PeopleSoft
Rehire Checklist
HR/Payroll/Benefits

June 13, 2008

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 another Agency

You will need to contact the agency that the employee was previously employed by. You will need to provide them with the rehire date and the position number that the employee will now be employed in. If you do not know which agency the employee was previously employed by you may contact OMB.

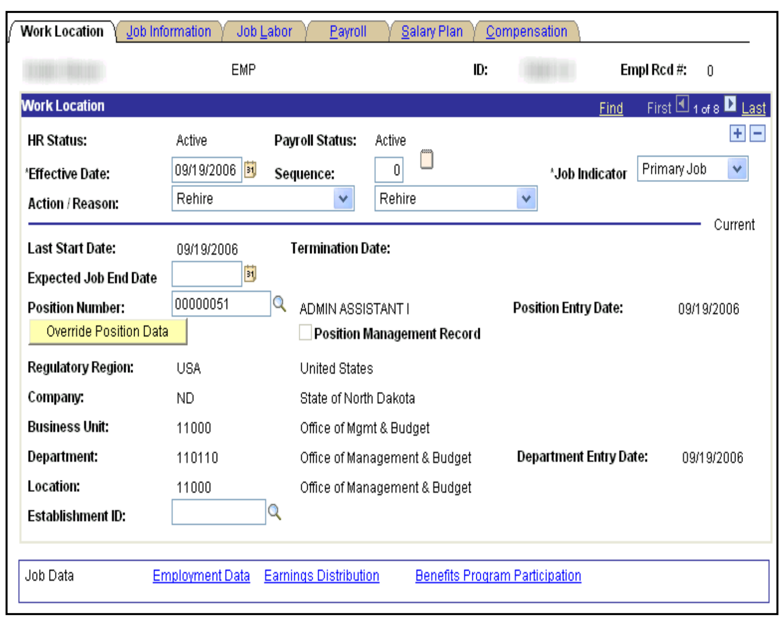
PREVIOUS AGENCY:

HR: (Navigation: Workforce Administration> Job Information> Job Data)

Rehire (work location tab)

- Insert an effective dated row (date of rehire)
- Action of Rehire
- Reason of Rehire
- Enter the position number (Given by hiring agency)
- Save

.



REHIRING AGENCY:

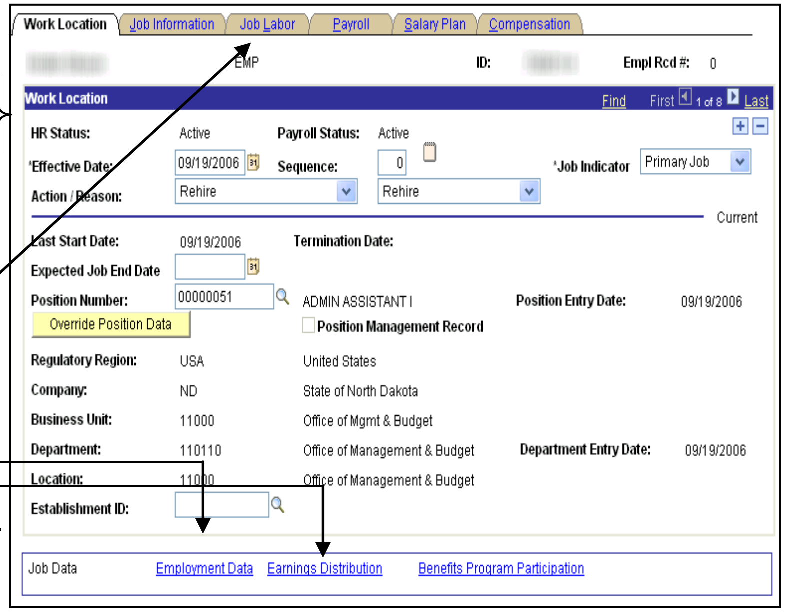
HR: (Navigation: Workforce Administration> Job Information> Job Data)

Rehire (work location tab)

- Insert an effective dated row (date of rehire)
- Effective sequence of 1
- Action of Data Change

- Verify the information on
    - Work Location
    - Job Information
    - Payroll
    - Salary Plan
    - Compensation
    - Employment Data
    - Earnings Distribution

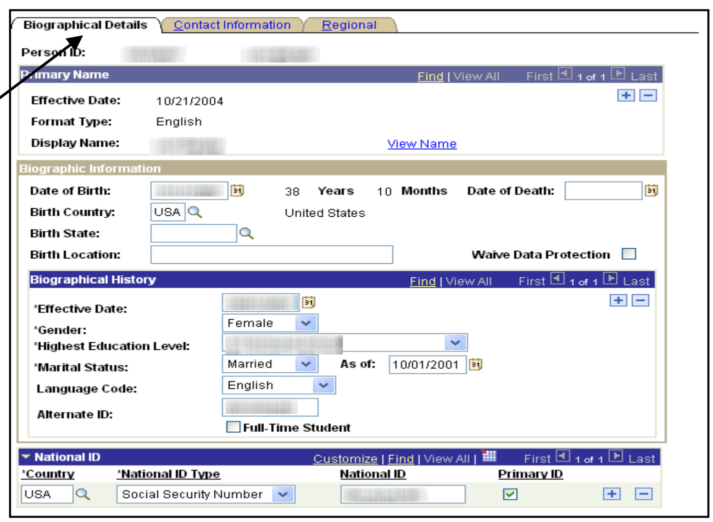
And make any changes necessary.



Once the job data pages are complete you will need to go to Personal Data.
(Navigation: Workforce Administration> Personal Information> 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: 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)

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: (Set Up HRMS > Product Related > Commitment Accounting > Budget Information)

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.

Prepare Benefit Options: (Benefits>Manage Automated Enrollment>Run Automated Event Processing)

Enter Benefit Elections: (Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry)

- Enter dependent information for medical, dental and vision plans
- Enter employee benefit elections (see list below) from enrollment forms

Finalize/Close Event: (Benefits>Manage Automated Enrollment>Run Automated Event Processing)

Benefit Elections Entered Through Automated Enrollment

(This list includes all PERS sponsored benefits, with the exception of UNUM Long-term Care Insurance, which is entered as a general deduction)

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