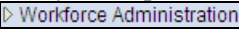










## Rehiring Internal Hourly Employee through Job Data

1.	To <i>Rehire an Employee</i> who already has a record number in your department, Click the <b>Workforce Administration</b> link under the <b>Menu Bar</b> . 
2.	Click the <b>Job Information Folder</b> . 
3.	Click the <b>Job Data</b> link.
4.	Enter the employee's ID number in the <b>EMPLID</b> Field and click Search.
5.	Click the <b>Search</b> button.
6.	Click on the record number you wish to add on to.
7.	You are brought to the latest effective dated row which should be the existing termination row.  Click on the <b>plus (+)</b> button in the right hand corner to add a row. 
8.	Change the <b>Effective date</b> to the new rehire date.  If this date is the same as the termination date, put a '1' in the <b>Sequence</b> field.
9.	Choose <b>Rehire</b> from the <b>Action/Reason</b> drop down menu. 
10.	Click the <b>Job Information</b> tab. 
11.	When Rehiring, make sure to check all the tabs for the correct data.  Under the Job Information tab, make sure the <b>Job Code</b> is correct.  **Please note that if you change the job code, all salary information will default from the job code which may make it incorrect. Be sure to check all tabs to ensure all information is correct. **
12.	Check to make sure the <b>standard hours</b> are what they should be.  The number of hours entered here should be the best estimate of what the employee will be working.
13.	Click the <b>Payroll</b> tab. 
14.	Check to make sure the <b>Pay Group</b> is correct
15.	Click the <b>Salary Plan</b> tab. 
16.	Check the <b>Grade</b> and <b>Step</b> .  Please note that if the job code was changed in the Job Information tab, the salary will default in as Grade 1 step3.  Double check to make sure the grade/step is correct. To Change the step, click on the look up button.
17.	Click on the step you wish to pay your employee.

18.	Click the <b>Compensation</b> tab. 
19.	Click the <b>Default Pay Components</b> button. 
20.	Click the object. Verify the amount is correct.
21.	Click the <b>Save</b> button. 
22.	To enter in the <b>Termination</b> row, Click the <b>Work Location</b> tab. 
23.	Click on the <b>plus (+)</b> button to add a row. 
24.	Enter in the <b>Termination Effective Date</b> .
25.	Click <b>OK</b> . 
26.	Choose <b>Termination</b> from the <b>Action/Reason</b> drop down menu. 
27.	Click the <b>Save</b> button. 
28.	Click the <b>Employment Data</b> link. 
29.	Click the <b>Time Reporter Data</b> link. 
30.	Click the <b>plus (+)</b> button to add a new row. 
31.	Change the <b>Effective Date</b> to the <i>rehire</i> date.
32.	The <b>Time Reporter Status</b> should be <b>Active</b> .
33.	The Workgroup should be <b>INT HOURLY</b>
34.	The <b>Taskgroup</b> should be <b>PSNONCATSK</b>
35.	Click on the <b>plus (+)</b> button to add a row.  Please note that if you do not add in the Inactive row, the time reporter data will not work. 
36.	Change the <b>Effective Date</b> to the date the job is <b>Inactive</b> .
37.	The <b>Time Reporter Status</b> should now be <b>Inactive</b> .
38.	Click <b>OK</b> . 
39.	Click <b>Save</b> . 
40.	<b>End of Procedure.</b>