PeopleSoft
Rehire Checklist
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. ***The Job Data rehire is done by OMB for all employees being rehired to a different agency than the agency they were previously employed with.***

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

REHIRING AGENCY:

HR: ***The Job Data rehire is done by OMB for all employees being rehired to a different agency than the agency they were previously employed with.***

- Once OMB does the rehire in Job Data, Verify the information on (Navigation: HR/Payroll Page>Payroll Administrator>Employee Data> Job Data)
    - Work Location
    - Job Information
    - Payroll
    - Salary Plan
    - Compensation
    - Employment Data
    - Earnings Distribution

And make any changes necessary or email OMB for corrections.

- Verify all personal information is correct in Modify a Person. (Navigation: HR/Payroll Page>Payroll Administrator>Employee Data> Modify a Person)
    - Biographical Details
    - Contact Information
    - Regional

And make any changes necessary.

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

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

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

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

- ACA Employee Eligibility - (Navigation: HR/Payroll Page>Payroll Administrator>Hire/Update Employee Process>ACA Employee Eligibility)

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>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: HR/Payroll Page>Payroll Administrator>Hire/Update Employee Process> Update Tax Distribution)

This panel should be checked for correct locality information

- **Employee Tax Data** (Navigation HR/Payroll Page>Payroll Administrator>Hire/Update Employee Process> Update Employee Tax Data)
  - Federal Tax Data
  - State Tax Data

Commitment Accounting: (Navigation: HR/Payroll Page>Payroll Administrator>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 new hire is entered in PeopleSoft an overnight process will run to PERS Link and will create the new employee in PERS.
- Have your new 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.