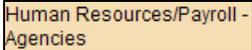
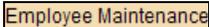
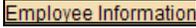
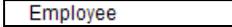
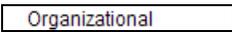


Rehiring an Employee Lesson

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| 1. | <p>Click the NIS State of Nebraska link.</p>  |
| 2. | <p>Click the Human Resources/Payroll - Agencies link.</p>  |
| 3. | <p>Click the Employee Maintenance link.</p>  |
| 4. | <p>Click the Employee Information link.</p>  |
| 5. | <p>First you will need to find the employee record. If the employee worked for your agency you can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field. You can also search by their social security number using the Employee Tax ID field.</p> <p>Note: If you are not sure the employee worked for another agency, use the Visual Assist too in the Employee No field in the QBE line and do a search of the address book master using the employee's social security number. If the terminated employee worked for another agency, the employee will show in this search and you can contact the agency identified in the Business Unit field. You will then need to contact the agency to have the employee's Security Business Unit changed to S001234567.</p> |
| 6. | <p>After entering your search criteria click the Terminated option.</p>  |
| 7. | <p>Click the Find button.</p>  |
| 8. | <p>Select the record by clicking the check box next to it.</p>  |
| 9. | <p>Click the Row button.</p>  |
| 10. | <p>Click the Employee menu.</p>  |

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| 11. | Reveiw and update the following fields as needed: Security Business Unit Check Route Code Pay Frequency Pay Status Employee Benefit Status Benefit Group Adjusted Service Date Agency Original Hire Date Date Pay Starts |
| 12. | Delete the date in the Termination Date field. |
| 13. | Delete the date in the Date Pay Stops field. |
| 14. | Click the OK button.  |
| 15. | Enter the effective date in the Effective On field. |
| 16. | Enter the appropriate reason code in the Change Reason field. |
| 17. | Click the OK button.  |
| 18. | Click the Row button.  |
| 19. | Click the Organizational menu.  |
| 20. | Reveiw and update the following fields as needed: Supervisor Home Business Unit Position ID Date in Current Position ID Job Code Date in Current Job Code Barg. Unit Employment Status Next Review Type Next Review Date |
| 21. | When finished click the OK button.  |
| 22. | Enter the effective date in the Effective On field. |
| 23. | Enter the appropriate reason code in the Change Reason field. |

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| 24. | Click the OK button.  |
| 25. | Click the Close button.  |
| 26. | You have successfully completed this lesson. End of Procedure. |