

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 Empl ID in Emplid and Social Security number in National ID
2. Click the Search button

Work Location Details

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

Work Location Details

*Effective Date: 12/04/2020 Date Created: 12/04/2020 Go To Row: + -

Effective Sequence: 0 *Action: Rehire

HR Status: Inactive *Reason: [Search]

Payroll Status: Terminated *Job Indicator: Primary Job

*Position Number: [Redacted]

Position Entry Date: 09/18/2002 Position Management Record: [] Comments: United States, STATE OF NEW YORK, New York State Payroll, SUNYHealthScienceCtSyracuseSp, SUNY Upstate Medical Cntr, State of New York

Regulatory Region: USA

Business Unit: NYSKY

Establishment ID: STATE

Last Start Date: 09/18/2002 Termination Date: 05/21/2003

Expected Job End Date: [Redacted]

Last Date Worked: 05/21/2003

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

Empl Record 0

Job Information Details

Effective Date 12/07/2020

Effective Sequence 0

HR Status Inactive

Payroll Status Terminated

Action Rehire

Reason

Job Indicator Primary Job

Future

Job Code 004355

NYS Jobcode 004355

Appointment Code TEMP

Entry Date 12/07/2020

Supervisor Level

Reports To

Regular/Temporary Temporary

Empl Class

Regular Shift Not Applicable

*Jurisdictional Class Non-Competitive

STUDENT ASSNT

STUDENT ASSNT

*Full/Part Full-Time

*Officer Code None

Shift Rate

Shift Factor

Go To Row

Standard Hours

Work Schedule NY

Standard Hours 40.00

Work Period W Weekly

Adds to FTE Actual Count?

Combined Standard Hours 40.00

Position FTE 1.0000

Part-Time Pct 1.0000

Empl Work Percent 1.0000

Encumbrance Override

As of Date 12/07/2020

Contract Number

Contract Number

Contract Type

Next Contract Number

USA

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.

6. Continue to the Job Labor Page

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Empl ID

Empl Record 0

Effective Date

12/07/2020

Effective Sequence

0

HR Status

Inactive

Payroll Status

Terminated

Action

Rehire

Reason

Job Indicator

Primary Job

Benefit Flag

g

No Coverage

Bargaining Unit

71

71Nocover

Future

Labor Agreement

Labor Agreement Entry Dt

Employee Category

Employee Subcategory

Employee Subcategory 2

Position Management Record

Union Code

71N

Hourly Unassigned

Union Seniority Date

Works Council ID

Labor Facility ID

Entry Date

Stop Wage Progression

Pay Union Fee

Exempt from Layoff

Reason

Go To Row

Assigned Seniority Dates

1-1 of 1

View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason

Recalculate Seniority Dates

- Enter the Benefit Flag value that is applicable for the employee's position.
NOTE: If the employee is in an extra service position, confirm "9", indicating no coverage.
- Continue to the Payroll page.

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

Empl ID

Empl Record 0

Effective Date

12/07/2020

Effective Sequence

0

HR Status

Inactive

Payroll Status

Terminated

Action

Rehire

Reason

Job Indicator

Primary Job

*Payroll System

Payroll for North America

Future

Go To Row

Payroll for North America

Pay Group

IE2

Institution/Extra Lag - 2

Employee Type

H

Hourly

Holiday Schedule

10DY

10 Day Sch

Tax Location Code

NY

State of New York

*Tipped

Not Tipped

FICA Status

Subject

Combination Code

Edit ChartFields

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 ⓘ

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 800 ↻ Grade 800
Step Includes Wage Progression Rule
Grade Entry Date 12/07/2020
Step Entry Date

Future

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 ⓘ

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

Future

Salary Information

Anniversary Date 09/18/2002 Increment Code 0000
FIS Amount 0 NYS Grade

► **Comparative Information** ⓘ

► **Pay Rates** ⓘ

Pay Components ⓘ

Amounts Controls Changes Conversion ⓘ

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 HRY	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 XXXXXXXXXX

Empl ID XXXXXXXXXX

Empl Record 0

Mail Drop ID

Organizational Instance ?

Organizational Instance Red	0	Original Start Date	09/18/2002	☐ 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	☐ Override	↺ <table style="border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">Years</th> <th style="text-align: left; padding: 2px;">Months</th> <th style="text-align: left; padding: 2px;">Days</th> </tr> <tr> <td style="text-align: center; padding: 2px;">0</td> <td style="text-align: center; padding: 2px;">8</td> <td style="text-align: center; padding: 2px;">4</td> </tr> </table>	Years	Months	Days	0	8	4
Years	Months	Days							
0	8	4							

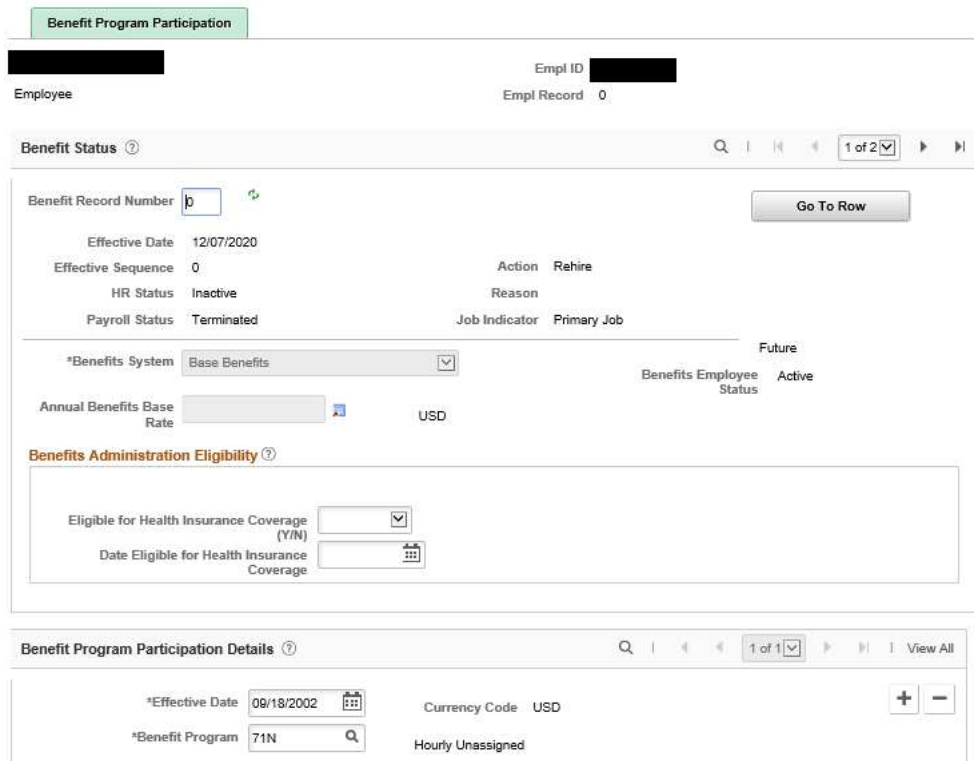
Organizational Assignment Data ?

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	☐ Override	↺ <table style="border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">Years</th> <th style="text-align: left; padding: 2px;">Months</th> <th style="text-align: left; padding: 2px;">Days</th> </tr> <tr> <td style="text-align: center; padding: 2px;">0</td> <td style="text-align: center; padding: 2px;">8</td> <td style="text-align: center; padding: 2px;">4</td> </tr> </table>	Years	Months	Days	0	8	4
Years	Months	Days							
0	8	4							
Benefits Service Date	09/18/2002	☐ Override	↺ <table style="border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">Years</th> <th style="text-align: left; padding: 2px;">Months</th> <th style="text-align: left; padding: 2px;">Days</th> </tr> <tr> <td style="text-align: center; padding: 2px;">0</td> <td style="text-align: center; padding: 2px;">8</td> <td style="text-align: center; padding: 2px;">4</td> </tr> </table>	Years	Months	Days	0	8	4
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0	8	4							
Seniority Pay Calc Date		☐ Override	↺ <table style="border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">Years</th> <th style="text-align: left; padding: 2px;">Months</th> <th style="text-align: left; padding: 2px;">Days</th> </tr> <tr> <td style="text-align: center; padding: 2px;">0</td> <td style="text-align: center; padding: 2px;">0</td> <td style="text-align: center; padding: 2px;">0</td> </tr> </table>	Years	Months	Days	0	0	0
Years	Months	Days							
0	0	0							
Probation Date									
Professional Experience Date		Last Verification Date							
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



Benefit Program Participation

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

Benefit Status ⓘ

Benefit Record Number [b] Go To Row

Effective Date 12/07/2020
Effective Sequence 0
HR Status Inactive
Payroll Status Terminated

Action Rehire
Reason
Job Indicator Primary Job

*Benefits System Base Benefits
Annual Benefits Base Rate [Redacted] USD

Future
Benefits Employee Status Active

Benefits Administration Eligibility ⓘ

Eligible for Health Insurance Coverage (Y/N) [Y]
Date Eligible for Health Insurance Coverage [Redacted]

Benefit Program Participation Details ⓘ

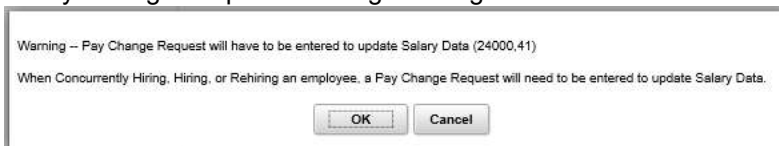
*Effective Date 09/18/2002 Currency Code USD
*Benefit Program 71N Hourly Unassigned

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.



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.

OK Cancel

Result

The employee has been rehired into the Payroll System.

[Return to top](#)