# PeopleSoft
# Rehire Checklists
# HR/Payroll/Benefits

This checklist highlights the Menu Items, Components, and Pages necessary for basic initial processing. The checklists focus on the most common general situations. For specific detail see relevant manual.

Rehire is used when the employee has had a break in service with the State.

## HR/Payroll Checklist for Rehire of an Employee previously employed by your Agency

***HR/Payroll Page> Payroll Administrator Tile> Add/Update Position Info***

- ❑ Review/Update 'Reports To' (for new employee's position)

### If using Recruit Solutions

***HR/Payroll Page> Payroll Administrator Tile > Hire/Update Employee Process > Manage Hires (<u>REVIEW/UPDATE</u> ALL INFORMATION)***

Modify a Person-from 'Add Person' button on Manage Hires page

- ❑ Name – **make sure it matches social security card**
- ❑ Biographical Details – Name, Information, History & National ID
    - **National ID - make sure it matches social security card**
- ❑ Address (Address Type should be "Home" and Status "A")
- ❑ Phone Information
- ❑ Email Addresses
- ❑ Ethnic Group & Veteran

Job Data-from 'Add Job' button on Manage Hires page

- ❑ Work Location
- ❑ Job Information
- ❑ Job Labor (Not Used)
- ❑ Payroll
- ❑ Salary Plan
- ❑ Compensation

Employment Data

- ❑ Employment Information
- ❑ Time Reporter Data

Earnings Distribution

- ❑ Job Earnings Distribution

Benefits Program Participation

- ❑ Benefits Program Participation (Review)

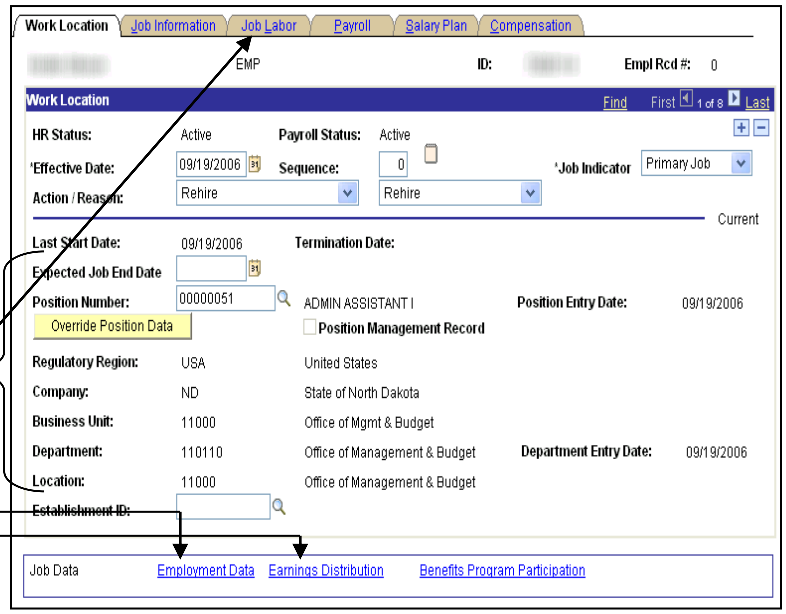
Click ‘OK’

**If NOT using Recruit Solutions** (Navigation: HR/Payroll Page>Payroll Administrator Tile>Employee Data> Job Data)

Rehire (work location tab)

- Insert an effective dated row (date of rehire)
- Action of Rehire
- Reason of Rehire
- Enter the position number (if it has changed)
- Verify the information on
  - Work Location
  - Job Information
  - Payroll
  - Salary Plan
  - Compensation
  - Employment Data
  - Earnings Distribution

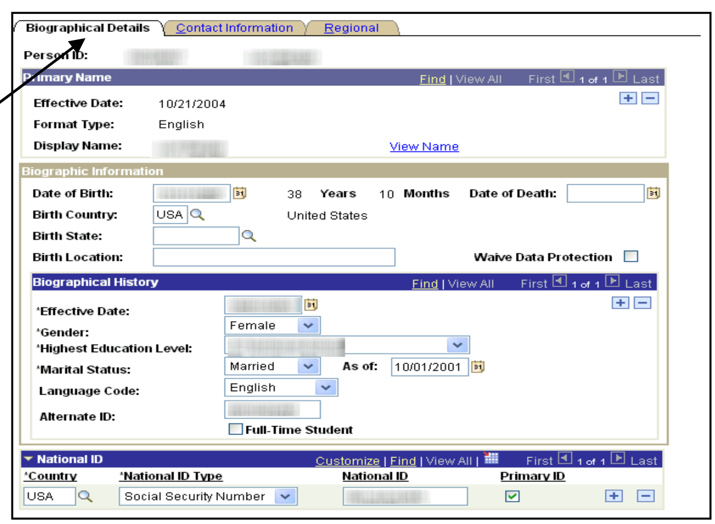
And make any changes necessary.




Once the job data pages are complete you will need to go to Personal Data.
(Navigation: HR/Payroll Page>Payroll Administrator Tile>Employee Data > Modify a Person)

- Verify the information on
  - Biographical Details
  - Contact Information
  - Regional

And make any changes necessary.



The other HR pages that should be verified are:

Workers Compensation (Navigation: HR/Payroll Page>Payroll Administrator Tile >Hire/Update Employee Process> Workers' Compensation)

Emergency Contact (Navigation: : HR/Payroll Page>Payroll Administrator Tile >Hire/Update Employee Process > Emergency Contact)

Designated Medical Provider (Navigation: : HR/Payroll Page>Payroll Administrator Tile >Hire/Update Employee Process > Designated Medical Provider)

Driver's License Data (optional) (Navigation: Workforce Administration> Personal Information> Biographical> Driver's License Data)

## Payroll: All of these pages should be verified that they are correct for the employee's current position.

**Direct Deposit** (Navigation: HR/Payroll Page>Payroll Administrator Tile >Hire/Update Employee Process > Request Direct Deposit)
*The 'Suppress DDP Advice Print' box should be checked for all employees with self service access*

**Employee Tax Distribution** (Navigation: Payroll for North America> Employee Pay Data USA> Tax Information> Update Tax Distribution)
*This panel should be checked for correct locality information*

**Employee Tax Data** (Navigation: : HR/Payroll Page>Payroll Administrator Tile >Hire/Update Employee Process > Update Employee Tax Data)

- Federal Tax Data
- State Tax Data

## Commitment Accounting: (: HR/Payroll Page>Payroll Administrator Tile >Hire/Update Employee Process>Department Budget Table USA)

**Department Budget Table -** *All employees must have a department budget table. If the hire is a permanent employee filling a previously existing position, the table may already be set up, but ensure the established combination code is correct for that employee.*

## BENEFITS

***HR/Payroll Page > ND PERS Benefits Administrator Tile***

- Once the rehire is entered in PeopleSoft an overnight process will run to PERS Link and will create the new employee in PERS.
- Have your returning employee sign into PERS Link and enroll in Benefits.
- Once the employee enrolls, run your benefits enrollment report. The process will run again overnight and load the new benefits into PeopleSoft for you.
- Go to Current Benefits Summary in PeopleSoft and check to ensure that the employee has been enrolled in all applicable benefit programs.
- Once a paycalc has run go to **Payroll Administrator Tile > Review Payroll Data > Review Paycheck** and double check that all looks correct.