



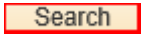




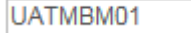
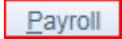
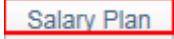
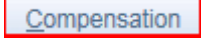
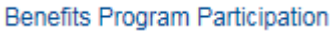




HR015.09: Rehiring an Employee within 30 Days of Termination

| Step | Action |
|------|---|
| 1. | On the Manager Self Service menu, click the NavBar button.  |
| 2. | Click the Workforce Administration menu.  |
| 3. | Click the Job Information menu.  |
| 4. | Click the Job Data menu.  |
| 5. | Populate the Empl ID field. Empl ID <input type="text" value="begins with"/> <input type="text"/> |
| 6. | Click the Search button.  |
| 7. | In the Work Location section, click the Plus (+) icon.  |
| 8. | Validate the Effective Date populated by the system and make any needed updates. *Effective Date <input type="text" value="02/24/2017"/> <input type="text"/> |
| 9. | Click the Drop Down icon associated with the Action field.  |
| 10. | Select " Rehire " from the list. <input type="text" value="Rehire"/> |



| Step | Action |
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| 11. | Click the Drop Down icon associated with the Reason field.  |
| 12. | Select Reinstate with 30 Days from the list.  |
| 13. | Review the Position Number and information and make any needed updates. NOTE: If changes to the Establishment ID field (Company ID) are required, process a transfer event after completing the rehire event; do not update the Establishment ID as a part of the rehire event.  |
| 14. | Validate the Reports To and Standard Hours information. If the Reports To field is blank, populate the Supervisor ID field. |
| 15. | Click the Payroll tab.  |
| 16. | Review the information in the Payroll for North America section; do not make any changes to this page without consulting a Shared Services Center representative. |
| 17. | Click the Salary Plan tab.  |
| 18. | Review the information in the Salary Plan section; do not make any changes to this page without consulting a Shared Services Center representative. |
| 19. | Click the Compensation tab.  |
| 20. | Review the information in the Pay Components section and make any needed updates to the Comp Rate . If changes are made to the Comp Rate , click the Calculate Compensation button. Then, expand and review the Pay Rates section information. NOTE: Make note of the calculated Annual Pay Rate , for use in populating the Annual Benefits Base Rate (ABBR) on the Benefits Program Participation page. |
| 21. | Click the Benefits Program Participation link to update the employee's benefits enrollment information.  |



| Step | Action |
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| 22. | In the Benefits Status section, populate the Annual Benefits Base Rate field by entering the employee's salary amount. NOTE: The Annual Benefits Base Rate value should match the annual Pay Rate displayed on the Compensation page. Annual Benefits Base Rate <input type="text"/> |
| 23. | NOTE: DO NOT populate the BAS Group ID field; this field is systematically administered and should be left blank during data entry. BAS Group ID <input type="text"/> |
| 24. | Click the Drop Down icon associated with the Retirement field. Retirement <input type="text"/> |
| 25. | Select the desired value from the listing. NOTE: Full-time, benefits-eligible MONTHLY employees may elect TRS or ORP . Full-time, benefits-eligible HOURLY employees are only eligible for TRS . The OPTOUT election may be used for retired rehired employees. TRS |
| 26. | 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.) TRS |
| 27. | For employees eligible for Grandfathered Life (SELG) , click Drop Down icon associated with the GrandFather field. GrandFather <input type="text"/> |
| 28. | Select " SELG " from the listing. |
| 29. | Validate the Effective Date is the same as the employee's re-hire date and make any needed updates. <input type="text"/> |
| 30. | Validate the Benefits Program is defaulted to " USG " and make any needed updates. <input type="text"/> |
| 31. | Click the Save button. <input type="button" value="Save"/> |



| Step | Action |
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| 32. | You have successfully completed the Rehiring an Employee within 30 Days of Termination. End of Procedure. |