CHARTER SCHOOL PEOPLESOFT TRAINING MANUAL

Palm Beach County School District—HRIM Team

Rehiring Information

How to Rehire an Employee in PeopleSoft

All job information changes, including REHIRING THE EMPLOYEE, are made to the employee's <u>current job record</u>. (<u>Do not </u>create a new job with the "Add Employment Instance Process.") When updating the job record to rehire an employee, always use REHIRE for the Action and REHIRE for the Reason. Review and update the information on each tab in the **Job Data** pages for the rehired job. <u>Please note</u>: Don't forget to click the *Calculate Compensation* button on the **Compensation** tab before saving.

1. In PeopleSoft, click on the **Human Capital Management** tile. In the next window, click on the **NavBar** icon to bring up the **NavBar Menu**, then
   A. Click on the **Navigator** icon to bring up the **Navigator Menu**
   B. Click on **Workforce Administration**
   C. Click on **Job Information**
   D. Click on **Job Data**
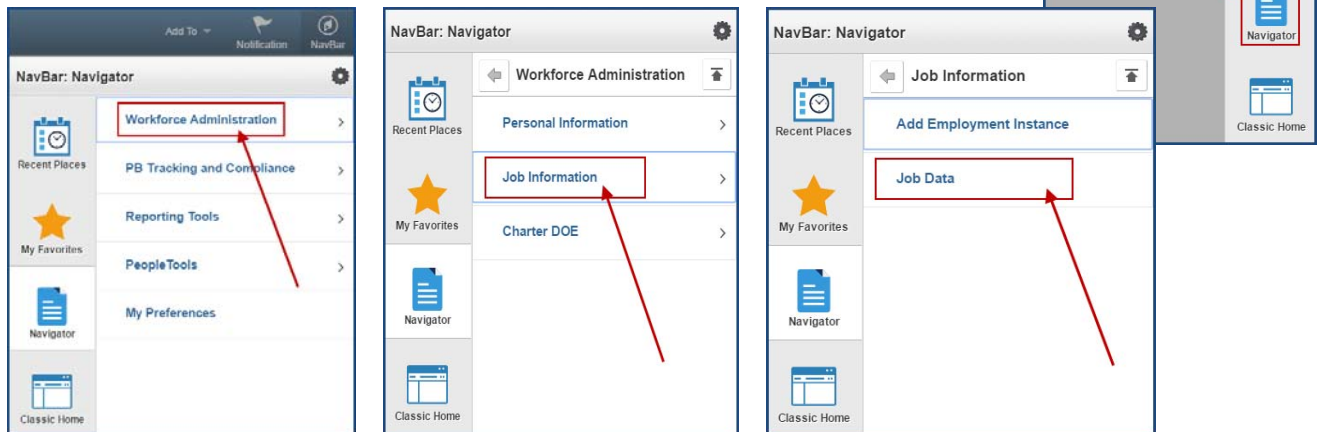
The Job Data Search Screen will display.

2. There are three (3) ways to search for an employee:

   A. Enter the **Employee ID** in the **Empl ID** field, or
   B. Enter the **last name**, **first** in the **Name** field, or
   C. Enter the **last name**, only, in the **Last Name** field.

3. Click the **Include History** box.

4. Click the **Search** button.

The Employee's most recent **Job Data** screen will appear.
(Termination will be displayed in the Action field.)

1. On the **Work Location** page/tab, click on the **plus sign** (+) button to add a new row.

2. Enter the **Effective Date** of the rehire.

3. In the **Action** and **Reason** fields, select REHIRE for each.

4. Update the information on each of the other tabs (**Job Information**, **Job Labor**, **Payroll**, **Salary Plan**, **Compensation**) for the rehired job.

5. Once you have completed entering the tab information, click on the ***Benefits Program Participation link*** at the bottom of the page.

Benefit Program Participation page

1. In the **Benefit Record Number** field, if a "1" is already listed, click **SAVE**.
   (NOTE: It is alright if the Effective date in the bottom section is PRIOR to the new Effective date.)

2. If there is a "0" in the **Benefit Record Number** field, you will need to contact the HRIM Team, via email, to fix it before you will be able to save the information. Please put "Benefit Record Error" in the subject line of the email and include the rehired employee's Employee ID number and name in the email. Once the record is fixed, you will be able to complete the step above.

Benefit Program Participation		

Teacher, Tommy
Employee

Empl ID: 1234567
Empl Record: 0

Benefit Status   Find First ◀ 1 of 3 ▶ Last

Benefit Record Number: 1 ↻   Go To Row

Effective Date:	09/09/2016	
Effective Sequence:	0	Action: Rehire
HR Status:	Active	Reason: Rehire
Payroll Status:	Active	Job Indicator: Primary Job

         Current

*Benefits System: Benefits Administration ▾   Benefits Employee Status: Active

Annual Benefits Base Rate: [ ] 🔲 USD

Benefits Administration Eligibility

BAS Group ID: [ ] 🔍

Elig Fld 1: [ ]	Elig Fld 2: [ ]	Elig Fld 3: [ ]
Elig Fld 4: [ ]	Elig Fld 5: [ ]	Elig Fld 6: [ ]
Elig Fld 7: [ ]	Elig Fld 8: [ ]	Elig Fld 9: [ ]

Benefit Program Participation   Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date: 07/14/2014 📅   Currency Code: USD   ➕ ➖

*Benefit Program: NOB 🔍   SDPBC No Benefits BenPgm

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation