

**Rehiring an Employee**  
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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.

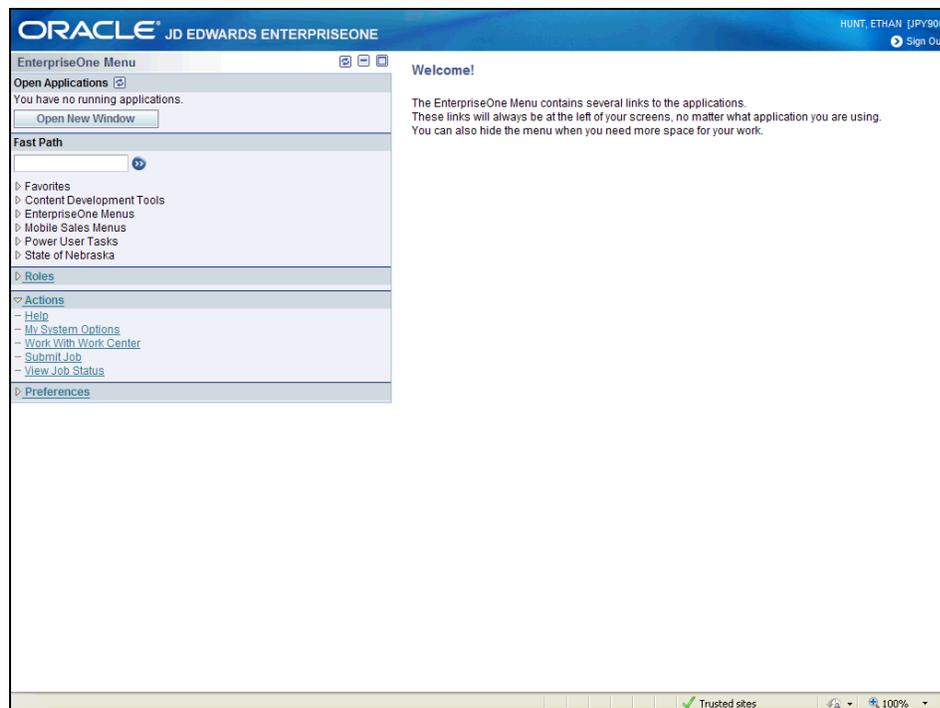
**Note:** When you rehire an employee through Employee Information, the record is immediately available for reporting and payroll processing.

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.

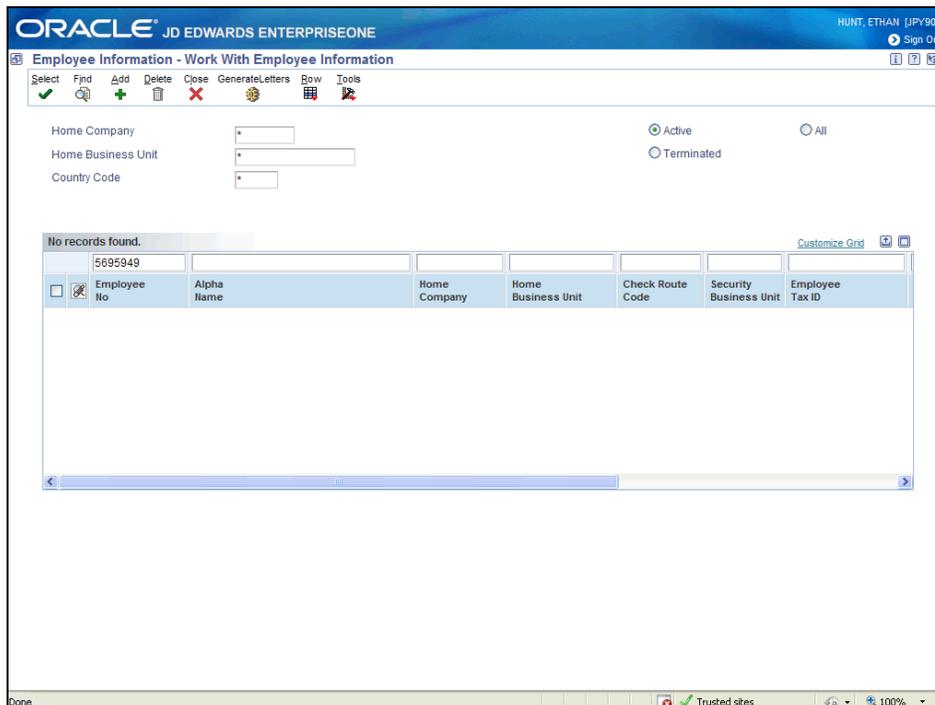


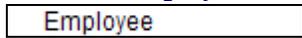
# Training Guide

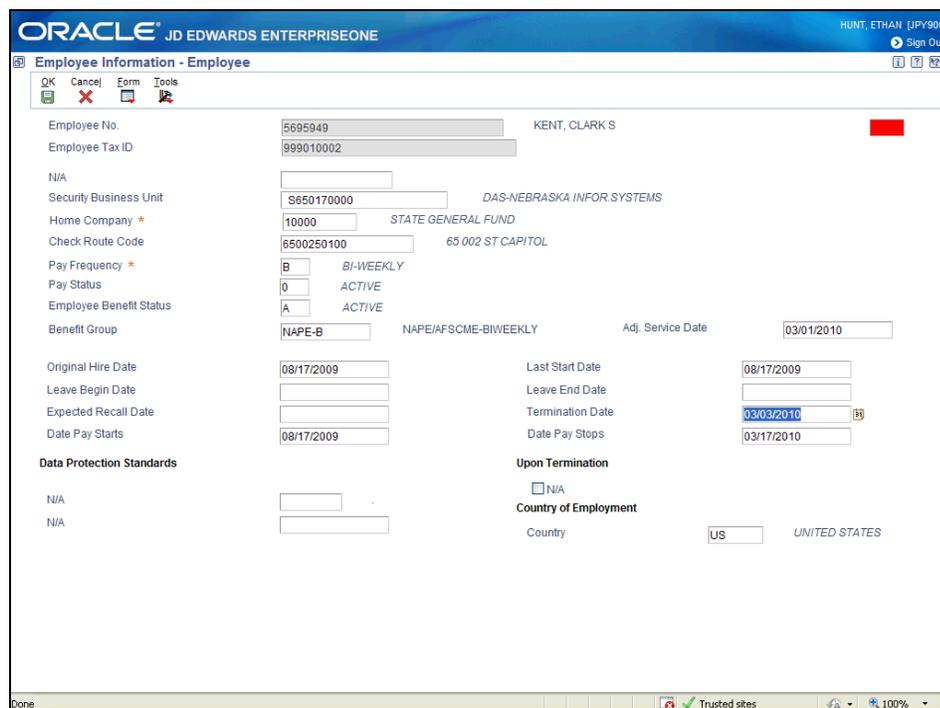
## Rehiring an Employee



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Human Resources</b> link. <a href="#">Human Resources</a>
3.	Click the <b>Employee Maintenance</b> link. <a href="#">Employee Maintenance</a>
4.	Click the <b>Employee Information</b> link. <a href="#">Employee Information</a>
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 <b>Employee No</b> field (the employee's address book number), and the <b>Alpha Name</b> field. You can also search by their social security number using the <b>Employee Tax ID</b> field.</p> <p><b>Note:</b> If you are not sure the employee worked for another agency, use the <b>Visual Assist</b> too in the <b>Employee No</b> 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 <b>Business Unit</b> field. You will then need to contact the agency to have the employee's Security Business Unit changed to S001234567.</p>



Step	Action
6.	After entering your search criteria click the <b>Terminated</b> option. 
7.	Click the <b>Find</b> button. 
8.	Select the record by clicking the check box next to it. 
9.	Click the <b>Row</b> button. 
10.	Click the <b>Employee</b> menu. 
11.	Review and update the following fields as needed:  <b>Security Business Unit</b> <b>Check Route Code</b> <b>Pay Frequency</b> <b>Pay Status</b> <b>Employee Benefit Status</b> <b>Benefit Group</b> <b>Adjusted Service Date</b> <b>Agency Original Hire Date</b> <b>Date Pay Starts</b>



**ORACLE JD EDWARDS ENTERPRISEONE** HUNT, ETHAN [JPY900] Sign Out

**Employee Information - Employee**

Employee No. 5695949 KENT, CLARK S

Employee Tax ID 999010002

N/A

Security Business Unit S650170000 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 03/01/2010

Original Hire Date 08/17/2009 Last Start Date 08/17/2009

Leave Begin Date Leave End Date

Expected Recall Date Termination Date 03/03/2010 [BT]

Date Pay Starts 08/17/2009 Date Pay Stops 03/17/2010

**Data Protection Standards**

N/A

N/A

**Upon Termination**

N/A

**Country of Employment**

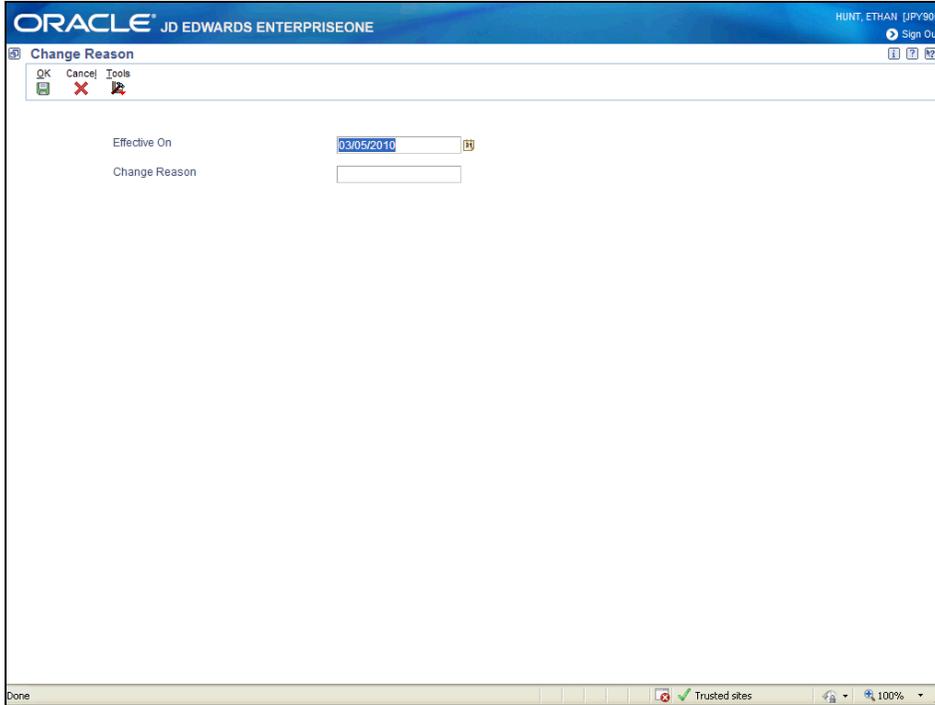
Country US UNITED STATES

Done Trusted sites 100%

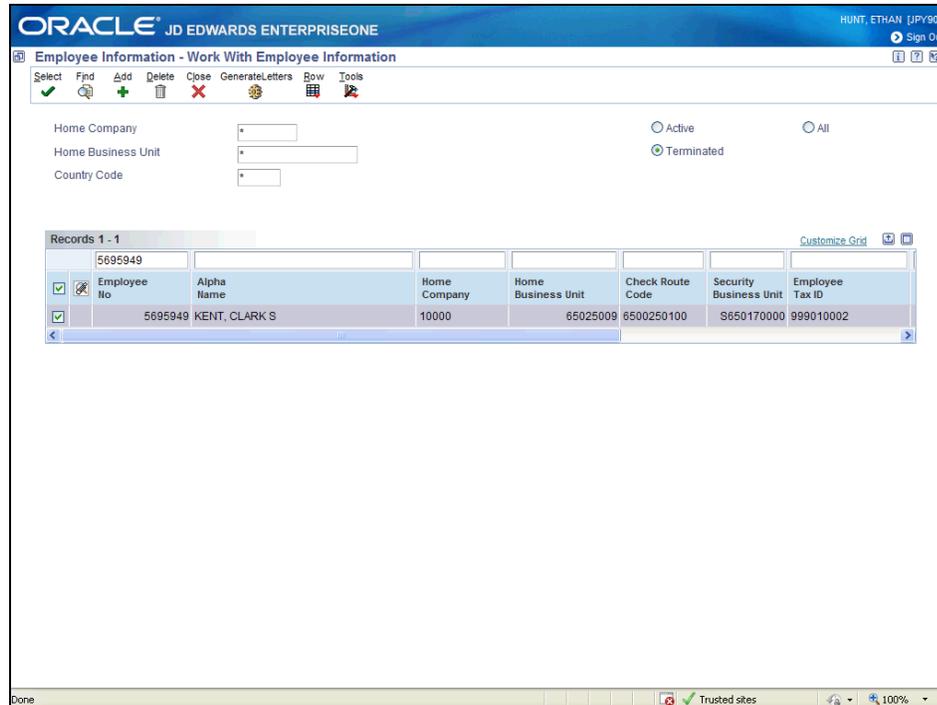
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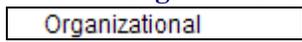
## Rehiring an Employee

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



Step	Action
15.	Enter the effective date in the <b>Effective On</b> field.
16.	Click in the <b>Change Reason</b> field. 
17.	Enter the appropriate reason code in the <b>Change Reason</b> field.
18.	Click the <b>OK</b> button. 



Step	Action
19.	Click the <b>Row</b> button. 
20.	Click the <b>Organizational</b> menu. 
21.	Review and update the following fields as needed:  <b>Supervisor</b> <b>Home Business Unit</b> <b>Position ID</b> <b>Date in Current Position ID</b> <b>Job Code</b> <b>Date in Current Job Code</b> <b>Barg. Unit</b> <b>Employment Status</b> <b>Next Review Type</b> <b>Next Review Date</b>

# Training Guide

## Rehiring an Employee



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Employee Information - Organizational Assignment

OK Cancel Form Tools

Employee No. 5695949 KENT, CLARK S

Last Start Date 08/17/2009

Supervisor 100546 UTLEY, MICHAEL

Home Business Unit \* 65025009 NIS

Mentor

Team DEFAULT

Position ID 06522407 Date in Current Position ID 03/01/2010

Job Code A05313 Buyer III Date in Current Job 03/01/2010

Working Title

Barg Unit G MANAGEMENT GROUP NIA

EEO Job Category A OFFICIALS AND ADMINISTRA Shift Code NO SHIFT

Employment Status  TERMINATED Full Time Equivalents 1.00

Date Pay Starts 08/17/2009 Date Pay Stops

**Job Competency**

Organizational Business Unit

% Competency Achieved .00 Last Competency Review Date

**Performance Appraisal**

Perf. Appraisal Level .000

Last Review Type Last Review Date

Next Review Type Next Review Date

Done Trusted sites 100%

Step	Action
22.	When finished click the <b>OK</b> button. 

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Change Reason

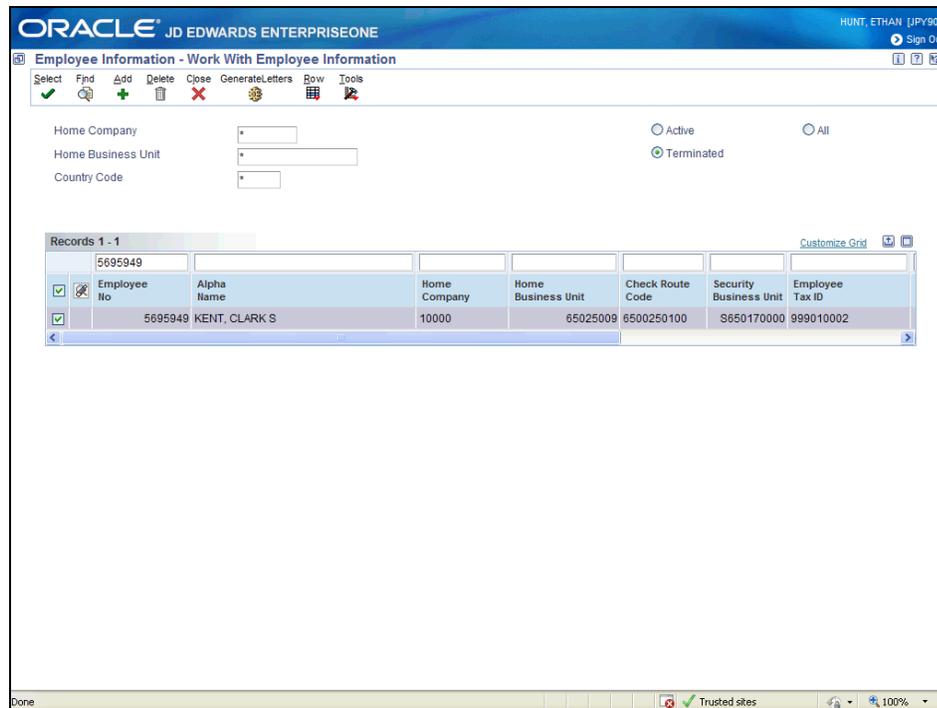
OK Cancel Tools

Effective On 03/05/2010

Change Reason

Done Trusted sites 100%

Step	Action
23.	Enter the effective date in the <b>Effective On</b> field.
24.	Enter the appropriate reason code in the <b>Change Reason</b> field.
25.	Click the <b>OK</b> button. 



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Employee Information - Work With Employee Information

Select Find Add Delete Close Generate Letters Row Tools

Home Company \* Home Business Unit \* Country Code \*

Active  All  Terminated

Records 1 - 1 Customize Grid

Employee No	Alpha Name	Home Company	Home Business Unit	Check Route Code	Security Business Unit	Employee Tax ID
5695949	KENT, CLARK S	10000	65025009	6500250100	S650170000	999010002

Done Trusted sites 100%

Step	Action
26.	Click the <b>Close</b> button. 
27.	You have successfully completed this lesson. <b>End of Procedure.</b>