Created' (12/04/2020), '*Action' (Rehire), '*Reason' (with a search icon), and '*Job Indicator' (Primary Job). Below this is a 'History' section. The bottom section contains fields for '*Position Number', 'Position Entry Date', 'Regulatory Region' (USA), 'Business Unit' (NYSKY), 'Establishment ID' (STATE), 'Last Start Date' (09/18/2002), 'Expected Job End Date' (with a calendar icon), 'Termination Date' (05/21/2003), and 'Last Date Worked' (05/21/2003). There is also a checkbox for 'Override Last Date Worked'.

3. Enter or confirm the following fields:
 - Effective Date: The date the employee will begin working.
 - Effective Sequence: This should be 0

- Action: The Action is "Rehire"
- Reason
- Position Number: When you tab out of this field, the remaining fields in the tab populate.
- NYS Position: Update the NYS Position if applicable.

4. Continue to the Job Information page

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee
Empl ID [REDACTED]

Empl Record 0
1 of 2

Job Information Details

Effective Date: 12/07/2020	Action: Rehire
Effective Sequence: 0	Reason:
HR Status: Inactive	Job Indicator: Primary Job
Payroll Status: Terminated	Future

Job Code: 004355	STUDENT ASSNT
NYS Jobcode: 004355	STUDENT ASSNT
Appointment Code: TEMP	
Entry Date: 12/07/2020	
Supervisor Level:	
Reports To:	
Regular/Temporary: Temporary	*Full/Part: Full-Time
Empl Class: [REDACTED]	*Officer Code: None
Regular Shift: Not Applicable	Shift Rate: [REDACTED]
*Jurisdictional Class: Non-Competitive	Shift Factor: [REDACTED]

Standard Hours

Work Schedule: NYYYYYN	Position FTE: 1.0000
Standard Hours: 40.00	Part-Time Pct: 1.0000
Work Period: W Weekly	Empl Work Percent: 1.0000
<input type="checkbox"/> Adds to FTE Actual Count?	<input type="checkbox"/> Encumbrance Override
Combined Standard Hours: 40.00	As of Date: 12/07/2020

Contract Number

Contract Number:	Next Contract Number
Contract Type:	

5. Enter or confirm the following fields:

- Appointment Code: Confirm the default or select the Appointment Code for this employee.
- Work Schedule: Confirm the default Work Schedule or enter the days the employee will work.
- Full/Part: If necessary, update the Full/Part field by selecting a value from the drop down list.
- Part-Time Pct: If necessary, type the percentage indicating the ratio of work time for the employee.
NOTE: If the employee's Pay Basis Code is FEE (Fee), HRY (Hourly), or AJT (Adjunct) the default value of "1.0000" cannot be modified.

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9. Enter or confirm the following fields:

- Tax Location Code: Confirm the default or enter the state and local tax jurisdiction for this position.
- FICA Status: If necessary update the employee's FICA (Federal Insurance Contribution Act) Status as a participant in Social Security and Medicare, by selecting a value from the drop down list.

10. Continue to the Salary Plan page.

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Salary Plan Details ①

Effective Date 12/07/2020 Go To Row

Effective Sequence 0 Action Rehire

HR Status Inactive Reason

Payroll Status Terminated Job Indicator Primary Job

Salary Admin Plan UNA Unassigned to any unit

Grade 600 Grade 600

Step Step Entry Date

Includes Wage Progression Rule

11. Confirm the following fields, which are based on the attributes of the position:

- Salary Administration Plan
- Grade
- Grade Entry Date

12. Continue to the Compensation page.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Compensation Details ①

Effective Date 12/07/2020 Go To Row

Effective Sequence 0 Action Rehire

HR Status Inactive Reason

Payroll Status Terminated Job Indicator Primary Job

Compensation Rate 0.000000 *Frequency H Hourly

Salary Information

Anniversary Date 09/18/2002 Increment Code 0000

FIS Amount 0 NYS Grade

▶ Comparative Information ①

▶ Pay Rates ①

Pay Components ①

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 HRV	0		USD	H	

13. Verify that the Comp Rate Code is correct.

14. Review the following fields:

- Increment Code: Defaults to zero.
- FIS Amount: Defaults to zero.

- Anniversary Date: The field defaults to the effective date of the rehire but is updated after the Job Action Request has been approved.
- Compensation Rate: The field is automatically populated after the Salary has been approved.

NOTE: Salary is entered on the Job Action Requests page

15. Continue to the Employment Data page.

Employment Data

Employee [REDACTED]

Empl ID [REDACTED]

Empl Record 0

Mail Drop ID

Organizational Instance ?

Organizational Instance Red	0	Original Start Date	09/18/2002	<input type="checkbox"/> Override						
Last Start Date	09/18/2002	First Start Date	09/18/2002							
Termination Date	05/21/2003									
Org Instance Service Date	09/18/2002	<input type="checkbox"/> Override	<table style="font-size: x-small;"> <tr> <th>Years</th> <th>Months</th> <th>Days</th> </tr> <tr> <td>0</td> <td>8</td> <td>4</td> </tr> </table>	Years	Months	Days	0	8	4	
Years	Months	Days								
0	8	4								

Organizational Assignment Data ?

Instance Record											
Last Assignment Start Date	09/18/2002	First Assignment Start	09/18/2002								
Assignment End Date	05/21/2003										
Home/Host Classification	Home										
Company Seniority Date	09/18/2002	<input type="checkbox"/> Override	<table style="font-size: x-small;"> <tr> <th>Years</th> <th>Months</th> <th>Days</th> </tr> <tr> <td>0</td> <td>8</td> <td>4</td> </tr> </table>	Years	Months	Days	0	8	4		
Years	Months	Days									
0	8	4									
Benefits Service Date	09/18/2002	<input type="checkbox"/> Override	<table style="font-size: x-small;"> <tr> <th>Years</th> <th>Months</th> <th>Days</th> </tr> <tr> <td>0</td> <td>8</td> <td>4</td> </tr> </table>	Years	Months	Days	0	8	4		
Years	Months	Days									
0	8	4									
Seniority Pay Calc Date		<input type="checkbox"/> Override	<table style="font-size: x-small;"> <tr> <th>Years</th> <th>Months</th> <th>Days</th> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> </tr> </table>	Years	Months	Days	0	0	0		
Years	Months	Days									
0	0	0									
Probation Date	<input style="width: 100px;" type="text"/>										
Professional Experience Date	<input style="width: 100px;" type="text"/>	Last Verification Date	<input style="width: 100px;" type="text"/>								
Business Title	STUDENT ASSNT	Position Phone									

16. Enter the Mail Drop ID. This is a location code defined by your agency for sorting checks and check advices for distribution.

17. Continue to the Benefits Program Participation page

The screenshot displays the 'Benefit Program Participation' interface. At the top, there's a header with 'Benefit Program Participation' and employee details like 'Employee', 'Empl ID', and 'Empl Record'. The main section is titled 'Benefit Status' and includes a search bar and a 'Go To Row' button. Below this, there are several data fields: 'Benefit Record Number' (with a refresh icon), 'Effective Date' (12/07/2020), 'Effective Sequence' (0), 'HR Status' (Inactive), and 'Payroll Status' (Terminated). There are also columns for 'Action', 'Rehire Reason', 'Job Indicator', and 'Primary Job'. A dropdown menu for '*Benefits System' is set to 'Base Benefits'. Below that, 'Annual Benefits Base Rate' is shown with a currency code of 'USD'. The 'Benefits Administration Eligibility' section contains two checkboxes: 'Eligible for Health Insurance Coverage (Y/N)' and 'Date Eligible for Health Insurance Coverage'. At the bottom, the 'Benefit Program Participation Details' section shows '*Effective Date' (09/18/2002) and '*Benefit Program' (71N), along with 'Currency Code' (USD) and 'Hourly Unassigned'.

18. Enter or confirm the following fields:

- Benefit Record Number: Confirm this is equal to the Empl Record number.
- Effective Date: Confirm this is equal to the date the employee was hired and the date the employee's benefit program becomes active.
- Eligible for Health Insurance Coverage: Select Y or N.
- Date Eligible for Health Insurance Coverage
- Benefit Program Participation Details: update the Effective Date, indicating the date on which the employee's benefit program becomes active.
- Benefit Program: Select the program for which the employee is eligible, or use the Lookup Benefit Program (Alt + 5) button and select an entry in the Benefit Program column.

19. Click the OK button.

20. A Pay Change Request warning messages will be received. Click OK.

The warning dialog box contains the following text: "Warning -- Pay Change Request will have to be entered to update Salary Data (24000.41). When Concurrently Hiring, Hiring, or Rehiring an employee, a Pay Change Request will need to be entered to update Salary Data." At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Result

The employee has been rehired into the Payroll System.

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