Job Aid: Rehire
(Reactivating a terminated job record in a different Employee Class)

Rehire

This job aid covers the following scenario:

An employee previously employed at UCSB has an existing UCPa Employee ID number but their job record terminated when their job ended. The department wants to rehire the employee.

**NOTE:** This transaction is rehiring employees into a different Employee Classification. For example, the employee was previously a Staff employee and is returning as an Academic employee, or the employee was previously an Academic employee and is returning as a Staff employee.

In this example, Renee previously worked in the Math Department. The Math Department wants to rehire Renee, with an effective date of 9/1/2018. Renee held a Staff position and now will occupy an Academic position.

Renee’s current Job Record looks like this:

<table>
<thead>
<tr>
<th>EFFDT</th>
<th>EMPL RCD</th>
<th>DEPT</th>
<th>POSITION NBR</th>
<th>HR STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017</td>
<td>0</td>
<td>MATH</td>
<td>40001978</td>
<td>Terminated</td>
</tr>
</tbody>
</table>

Before You Begin

Things you need:

- Vacant Academic/Staff Position
- Position Funded
- Rehire Employee’s Employee ID number
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The Process

Once you have an approval for a Job/Position, you can begin the UCPath process to rehire an employee into that position.

1. Request a Position via the Position Control Request transaction as necessary or use an existing vacant position
2. Once the position is created, setup accounting and allocation information for the position via Funding Entry transaction
3. Recruit and select your rehire candidate to fill the position
4. Enter a FULL HIRE transaction via the Smart HR Template transaction by selecting the appropriate New Hire template: (UC_Full_HIRE or UC_Full_HIRE_AC). Then select a Reason Code of “Rehire” from the list of rehire options
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Smart HR Template Transaction

Navigate to the Smart HR Transactions page from your homepage in UCPath Online.

Reminder: Prior to beginning Smart HR Hire Transactions, perform an employee search to confirm employee’s previous job history. Use the Person Organizational Summary and Job Data pages.

Smart HR Transactions Page

All HR Hiring transactions begin at the Smart HR Transactions page. Here you select the appropriate staff or academic template.

1) Click on the Select Template look up icon to view all the Smart HR Templates.

2) Select the appropriate full hire template: UC_FULL_HIRE, UC_FULL_HIRE_AC
Enter the hire effective date in the **Effective Date** field:

**NOTE**: The effective date used is not necessarily Today’s date. This is the hire date or the first date the employee performs work, earning hours for pay and benefits.

After selecting the appropriate template and entering the **Effective Date**, click the **Create Transaction** button to continue.

**NOTE**: Selecting the **Full Hire** Template and not the **Rehire** template will prompt the system to create a new employee record instance. This separates Staff records and Academic Records accordingly. In this example, Renee’s Staff employee record is “0” and her Academic employee record is “1.”
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**Enter Transaction Details Page**

The Enter Transactions Details page appears. Required fields are identified with an Asterisk (*).

Continue entering the hire data in each required field.

Remove the default (NEW) and enter the employee’s Employee ID number.

Select the appropriate Rehire Reason Code.

Click Continue to move to the next page.

**NOTE**: Navigate to the UCPath Help site and refer to the Template Transactions - Action Reason Codes and Descriptions Job Aid for more information about Reason Codes.

This Message will appear after you click the Continue button. It confirms that the employee number you entered exists in the System, and the employee’s name is associated with it.

Click OK to move to the next page.
Enter Transaction Information Component

The Enter Transaction Information component appears. Because this employee has a previous employee record, the Personal Data tab defaults with their information. You can edit or update any information on this page as appropriate.

Remember: You must navigate through all five tabs before the Save and Submit button is enabled.

Personal Data Tab

If you enter one or more phone numbers, select the Preferred checkbox.
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Personal Data Tab, continued

• Comments field:
  o Anything entered in this field follows the history of this employee. Enter only information that is appropriate to keep in the employee’s historical records.

If this transaction is entered on the same day the employee starts, enter the Oath Signature Date. Otherwise, leave blank and update later.
NOTE: This date must be on or before the 1st day of work.

If this transaction is entered on the same day the employee starts, enter the Patent Acknowledgement Sign Dt. Otherwise, leave blank and update later.
NOTE: This date must be on or before the 1st day of work.
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### Job Data Tab

#### Things to Remember:

- Several fields default after the **Position Number** is entered. The fields are highlighted in **grey** and cannot be edited.

- The **Job Code** determines the following data fields:
  - Salary Admin Plan
  - Salary Grade
  (Note: Some **Job Codes** do not have an established Salary Plan)

**NOTE:** For academic personnel, the **Employee Classification** field defaults, is view-only and cannot be changed.

For staff, the **Employee Classification** field does not default and must be manually entered.

Enter the **Position Number** the new employee will occupy.
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**Job Data Tab, continued**

**Things to Remember:**

- **Academic Duration of Appt:** Some academic jobs require this field to be populated. Select the appropriate option from the dropdown list.

- For many **Job Codes**, a **Step** must be entered to populate compensation fields.

- If a **Step** is not applicable, you must manually enter the compensation data.

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**The Compensation Frequency field in this section defines how the quoted compensation amount is presented:**

- **A** = Annual amount
- **H** = Hourly amount

**The Compensation Frequency field in this section defines how the total compensation is actually paid out to the employee per paycheck.**
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**Eams Dist Tab**

- **Job earnings distributions** indicates whether an earn code other than REG is necessary. For example, **ERIT** (Employee Reduction In Time).

- The majority of your transactions will not require you to complete this tab.
Things to Remember:

- There are some cases where an employee's base salary is paid through Additional Pay using a flat dollar amount (i.e., BYA).

- Additional Pay is also used for recurring payments.
  
  o Recurring payments are paid over multiple, consecutive pay periods in the same amount.

  o Recurring additional pay can be submitted on the hire templates (Full Hire, Rehire, and Concurrent Hire).
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Employee Experience Tab

Things to Remember:

- If the new employee has prior work experience, relevant to this position, add the details on this page.

- **Initiator Comments:** Use this field to enter any pertinent information for your Department Approver to assist them in determining to approve or deny the transaction.

Notice, when you navigate to the last tab, the **Save and Submit** button is enabled.
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**Save and Submit**

![Image of the UCPath interface with the Employee Experience tab open.]

When complete, click the **Save and Submit** button on the last tab to submit the transaction for review and approval.

You can also click the **Save for Later** button to save this transaction when it is not ready to be submitted.
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Transactions In Progress Section
You can access Saved for Later transactions at a later time in the Smart HR Transactions page Transactions in Progress section.

Smart HR Transactions
Select a template and press Create Transaction.

Transactions in Progress

<table>
<thead>
<tr>
<th>Select</th>
<th>Transaction Type</th>
<th>Effective Date</th>
<th>Name</th>
<th>Person ID</th>
<th>Action</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HIREJFM</td>
<td>09/01/2018</td>
<td>Nathan Smith</td>
<td>NEW</td>
<td>Hire</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td>JOB</td>
<td>09/03/2018</td>
<td>Karla Beltran</td>
<td>10000283</td>
<td>Retirement</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td>JOB</td>
<td>09/01/2018</td>
<td>Daniel Perez</td>
<td>10000776</td>
<td>Terminati</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td>JOB</td>
<td>09/01/2018</td>
<td>Halle Smith</td>
<td>10022526</td>
<td>Transfer</td>
<td>United States</td>
</tr>
</tbody>
</table>
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Employee Job Record

When you have approval for the Smart HR Template Transaction, the transaction moves to the UCPath Center for processing. If there are no errors the transaction is processed and your rehired employee will have an updated Job Record. The vacant position is filled, the rehired employee can update their personal data via Employee Self Service, and your department can initiate any additional updates on the employee records. You should review the job record and ensure all the data is correct.

In this scenario, Renee previously worked in the Math Department. The Math Department rehired Renee using the FULL HIRE template, with an effective date of 9/1/2018. Renee previously held a Staff position and now occupies an Academic position. Rene now has two employee record numbers: 0 for her staff position and 1 for her academic position.

Renee’s job record now looks like this:

<table>
<thead>
<tr>
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<td>0</td>
<td>MATH</td>
<td>40001978</td>
<td>Terminated</td>
</tr>
<tr>
<td>9/1/2018</td>
<td>1</td>
<td>MATH</td>
<td>40001999</td>
<td>Active</td>
</tr>
</tbody>
</table>