

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.

 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.

NIS Policies

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/>.

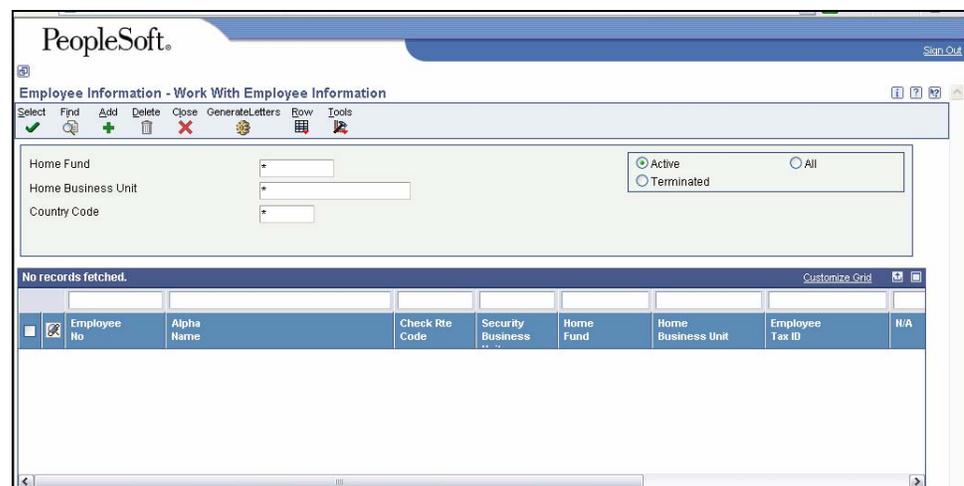
Navigation

Click Roles, HR_PR .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

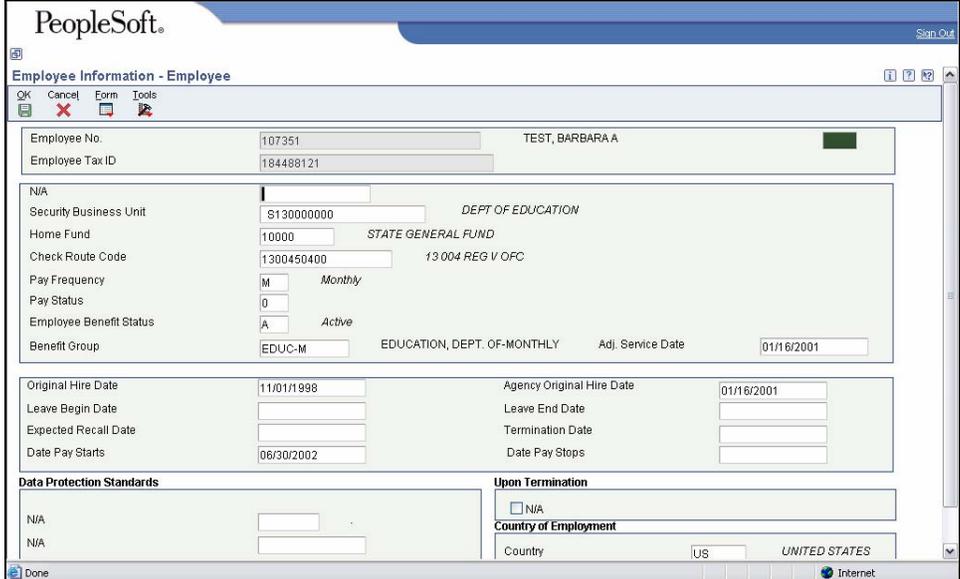
Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

Steps

Start this instruction from the Employee Information – Work With Employee Information window.



1. If the employee worked for your agency, type all or part of the employee name in the query-by-example (QBE) line directly above the Alpha Name column or type the employee's Social Security number in the QBE line directly above the Tax ID column in the grid.
-  If you are not sure the employee worked for another agency, click on the flashlight in the Employee No field in the QBE line and do a search of the address book master. If the terminated employee worked for another agency, contact the Help Desk at (402) 471-4636 to find out which agency. You will then need to contact the agency to have the employee's Security Business Unit changed to S001234567.
2. In the header, click Terminated field.
3. Click **Find**.
-  Only terminated employees appear.
4. Choose the desired employee on the grid.
5. Click **Row, Employee**. The Employee Information – Employee window appears.



PeopleSoft

Employee Information - Employee

Employee No. 107351 TEST, BARBARA A

Employee Tax ID 184488121

N/A

Security Business Unit S130000000 DEPT OF EDUCATION

Home Fund 10000 STATE GENERAL FUND

Check Route Code 1300450400 13 004 REG V OFC

Pay Frequency M Monthly

Pay Status 0

Employee Benefit Status A Active

Benefit Group EDUC-M EDUCATION, DEPT. OF-MONTHLY Adj. Service Date 01/16/2001

Original Hire Date 11/01/1998 Agency Original Hire Date 01/16/2001

Leave Begin Date Leave End Date

Expected Recall Date Termination Date

Date Pay Starts 06/30/2002 Date Pay Stops

Data Protection Standards

Upon Termination

N/A

Country of Employment

Country US UNITED STATES

6. Review all fields and update the appropriate fields:
 - Security Business Unit
 - Home Company
 - Check Route Code
 - Pay Frequency
 - Pay Status
 - Employee Benefit Status
 - Benefit Group
 - Adjusted Service Date
 - Last Date Started

7. Click in the Termination Date field, press the delete key or backspace key, to remove the termination date.
8. Click **OK**. The Employee Information – Change Reason window appears.
9. Type the effective date and appropriate change reason code.

PeopleSoft. Sign Out

Change Reason

OK Cancel Tools

Effective On: 01/06/2006

Change Reason:

10. Click **OK**. The Employee Information – Work With Employee Information window appears.
11. The Employee being rehired is checked on the grid.
12. Click **Row, Organizational**. The Employee Information – Organizational Assignment window appears.

 The following example only shows the top portion of the window.

PeopleSoft. Sign Out

Employee Information - Organizational Assignment

OK Cancel Form Tools

Employee No. 107351 TEST, BARBARA A

Last Start Date 01/16/2001

Supervisor 123502 GLAWATZ, ROGER E

Home Business Unit 13519906 VOC REHAB PR HOME BU

Mentor

Team Default

Position ID

Date in Current Position ID 12/15/2004

Job Code EDB606 VR Senior Rehabilitation Spec

Date in Current Job 07/12/2003

Working Title

Barg Unit EDB Education Barg Unit

NIA

State of NE Is Not U...

EEO Job Category B Professionals

Shift Code

Employment Status

Full Time Equivalents 1.00

Date Pay Starts 06/30/2002

Date Pay Stops

Job Competency

Organizational Business Unit S130000000 DEPT OF EDUCATION

% Competency Achieved 0.00

Last Competency Review Date

Done Internet

13. Review all field and change the appropriate fields:

- Supervisor
- Home Business Unit
- Position ID
- Date in Current Position ID
- Job Code
- Date in Current Job Code
- Group Code
- Employment Status

- Date Pay Starts
- Full Time Equivalent
- Remove/Delete Date Pay Stops
- Next Review Type
- Next Review Date

14. Click **OK**.

15. The Employee Information – Job Default window appears only if job information changed. Verify all information, click **OK**.

 A yellow warning will appear. Click OK to continue to the Change Reason window.

16. On the Employee Information – Change Reason window, type the effective date and appropriate change reason code.

17. Click **OK**. The Employee Information – Work with Employee Information window appears.

18. Click **OK** to return to the Work with Employee Information window.

19. Click **Close**.