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: Workforce Administration> Job Information> Job Data)
  o Work Location
  o Job Information
  o Payroll
  o Salary Plan
  o Compensation
  o Employment Data
  o Earnings Distribution
  And make any changes necessary or email OMB for corrections.

- Verify all personal information is correct in Modify a Person. (Navigation: Workforce Administration> Personal Information> Modify a Person)
  o Biographical Details
  o Contact Information
  o Regional
  And make any changes necessary.
- Workers Compensation (Navigation: Workforce Administration> Job Information> Workers’ Compensation)

- Emergency Contact (Navigation: Workforce Administration> Personal Information> Personal Relationships> Emergency Contact)

- Designated Medical Provider (Navigation: Workforce Administration> Personal Information> Personal Relationships> Designated Medical Provider)

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

- ACA Employee Eligibility - (Navigation: ND State Applications>Benefits>ACA Employee Eligibility)

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

- Direct Deposit (Navigation: Payroll for North America> Employee Pay Data USA> 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: Payroll for North America> Employee Pay Data USA> Tax Information> Update Employee Tax Data)
  - Federal Tax Data
  - State Tax Data

**Commitment Accounting:** (Navigation: Set Up HCM > Product Related > Commitment Accounting > Budget Information>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: Once you have entered and saved the Rehire Data Change in Job Data, a benefit event is created. Before you can process the event, it needs to be assigned to your schedule. This is a centralized activity that automatically runs every half hour. (Benefits>Manage Automated Enrollment>Events>On Demand Event Maintenance)

- Health Benefits
  - Medical
  - Dental
  - Vision
  - Employee Assistance Program

- Life and AD/D Benefits
  - Basic Life
  - Supplemental Life (supplemental and supplemental flex)
  - Dependent Life
  - Spouse Supplemental Life

- Savings Plans (457 Deferred Comp Plan)
  - Plan 1
  - Plan 2
  - Plan 3

- Leave Plans
  - Sick
  - Vacation
  - Comp Time

- FSA Benefits (Flexcomp Program)
  - Flex Spending Health
  - Flex Spending Dependent Care

- Retirement Plans
  - PERS
  - Defined Benefit
  - Defined Contribution

- Finalize/Close Event: (Benefits>Manage Automated Enrollment>Events> On Demand Event Maintenance>Validate/Finalize)

- Review Paycheck: Once a paycalc has run go to review paycheck and double check all benefits and salary are correct.