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

Rehire

This job aid covers the following scenario:

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

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

In this example Renee 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 will occupy another Staff 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 Staff Position
- Position Funded
- Rehires Employee’s Employee ID number
The Process

Once you have approval for a Job/Position, you 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 rehire transaction via the **Smart HR Template** transaction by selecting the appropriate **Rehire** template: (UC_REHIRE or UC_REHIRE_AC)
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Smart HR Template Transaction

Navigating to the Smart HR Transactions page from your homepage in UCPath Online:

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

Reminder: Prior to beginning Smart HR Rehire Transactions, perform an employee search to confirm employee's previous job history:

Use the Person Organizational Summary and Job Data pages.

PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions

Smart HR Transactions Page

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

2) Select the appropriate rehire template: UC_REHIRE, UC_REHIRE_AC
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Enter the hire effective date in the **Effective Date** field:

**NOTE:** The effective date you use is not necessarily Today’s date. This is the rehire date or the date the employee first 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.
Enter Transaction Details Page

The **Enter Transaction Details** page appears. Required fields are identified with an *Asterisk*. Continue entering the rehire data in each required field.

**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 name associated with it.

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

The Enter Transaction Information component appears. Because this employee already has an 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.
Things to Remember:

- **Comments** field:
  - Anything entered in this field follows the history of this employee. Enter only information 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 staff, the **Employee Classification** field does not default and must be manually entered.
  For academic personnel, the **Employee Classification** field defaults, is view-only and cannot be changed.
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Job Data Tab, continued

1. Probation Code: Certain Job Codes require a Probation Code. Select the appropriate option.
2. Probation End Date: If a Probation Code is entered, you must also complete this field.
3. For many Job Codes, a Step must be entered to populate compensation fields.
4. If a Step is not applicable, you must manually enter the compensation data.

Things to Remember:

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.
Things to Remember:

- Use the Job earnings distributions to indicate if the compensation should be paid using an **Eam Code** other than REG pay. 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.
  
  - Recurring payments are paid over multiple, consecutive pay periods in the same amount.
  
  - 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** [SS1] the new employee had a 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

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

You can also click the button to save this transaction when it is not ready to be submitted.
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>HIREJM</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>Terminath</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td>JOB</td>
<td>09/01/2018</td>
<td>Hallie Smith</td>
<td>1002526</td>
<td>Transfer</td>
<td>United States</td>
</tr>
</tbody>
</table>
Employee Job Record

When your Smart HR Template Transaction is approved on campus, the transaction moves to the UC Path 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 now filled, the rehired employee can update their personal data via Employee Self Service, and any additional updates on the employee records can be initiated by your department. 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, with an effective date of 9/1/2018. Renee previously held a Staff position and occupies another Staff position.

Rene’s job record now looks like this:

<table>
<thead>
<tr>
<th>EFFDT</th>
<th>EMPL RCD</th>
<th>DEPT</th>
<th>POSITION NBR</th>
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<tr>
<td>7/1/2017</td>
<td>0</td>
<td>MATH</td>
<td>40001978</td>
<td>Terminated</td>
</tr>
<tr>
<td>9/1/2018</td>
<td>0</td>
<td>MATH</td>
<td>40001999</td>
<td>Active</td>
</tr>
</tbody>
</table>