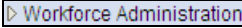


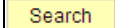



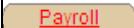

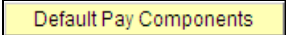
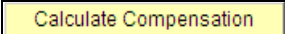




Rehiring Student Employee through Job Data

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| 1. | To Rehire an Employee who already has a record number in your department, Click the Workforce Administration link under the Menu Bar .  |
| 2. | Click the Job Information Folder .  |
| 3. | Click the Job Data link.  |
| 4. | Type in the employee's EMPLID#. |
| 5. | Click the Search 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 plus (+) button in the right hand corner to add a row.  |
| 8. | Change the Effective date to the new rehire date by clicking on the box. IF THE REHIRE DATE IS THE SAME AS EXISTING TERMINATION DATE , enter '1' in the Sequence box. |
| 9. | Choose Rehire from the Action/Reason drop down menu.  |
| 10. | Click the Job Information tab.  |
| 11. | When Rehiring, make sure to check all the tabs for the correct data. Under the Job Information tab, make sure the Job Code is correct by clicking on the box. **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 standard hours are what they should be, change if needed. The number of hours entered should be the best estimate of what the employee will be working. |
| 13. | Click the Payroll tab.  |
| 14. | Check to make sure the Pay Group is correct. |
| 15. | Click the Salary Plan tab.  |
| 16. | Check the Grade and Step . 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 grade and/or step, click on the look up button and choose appropriate grade/step. |

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| 17. | Click on the step you wish to pay your student. |
| 18. | Click the Compensation tab.  |
| 19. | Click the Default Pay Components button.  |
| 20. | Verify the amount is correct under the Pay Components level. |
| 21. | If changing the step amount, change it under Comp Rate. |
| 22. | Click on Calculate Compensation ONLY if there was a manual change made to the compensation rate.  |
| 23. | Click the Save button.  |
| 24. | To enter in the Termination row, Click the Work Location tab.  |
| 25. | Click on the plus (+) button to add a row.  |
| 26. | Enter in the Termination Effective Date . |
| 27. | Click OK when warning appears. |
| 28. | Choose Termination from the Action/Reason drop down menu.  |
| 29. | Click the Save button.  |
| 30. | Click the Employment Data link.  |
| 31. | Click the Time Reporter Data link.  |
| 32. | Click the plus (+) button to add a new row.  |
| 33. | Change the Effective Date to the new <i>rehire</i> date. |
| 34. | Change the Time Reporter Status to Active . |
| 35. | The Workgroup should be INT HOURLY |
| 36. | The Taskgroup should be PSNONCATSK |
| 37. | Click on the plus (+) button to add a row. Please note that if you do not add in the Inactive row, the time reporter data will not work.  |
| 38. | Change the Effective Date to the date the job is Inactive . |
| 39. | Change the Time Reporter Status to be Inactive . |
| 40. | Click OK . |
| 41. | Click Save .  |
| 42. | End of Procedure. |