

Rehiring an Employee
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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Rehiring an Employee

Rehiring an Employee Overview

To rehire an employee you select the employee record in Employee Information. The system searches the individual's information in the Employee Master table for a termination date with the associated Tax ID or Employee Number.

You should review all information in the Employee Master tables and update any information that may have changed during the time the employee was away.

Note: When you rehire an employee through Employee Information, the record is immediately available for reporting and payroll processing.

This work instruction shows how to rehire an employee through the Employee Information program.

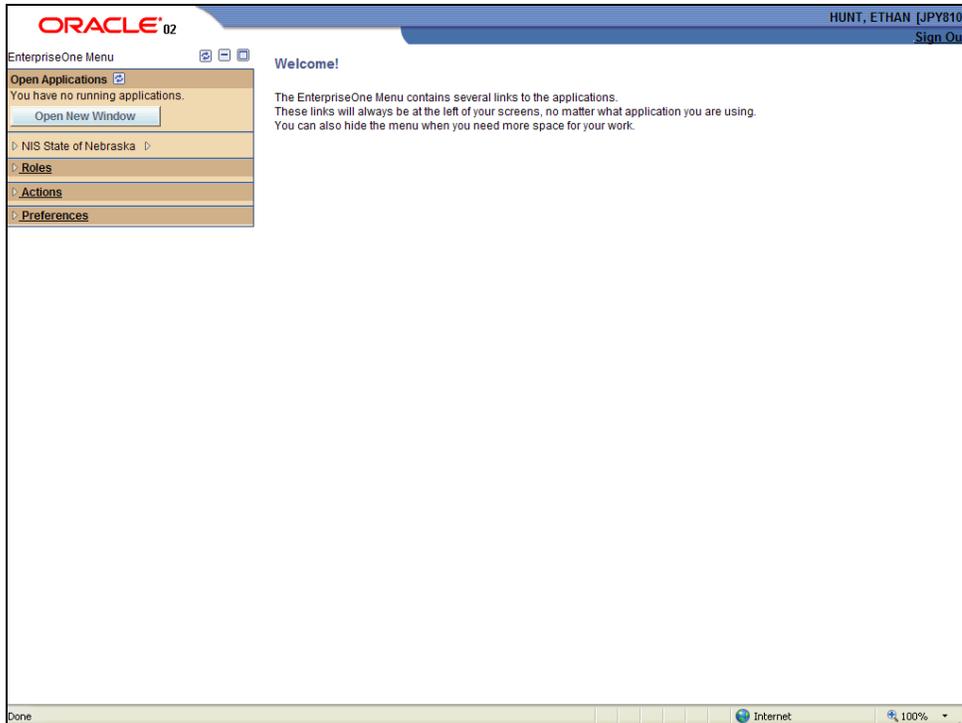
Rehiring an Employee Lesson

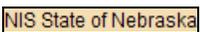
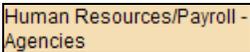
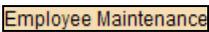
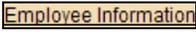
Procedure

In this lesson you will learn how to rehire an employee.

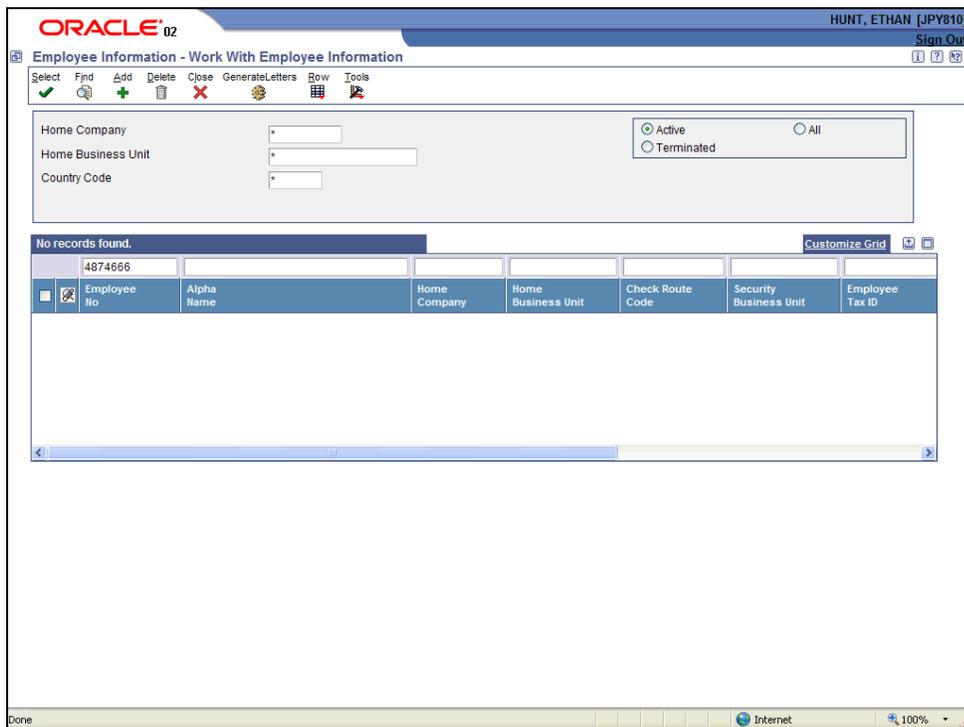
Training Guide

Rehiring an Employee



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Employee Information link. 

Step	Action
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>



Step	Action
6.	<p>After entering your search criteria click the Terminated option.</p> <p></p>
7.	<p>Click the Find button.</p> <p></p>

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Step	Action
8.	Select the record by clicking the check box next to it. <input type="checkbox"/>
9.	Click the Row button.
10.	Click the Employee menu. <input type="text" value="Employee"/>
11.	Review 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

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Employee Information - Employee

OK Cancel Form Tools

Employee No. 4874666 KENT, CLARK S

Employee Tax ID 999010002

N/A

Security Business Unit 8650170000 DAS-NEBRASKA INFOR.SYSTEMS

Home Company 10000 STATE GENERAL FUND

Check Route Code 6500250100 65 002 ST CAPITOL

Pay Frequency B BI-WEEKLY

Pay Status 0 ACTIVE

Employee Benefit Status A ACTIVE

Benefit Group NAPE-B NAPE/AFSCME-BIWEEKLY Adj. Service Date 06/15/2009

Original Hire Date 06/15/2009 Agency Original Hire Date 06/15/2009

Leave Begin Date Leave End Date

Expected Recall Date Termination Date 06/17/2009

Date Pay Starts 06/15/2009 Date Pay Stops 06/20/2009

Data Protection Standards

N/A

Enrollment Date Code

Upon Termination

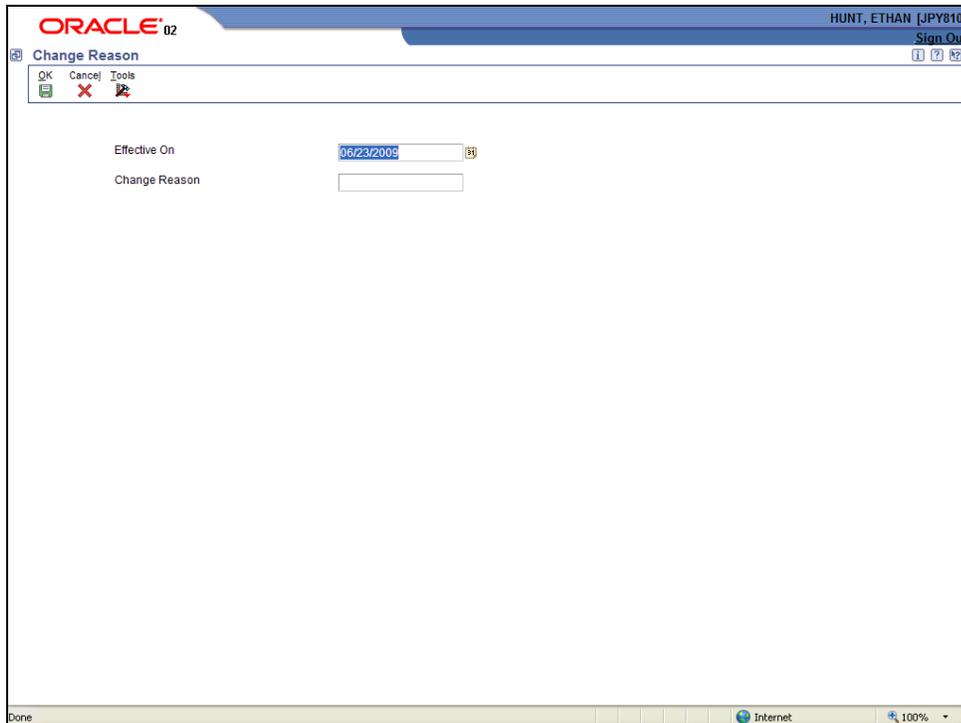
N/A

Country of Employment

Country US UNITED STATES

Done Internet 100%

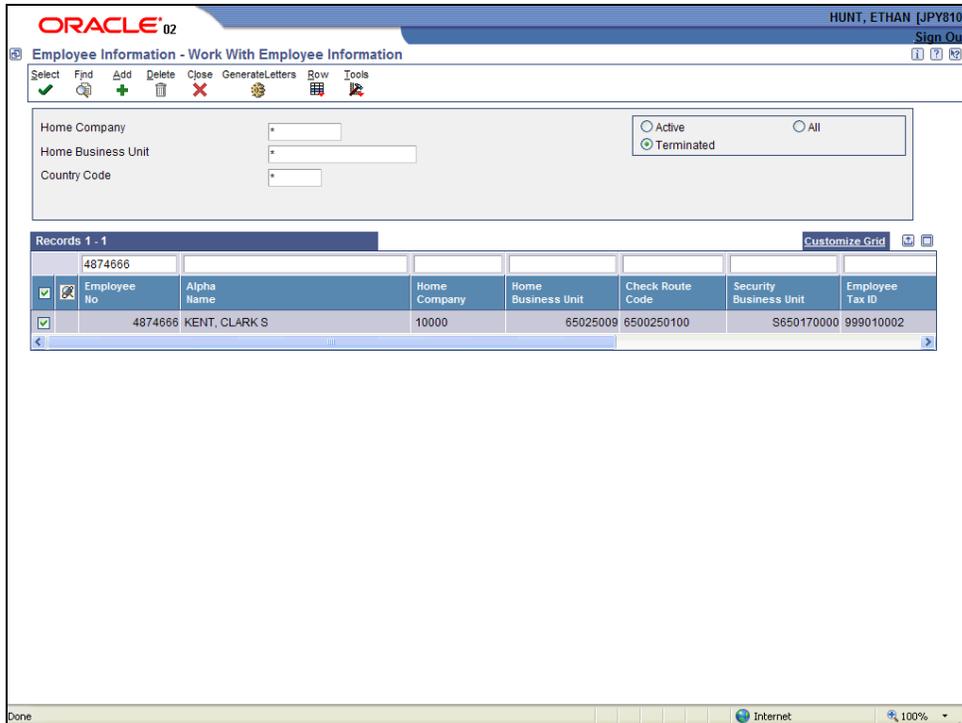
Step	Action
12.	Delete the date in the Termination Date field.
13.	Delete the date in the Date Pay Stops field.
14.	Click the OK button. 



Step	Action
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. 

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Step	Action
18.	Click the Row button.
19.	Click the Organizational menu.
20.	Review 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

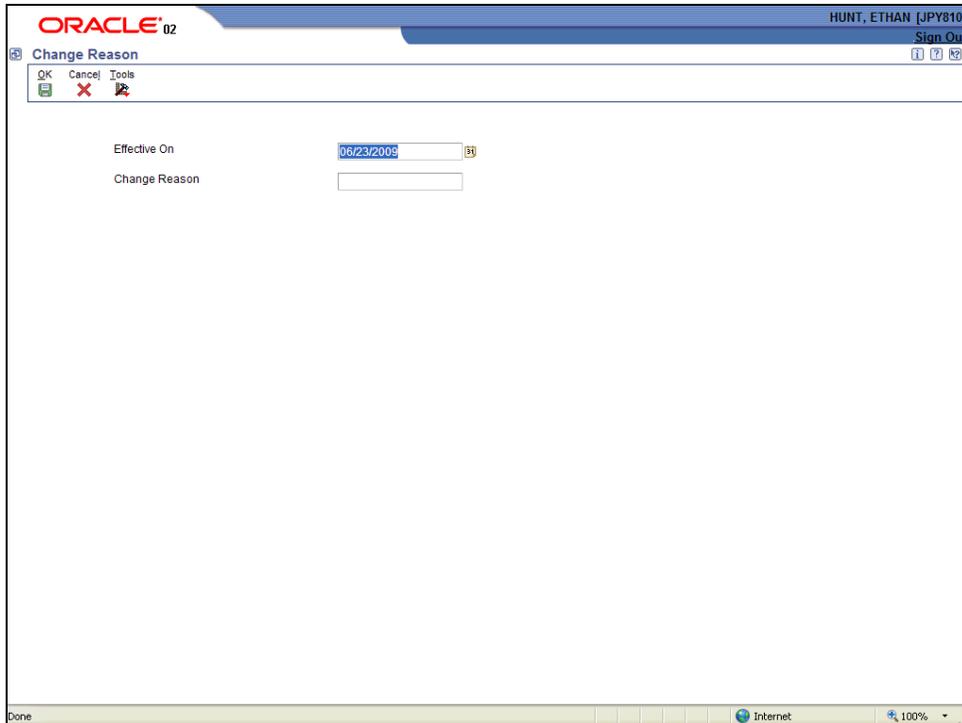
The screenshot shows the Oracle HR system interface for an employee. The title bar reads "ORACLE 02" and "HUNT, ETHAN [JPY810] Sign Out". The main title is "Employee Information - Organizational Assignment". The form contains the following fields:

- Employee No.:** 4874666, *KENT, CLARK S*
- Last Start Date:** 06/15/2009
- Supervisor:** 100546, *UTLEY, MICHAEL*
- Home Business Unit:** 65025009, *NIS*
- Mentor:** (empty)
- Team:** (empty), *DEFAULT*
- Position ID:** 06522407, *IT MANAGER I*
- Date in Current Position ID:** 06/15/2009
- Job Code:** G07092, *IT Manager I*
- Date in Current Job:** 06/15/2009
- Working Title:** (empty)
- Barg Unit:** G, *MANAGEMENT GROUP*, *N/A*
- EEO Job Category:** A, *OFFICIALS AND ADMINISTF*, **Shift Code:** (empty)
- Employment Status:** *TERMINATED*
- Full Time Equivalents:** 1.00
- Date Pay Starts:** 06/15/2009
- Date Pay Stops:** (empty)
- Job Competency:**
 - Organizational Business Unit:** (empty)
 - % Competency Achieved:** .00
 - Last Competency Review Date:** (empty)
- Performance Appraisal:**
 - N/A:** .000
 - Last Review Type:** (empty)
 - Last Review Date:** (empty)
 - Next Review Type:** (empty)
 - Next Review Date:** (empty)

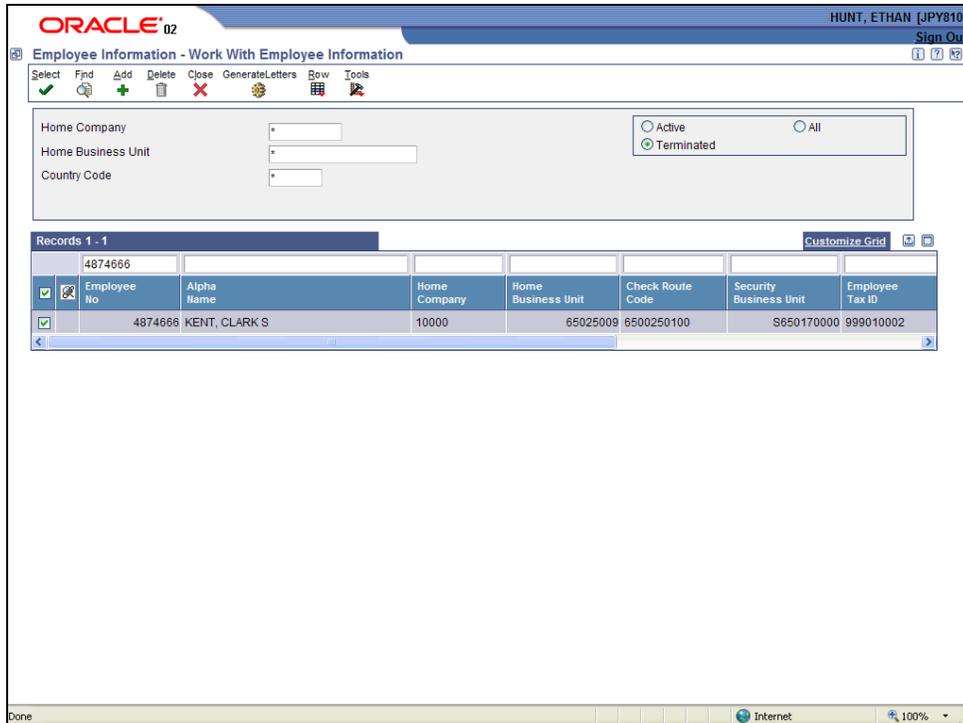
Step	Action
21.	When finished click the OK button. 

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Step	Action
22.	Enter the effective date in the Effective On field.
23.	Enter the appropriate reason code in the Change Reason field.
24.	Click the OK button. 



Step	Action
25.	Click the Close button. 
26.	You have successfully completed this lesson. End of Procedure.