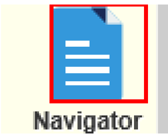
HR015.08: Hiring a Retired Employee

Step	Action
1.	On the **Manager Self Service** menu, click the **NavBar** button. 
2.	Click the **Navigator** button. 
3.	Click the **Workforce Administration** menu. Workforce Administration
4.	Click the **Job Information** menu. Job Information
5.	Click the **Add Employment Instance** menu. Add Employment Instance
6.	Populate the **Empl ID** field. NOTE: Retired employees retain their previous **Empl ID** when they are rehired.
7.	Click the **Add Relationship** button. Add Relationship
8.	Validate the **Effective Date** defaulted by the system and make any necessary updates. 11/02/2016 ×
9.	Click the **Drop Down** icon associated with the **Reason** field. Reason
10.	Select **Rehire USG Retiree** from the list. Rehire USG Retiree

Step	Action
11.	Click the **Look up** icon associated with the **Position Number** field.
12.	Select the desired value from the listing. NOTE: In most instances, rehired retirees will hold a Position associated with a "Z" Job Code (for example, "931**Z**00). 10000328
13.	Click the **Job Information** tab. Job Information
14.	Validate the **Reports To** field information. If the field is blank, populate the **Supervisor ID** field. Reports To 10000333
15.	Click the **Drop Down** icon associated with the **Empl Class** field. Empl Class
16.	Select the desired value from the list. Staff
17.	Click the **Payroll** tab. Payroll
18.	Validate the **Pay Group** field and make any needed updates. 98N
19.	Validate the **Employee Type** field and make any needed updates. Employee Type S ×
20.	Populate the **Tax Location Code** field. Tax Location Code
21.	Click the **Salary Plan** tab. Salary Plan
22.	Click the **Look up** icon associated with the **Salary Admin Plan** field.
23.	Select the desired value from the listing. 98C
24.	Click the **Compensation** tab. Compensation
25.	Click the **Expand** icon associated with the **Pay Rates** section.

Step	Action
26.	Click the **Look up** icon associated with the **Rate Code** field.
27.	Select the desired value from the listing. NAHRLY
28.	Populate the **Compensation Rate** field.
29.	Click the **Calculate Compensation** button. Calculate Compensation
30.	Review the annual, monthly, daily and hourly **Pay Rates** calculated by the system. NOTE: The annualized **Comp Rate** should match the **Budget Amount** entered on the **PayGroup Information** page while defining the **Position**.
31.	Click the **OK** button. OK
32.	Click the **Benefits Program Participation** link. Benefits Program Participation
33.	Click the **Look up** icon associated with the **Benefit Program** field.
34.	Validate the **Effective Date** is the same as the retiree's **Rehire Date** and make any needed updates. 02/01/2015
35.	Select **"RET"** from the list. RET
36.	Click the **OK** button. NOTE: After completing the hire process, define the employee's investment options and allocations. (See, **AN004: Enroll in 4R-ERS, ORP and TRS Retirement Plans** for more information.) OK
37.	You have successfully completed the **Hiring a Retired Employee** topic. **End of Procedure.**