Human Capital Management

Rehiring an Employee (Student Assistant)

This training guide lists the specific steps for rehiring a Student Assistant for CLAS in HCM.

Before you begin, you will need to:

A. Get the employee ID and Name of the employee you are adding additional job for.

B. Search in Job Data first.

- If you cannot find the person in Job Data or, you do find them but their record is TERMINATED, proceed to the Transaction Launch Page.
- When you see the terminated employee record on the launch page, use that record for the rehire.

⚠️ When terminated employee records are available, please rehire on those employee record instances rather than creating an additional job.
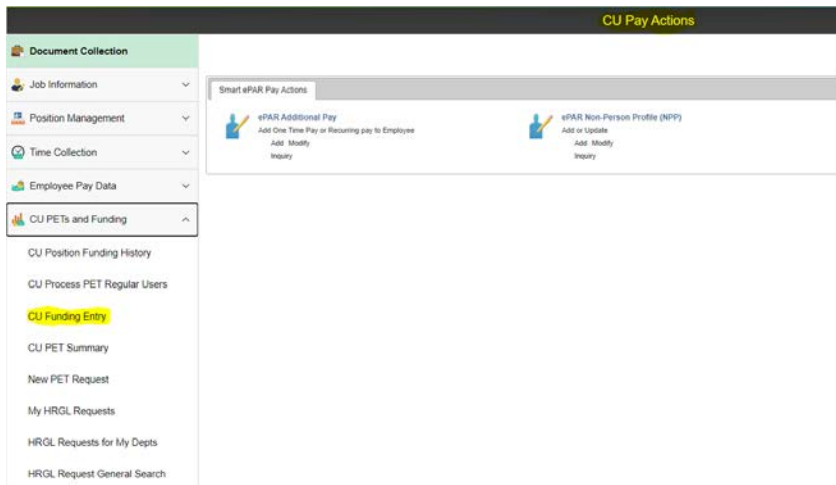
C. Update the Position
- Since you are using a vacant position number, make any changes needed to the position with an effective date that is prior (at least one week suggested) to the rehire date.
- You can leave **Standard Hours** at **1** for bi-weekly positions.
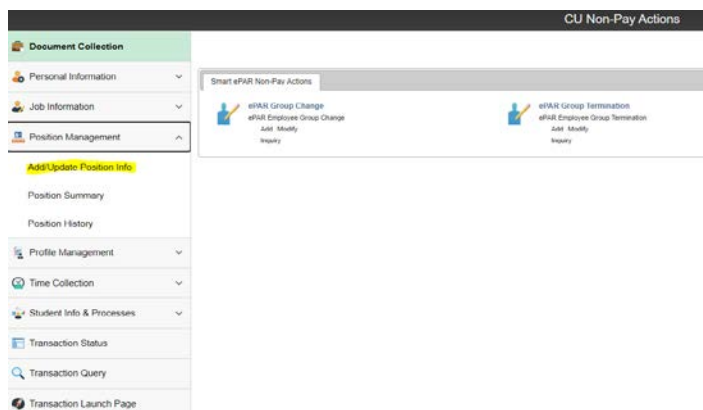
D. Update Funding
- If using grant funding, you must populate the **funding** END DATE to be < = the **project** END DATE
- For bi-weekly employees, if you put a funding END DATE in the middle of a bi-weekly pay period, the last paycheck will go to SUSPENSE.

⚠ *All Position and Funding changes must be approved first, before you start the Additional Job transaction.*

E. Review and update the Personal Data (Modify a Person)

1. Make sure to **backdate** the "Effective Date" on the Biographical Details tab if doing a **retroactive hire or rehire.**
2. Enter information for all fields if you have it – ***Highest Education Level**, in particular.
3. Enter the **Ethnicity** if you have it.

F. Now you are ready to rehire the Student Employee:

1. From the HCM Community Users dashboard, click **Transaction Launch Page**.

2. Enter the **Name**.

3. From the **Search Option** list, select **Hire/Rehire/Additional Job**.

4. Click **Search**. ATS Applicants and HCM Data listings display results of the search.

5. From the HCM Data, select the checkbox corresponding to the **Rehire** Template Action of the person you want to rehire. If the employee has more than one terminated employment record, select **Empl Record 0** (or lowest record value).

6. Click **Submit**. A message appears, asking if this is a contract employee.

7. Select **No**.

8. Select the **Job Effective Date**. (**This is the rehire date**)

9. Select a **Reason Code** (Rehire).

10. Click **Continue**. The Enter Transaction Information appears. The Personal Data tab displays personal information provided from the selected employee record.

11. Review the personal information and update if necessary.

12. Click the **Pos and Job Infor** tab.

13. From the **Positon Number** field, type in the position number. When you tab off the field, HCM populates default information from Position data.

Note: If the position information default values are not correct, stop and click **Save as Draft**. You can then update the positon. Once the position is approved, you can then complete this transaction.

14. Select a **Pay Group** of **STU**.

Note: The default pay group is based on the most common pay groups by job code, and is editable.

15. Select the **Employee Type** as **H** (Hourly)

16. Select **Compensation Frequency** as **H** (Hourly)

17. Select **Comp Rate Code** as **BASEH**

18. Type in the **Compensation Rate** of **$14.77**

⚠️ *Make certain all pay is at or above the minimum wage ($14.77 as of 1/1/21).*

19. The **Expected Job End Date** is **REQUIRED**.

Ex. Employee has an Appointment End date of 5/15/19. Since 5/15/19 is in the middle of a bi-weekly pay period, the <u>Funding</u> End Date should be 5/18/19 (the end of the bi-weekly pay period) or this last paycheck will go into suspense.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
6	7	8	9	10 Processing BW PPE 05/04/19 **OC050219 PAYDAY**	11/12
	OC050219 uploads due 5 pm	Processing OC050219	BW uploads due 5 pm		
13 Run Payroll Register BW PPE 05/04/19	14 OC050919 uploads due 5 pm	15 PULL DEADLINE 10 AM: BW PPE 05/04/19 Processing OC050919	16	17 **BW PPE 05/04/19 PAYDAY** **(Pay Run ID BW050419)** **OC050919 PAYDAY**	18/19 PPE 05/18/19 Pay Run ID BW051819 Earn dates 05/05-05/18/19

Funding End Date

05/18/2019

20. In the Comments section, you can type in **Job Notes**. These are NOT required.

21. If needed, attach documents. These are NOT required.

22. Click **Save and Submit for Approval.** A message appears with the TBT Request ID. Make a note of the request ID so that you can find information about the status later.

23. Click **OK** from the message box. A "Further Processing Required" page appears.

24. Click **OK** again.

25. The transaction will AUTO APPROVE since it is a student employee.

26. Appointment will now appear in Job Data.