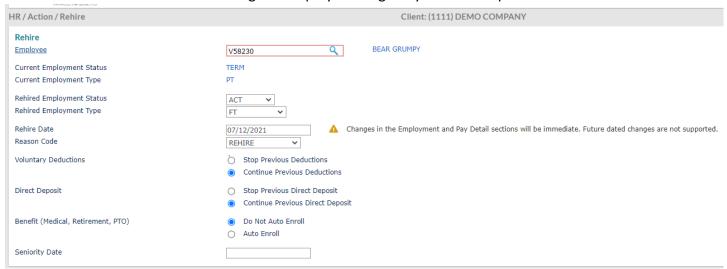


## **Rehire a Termed Employee**

- 1. Search "Rehire" in the Search Bar.
- 2. In the **Rehire panel**, complete the following required fields:
  - a. Employee Enter the Employee by either entering the name, Social Security Number, or ID to display a pop-up list of matching employee records.
  - b. Rehired Employment Status select
  - c. Rehired Employment Type select
  - d. Rehire Date select start date
  - e. **Reason Code** Select the **Reason Code** that best describes the rehiring of this employee.
  - f. **Voluntary Deductions** Select the appropriate option to stop or continue any voluntary deductions that were previously set up for this employee.
  - g. **Direct Deposit** Select the appropriate option to stop or continue any direct deposits that were previously set up for this employee.- We recommend stopping and confirming the direct deposit information with employee.
  - h. **Benefit, Medical, Retirement, PTO** Select the appropriate option to auto-enroll or do not auto-enroll employee into Medical, Retirement, or PTO plans that have auto-enroll rules configured at the client level.
  - i. **Seniority Date** If appropriate, enter the **Seniority Date** to use in place of the **Rehire Date** when determining the employee's eligibility for benefit plans.



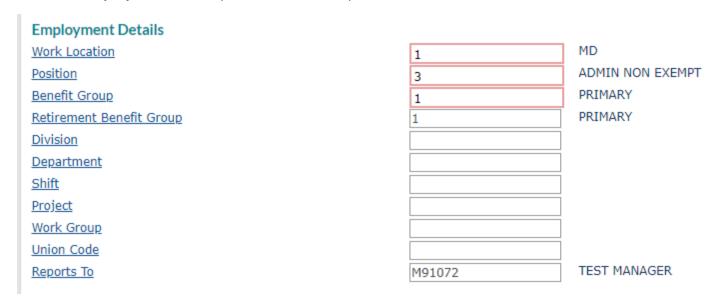
3. In the **Personal Information** panel, update/complete these fields if needed.

## Personal Information

Personal Email Work Email Mobile Phone



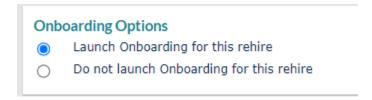
4. In the **Employment Details** panel, review and update as needed.



5. Review Pay Details and update as needed.



6. If you use Onboarding, Launch Onboarding to have employee update their information. If you do not use Onboarding, Do Not Launch.



7. Click Save.