

Completing a Rehire Overview

The Rehire Employee business process is applicable to both salaried and wage employees.

Employee Records are used to manage the history of the different jobs an employee may have. An employee's initial hire is assigned to employee record 0. All new employee records are incremented by 1. When adding a new employment instance, Cardinal asks if the new employment instance should be associated to the current employee record. For guidance on when to answer Yes or No to this question see below.

- Answer Yes if the employee is being rehired into the same agency and back into the same employee type (i.e., wage to wage). This will hire the employee back into same employee record they had previously. Use this Job Aid for this process.
- Answer No if the employee is being rehired into a different agency **OR** back into the same agency but into a different employee type (i.e., wage to salaried). This creates a new employee record and hires the employee into it. See the Job Aid titled **HR351_Completing a New Hire** for this process. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The **Personal Organizational Summary** page provides summarized information related to all current or previous jobs an employee has at the Commonwealth of Virginia. This page may also return results for people with no job information in Cardinal. When this is the case, only the employee's name and employee ID display. A review of the information on this page is necessary to determine how to process the rehire.

Personal data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed. Once fully rehired, go to the Modify a Person page to make updates, if applicable.

The Add Employment Instance process is also used when transferring an employee from one agency to another. For further information on transferring employees from one agency to another agency, refer to the Job Aid titled **HR351_Managing an Inter-Agency Transfer**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Before starting the new hire process, validate that all data related to the position is as expected. This includes verifying whether the position is eligible for telework. For more information on reviewing Position Data, see the Job Aids titled **HR351_Managing a Position** and **HR351_Managing an Employee's Telework Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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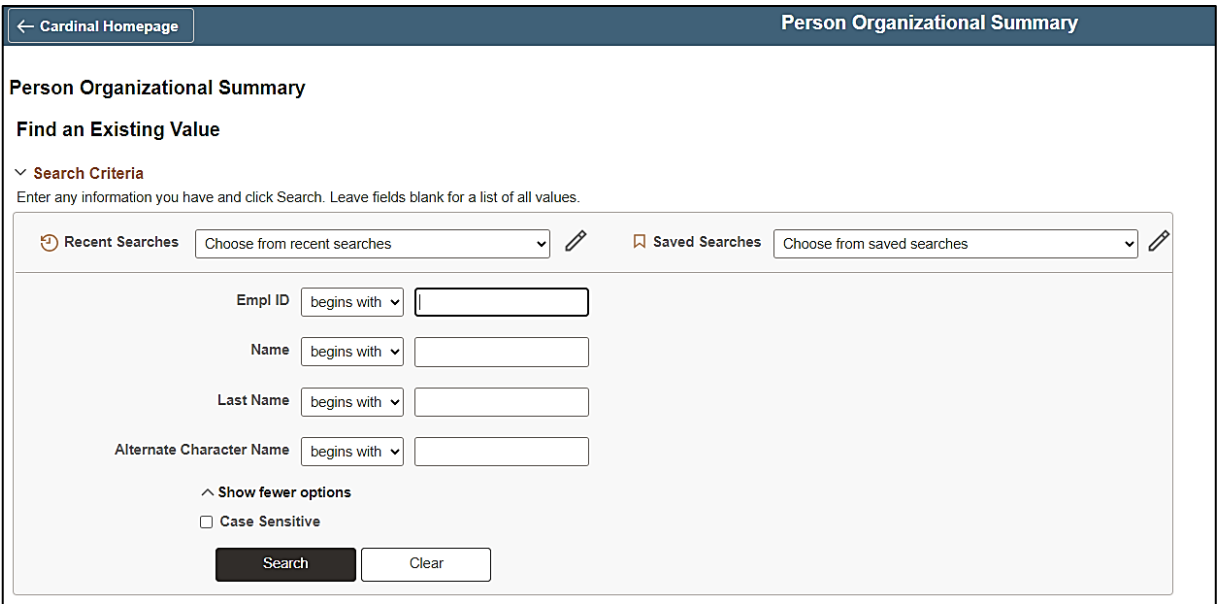

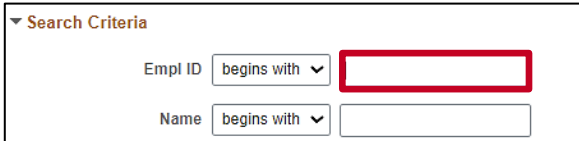



Revision History

Revision Date	Summary of Changes
4/29/2025	Updated the screenshot of the Benefit Program Participation page (Section 1 , after Step 40), updated the screenshot of the Benefits Administration Eligibility section (Section 1 , step 42), and added additional information regarding the Eligibility Fields.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Steps 1, 4, and 44). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

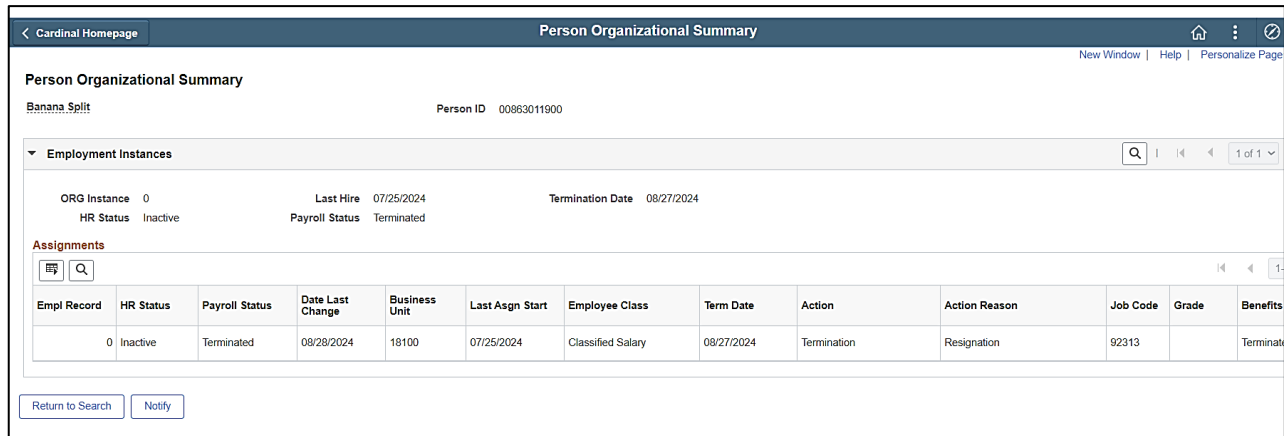
Rehiring an Employee

Before beginning, review the **Person Organizational Summary** page to get information about the employee's previous employment at the Commonwealth of Virginia.

Step	Action
1.	<p>Navigate to the Person Organizational Summary page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Person Organizational Summary</p> <p>The Person Organizational Summary Find an Existing Value page displays.</p> 
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the Employee's ID in the Empl ID field.</p> 
	<p>Users can also search by name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.</p>

Step	Action
3.	Click the Search button.

The **Person Organizational Summary** page displays showing the employee's previous job information.



Person Organizational Summary

Banana Split Person ID 00863011900

Employment Instances

ORG Instance 0 Last Hire 07/25/2024 Termination Date 08/27/2024
 HR Status Inactive Payroll Status Terminated

Assignments

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Action	Action Reason	Job Code	Grade	Benefits
0	Inactive	Terminated	08/28/2024	18100	07/25/2024	Classified Salary	08/27/2024	Termination	Resignation	92313		Terminated

Return to Search Notify



This page provides summarized information regarding any other jobs the person currently holds, or previously held, at the Commonwealth of Virginia. This information helps to determine how to process the employee in Cardinal.

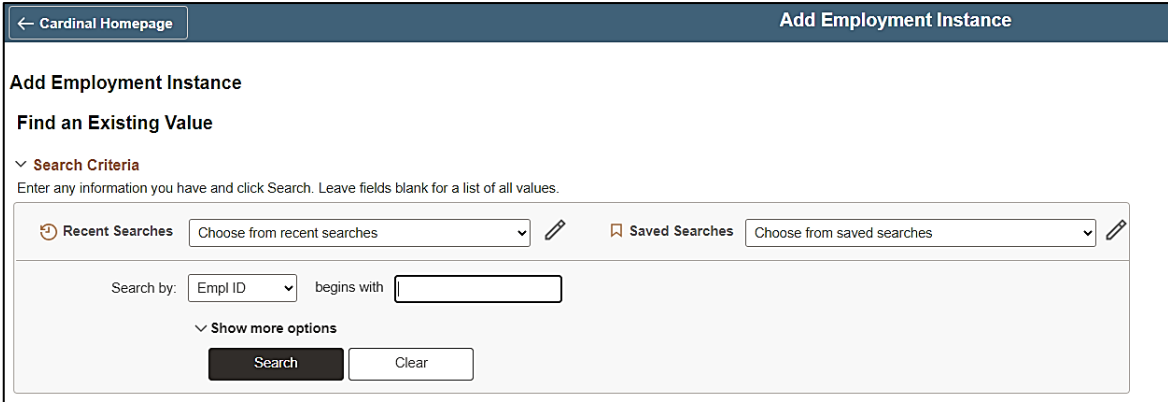

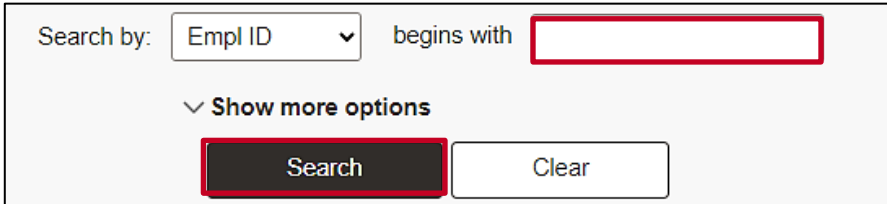

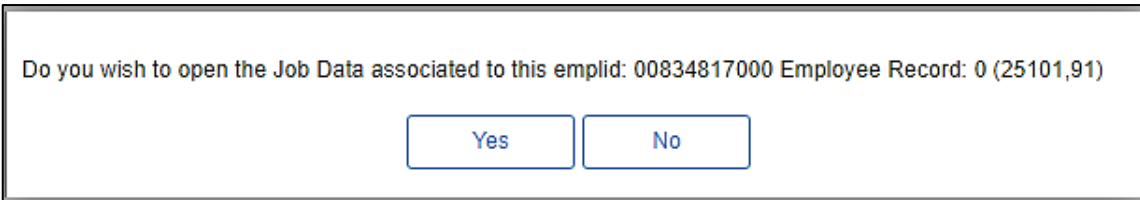

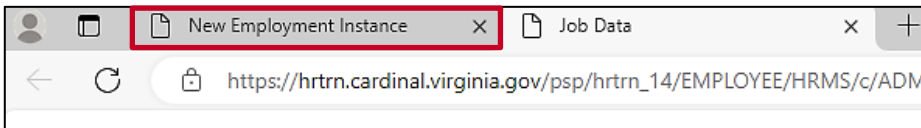
If there is no previous job information for the person in Cardinal, the **Person Organizational Summary** page displays with only the employee's name and Person ID.

Person Organizational Summary

Person ID

Return to Search Notify

4.	<p>Navigate to the Add Employment Instance page using the following path:</p> <p>NavBar > Menu > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance</p>
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Step	Action
	<p>The New Employment Instance Find an Existing Value page displays.</p> 
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
5.	<p>Enter the Employee ID or Person ID and click the Search button.</p> 
	<p>Users may not have to search and may be able to bypass step 5.</p>
	<p>The following message displays.</p> 
	<p>If “Yes” is selected, please go back and click the “x” to close the New Employment Instance tab at the top of your screen.</p> 

Step	Action
6.	<p>For guidance on how to answer this question, review the following scenarios below:</p> <p>Scenario 1:</p> <p>Click the Yes button if the employee is being rehired into the same Agency and back into the same employee type (i.e., wage to wage). This hires the employee back into the same employee record they had previously.</p> <div data-bbox="290 541 1258 709"> <p>Do you wish to open the Job Data associated to this emplid: 00834817000 Employee Record: 0 (25101,91)</p> <div> Yes No </div> </div> <p>Scenario 2:</p> <p>Click the No button if the employee is being rehired into a different Agency or back into the same Agency but into a different employee type (i.e., wage to salaried). The New Employment Instance page displays. Clicking the Add Relationship button creates a new employee record that the employee is hired into. Refer to page 19 of the Job Aid titled HR351_Completing a New Hire to finish this rehire. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p> <div data-bbox="290 997 774 1167"> <p>New Employment Instance</p> <p>Empl ID 00834817000</p> <p>Empl Record 1</p> <div>Add Relationship</div> </div>



Human Resources Job Aid

HR351_Completing a Rehire

Step	Action
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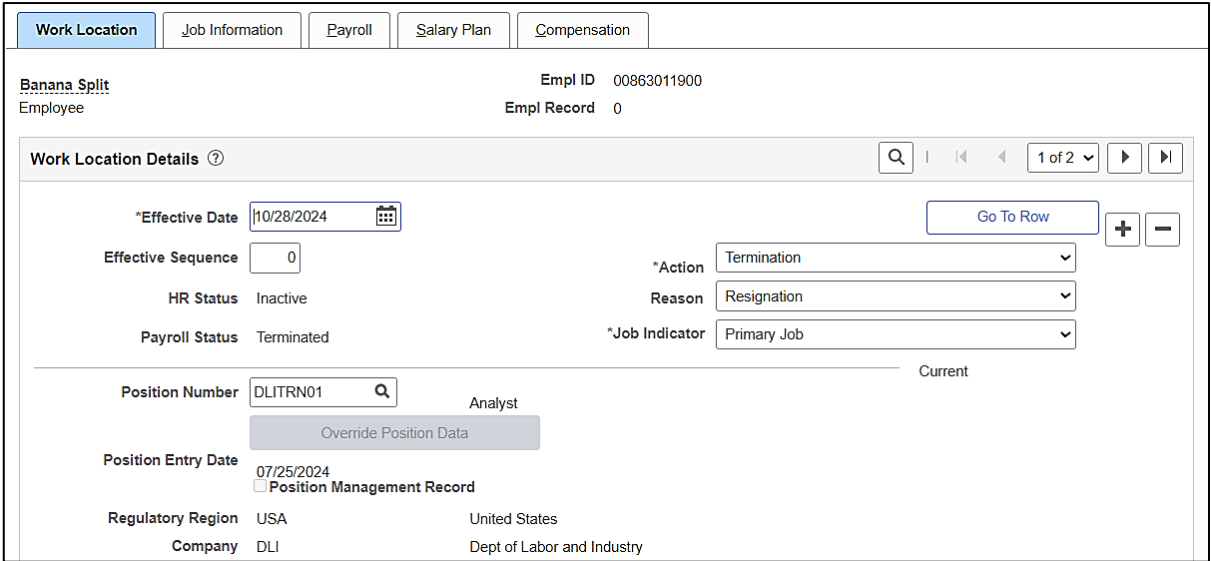
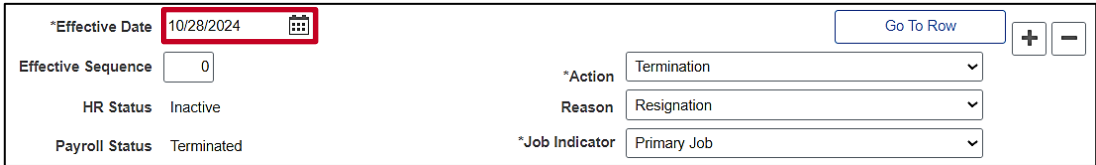
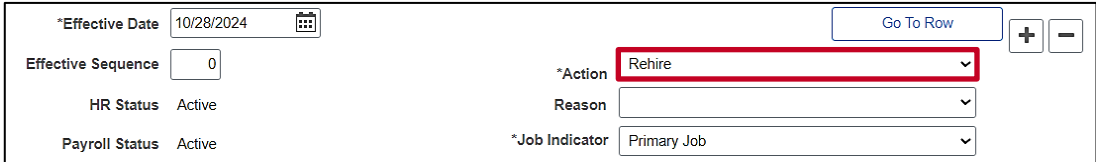

After clicking the **Yes** button, the **Job Data** page displays the current record with the latest transaction being the previous termination action for the employee.



Work Location	Job Information	Payroll	Salary Plan	Compensation
Banana Split Employee		Empl ID 00863011900 Empl Record 0		
Work Location Details ?				
*Effective Date 08/28/2024				
Effective Sequence 0				
HR Status Inactive				
Payroll Status Terminated				
*Action Termination				
Reason Resignation				
*Job Indicator Primary Job				
Position Number DLITRN01				
Analyst				
Override Position Data				
Position Entry Date 07/25/2024				
Position Management Record				
Regulatory Region USA				
Company DLI				
Business Unit 18100				
Department 18100				
Department Entry Date 07/25/2024				

7.

Continue by clicking the **Add a Row** button (+) to add a new effective dated row.

Work Location Details
*Effective Date 08/28/2024
Effective Sequence 0
HR Status Inactive
Payroll Status Terminated
*Action Termination
Reason Resignation
*Job Indicator Primary Job
Position Number DLITRN01
Analyst
Override Position Data
Position Entry Date 07/25/2024
Position Management Record
Regulatory Region USA
Company DLI
Business Unit 18100
Department 18100
Department Entry Date 07/25/2024

Step	Action
The Job Data page refreshes with the new row.	
	
8.	<p>The Effective Date field defaults to the current system date. Update this date to the date of the rehire as needed.</p> 
9.	<p>Click the Action dropdown button and select “Rehire”.</p> 
	<p>The action of “Rehire” is only available if the employee has a historical job record (employee record) in Cardinal. When Cardinal was established, all employee personal data from PMIS was converted into Cardinal, but not all inactive employment history (job data) was converted. Therefore, the action of “Hire” and reason of “New Hire” must be used if no Cardinal employment history (job record) exists. The Employment Data page is used to address prior service using the appropriate fields.</p>

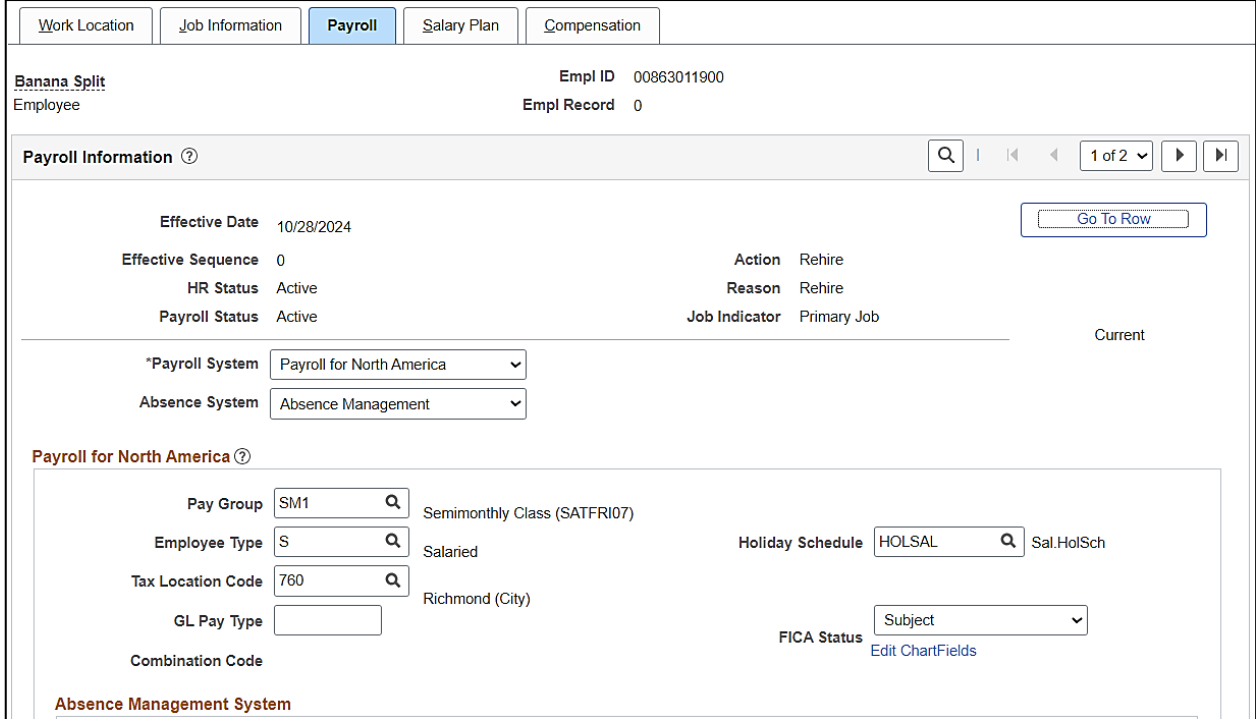
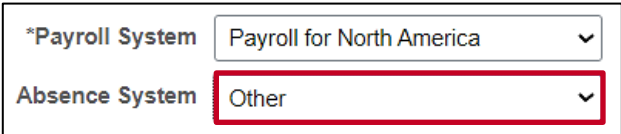
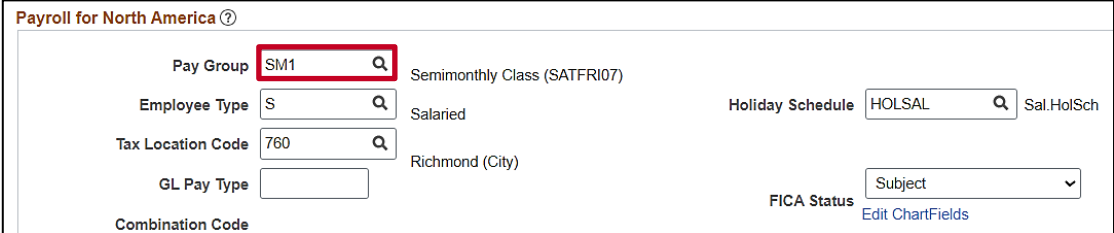

Step	Action
10.	<p>Click the Reason dropdown button and select the applicable reason for “Rehire”.</p> <div> <div> <div>*Effective Date10/28/2024</div> <div>Go To Row</div> <div>+</div> <div>-</div> </div> <div> <div>Effective Sequence0</div> <div>*ActionRehire</div> <div>ReasonRehire</div> <div>*Job IndicatorPrimary Job</div> </div> </div> <p>HR Status Active Payroll Status Active</p>
	<p>For further information on valid Action and Reason code combinations, see the Job Aid titled HR351_Action Reason Codes. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
<p>A message displays asking and the user must confirm that the effective date matches the Job Begin Date.</p> <div> <p>Confirm that the effective date matches the Job Begin Date on the New Hire paperwork. (25101,146)</p> <p>Confirm that the effective date matches the Job Begin Date on the New Hire paperwork. Otherwise, correction by the Cardinal PPS Team would be required</p> <div>OK</div> </div>	
11.	<p>Confirm the effective date and click the OK button.</p> <div>OK</div>
12.	<p>Enter the Position Number in the Position field and press the Tab key.</p> <div> <div> <div>Position NumberDLITRN01</div> <div>Analyst</div> <div>Override Position Data</div> </div> <div> <div>Position Entry Date10/28/2024</div> <div><input type="checkbox"/> Position Management Record</div> </div> </div>
	<p>The Work Location tab refreshes and the remaining Position data populates based upon the selected Position Number. Review the information. If the Position data is not correct, cancel the transaction and make corrections to the Position before assigning the employee to the position. For further information on updating Position Data, see the Job Aid titled HR351_Managing Position Data. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
13.	<p>If the Position data is correct, click the Job Information tab at the top of the page.</p> <div> <div>Work Location</div> <div>Job Information</div> <div>Payroll</div> <div>Salary Plan</div> <div>Compensation</div> </div> <div> <div>Banana Split</div> <div>Employee</div> <div>Empl ID00863011900</div> <div>Empl Record0</div> </div>



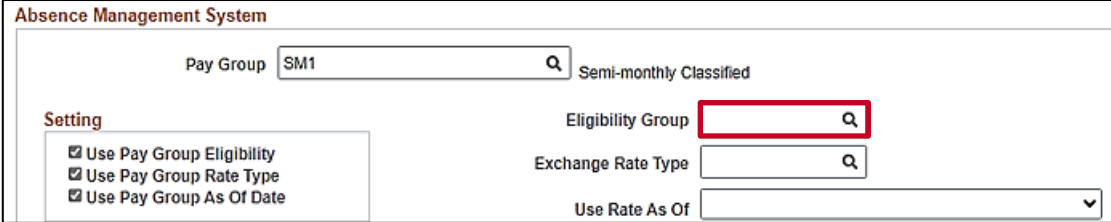

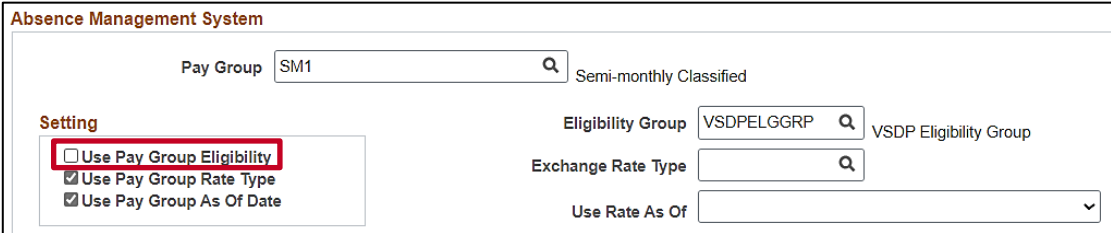
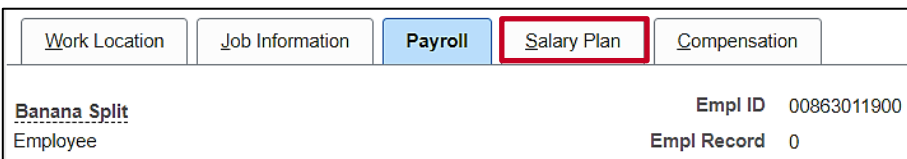
Human Resources Job Aid

HR351_Completing a Rehire

Step	Action
	<p>The Job Information tab displays.</p> <div><div>Work LocationJob InformationPayrollSalary PlanCompensation</div><div><div>Banana SplitEmployee</div><div>Empl ID 00863011900 Empl Record 0</div></div><div><div>Job Information Details ?</div><div><div>Effective Date10/28/2024</div><div>Effective Sequence0</div><div>HR StatusActive</div><div>Payroll StatusActive</div></div><div><div>ActionRehire</div><div>ReasonRehire</div><div>Job IndicatorPrimary Job</div><div>Current</div></div><div><div>Job Code92313</div><div>Entry Date10/28/2024</div><div>Supervisor LevelE</div><div>Reports ToDLI00069 View Current Incumbents</div><div>Regular/TemporaryRestricted</div><div>Empl ClassClassified</div><div>Regular ShiftNot Applicable</div><div>Classified IndClassified</div></div><div><div>Analyst</div><div>SOC Code</div><div>EmployeeSupervisor NameDLI0006900862330500 JOHN DOE</div><div>Public Outreach Marketing Spec00862330500 JOHN DOE</div><div>Full/PartFull-Time</div><div>*Officer CodeNone</div><div>Shift Rate</div><div>Shift Factor</div></div><div><div>Standard Hours ?</div><div>Standard Hours40.00</div><div>FTE1.000000</div><div>Work PeriodWWeekly</div><div>Adds to FTE Actual Count?</div><div>Encumbrance Override</div></div></div></div> <div>Go To Row</div>

Step	Action
<p>The Payroll tab displays.</p> 	
16.	<p>The Absence System field may default to “Other”. If the employee is Wage, keep the default of “Other”. If the employee’s Agency uses Cardinal Absence Management and the employee is salaried, click the dropdown button and select “Absence Management”.</p> 
17.	<p>Click the Pay Group Look Up icon and select the applicable Pay Group within the Payroll for North America section.</p> 
	<p>The Employee Type and Holiday Schedule fields default based on the Pay Group selection.</p>


Step	Action
18.	<p>Click the Tax Location Code Look Up icon and select the applicable tax location code.</p> <div> Payroll for North America ? <div> <div>Pay Group</div> <div>SM1</div> <div>Q</div> </div> <div>Semimonthly Class (SATFRI07)</div> <div>Employee Type</div> <div>S</div> <div>Q</div> <div>Salaried</div> <div>Holiday Schedule</div> <div>HOLSAL</div> <div>Q</div> <div>Sal.HolSch</div> <div>Tax Location Code</div> <div>760</div> <div>Q</div> <div>Richmond (City)</div> <div>GL Pay Type</div> <div></div> <div>FICA Status</div> <div>Subject</div> <div>▼</div> <div>Edit ChartFields</div> <div>Combination Code</div> </div>

Step	Action
21.	<p>Click the Eligibility Group Look Up icon and select the applicable eligibility group.</p> 
	<p>For further information on selecting the correct eligibility group, see the Job Aid titled TA374_Absence Management Leave Types and Eligibility. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
22.	<p>De-select the Use Pay Group Eligibility checkbox option.</p> 
23.	<p>Once the payroll information is entered, click the Salary Plan tab at the top of the page.</p> 



Human Resources Job Aid

HR351_Completing a Rehire

Step	Action
	<p>The Salary Plan tab displays.</p> <div><div>Work LocationJob InformationPayrollSalary PlanCompensation</div><div>Banana Split EmployeeEmpl ID 00863011900 Empl Record 0</div><div><div>Salary Plan Details ?</div><div><div>Effective Date 10/28/2024</div><div>Effective Sequence 0</div><div>HR Status Active</div><div>Payroll Status Active</div><div>Salary Admin Plan UG</div><div>Grade</div><div>Step</div><div><input type="checkbox"/> Includes Wage Progression Rule</div><div>Action Rehire</div><div>Reason Rehire</div><div>Job Indicator Primary Job</div><div>Current</div><div>Ungraded</div><div>Grade Entry Date</div><div>Step Entry Date</div></div><div>Go To Row</div></div><div>Job DataEmployment DataEarnings DistributionBenefits Program Participation</div><div>SaveReturn to SearchNotifyRefreshUpdate/DisplayInclude History</div><div>Work Location Job Information Payroll Salary Plan Compensation</div></div>
24.	Review the salary plan information. If the salary plan information is not correct, cancel the transaction, confirm job code accuracy, and make corrections on the position record before assigning the employee to the Position.
	For further information on updating Position Data, see the Job Aid titled HR351_Managing Position Data . This Job Aid can be found on the Cardinal website in Job Aids under Learning .
25.	<p>If the salary plan information is correct, click the Compensation tab.</p> <div><div>Work LocationJob InformationPayrollSalary PlanCompensation</div><div>Banana Split EmployeeEmpl ID 00863011900 Empl Record 0</div></div>



Human Resources Job Aid

HR351_Completing a Rehire

Step	Action
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The **Compensation** tab displays.

Work Location | Job Information | Payroll | Salary Plan | **Compensation**

Banana Split Employee Empl ID 00863011900
Empl Record 0

Compensation Details ⓘ

Effective Date 10/28/2024 Go To Row

Effective Sequence 0 Action Rehire
HR Status Active Reason Rehire
Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 2,125.000000 *Frequency S Q Semimonthl

▶ Comparative Information ⓘ

▶ Pay Rates ⓘ

Default Pay Components

Pay Components ⓘ

Amounts | Controls | Changes | Conversion | ⌵

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 STATE Q	0	51,000.000000	USD Q	A Q		+	-

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh Update/Display | Include History

Work Location | Job Information | Payroll | Salary Plan | Compensation

26. Click the ***Frequency Look Up** icon and select the applicable pay frequency.

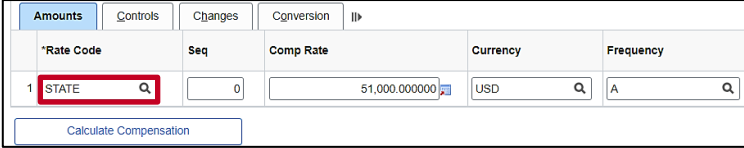

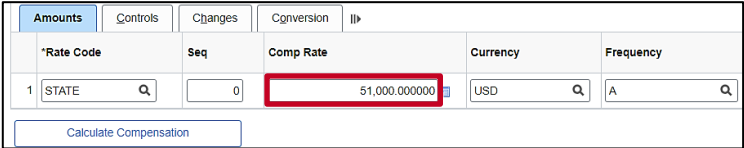
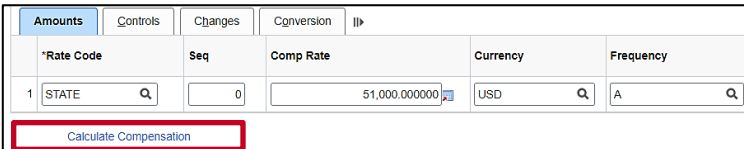
Action Rehire
Reason Rehire
Job Indicator Primary Job Current

*Frequency S Q Semimonthl

27. Click the **Default Pay Components** button.

▶ Pay Rates ⓘ

Default Pay Components

Step	Action
28.	<p>Click the Rate Code Look Up icon and select the applicable rate code.</p> 
	<p>The Currency will always be “USD” and the Frequency field defaults based on the Rate Code selected. Do not update these fields.</p>
29.	<p>Enter the applicable compensation amount in the Comp Rate field as either an annual or hourly compensation amount.</p> 
30.	<p>Click the Calculate Compensation button.</p> 

The **Compensation Rate** field is automatically updated.

Banana Split Employee Empl ID 00863011900 Empl Record 0

Compensation Details 1 of 2

Effective Date 10/29/2024 Go To Row

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Rehire

Reason Rehire

Job Indicator Primary Job

Current

Compensation Rate 2,125.000000

*Frequency S Semimonthly

► Comparative Information

► Pay Rates

Default Pay Components

Pay Components

1 of 1

Amounts	Controls	Changes	Conversion	IL	
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	51,000.000000	USD	A	

Calculate Compensation

Step	Action
31.	Click the Employment Data link at the bottom of the page. <div> <div>Job Data</div> <div>Employment Data</div> <div>Earnings Distribution</div> <div>Benefits Program Participation</div> </div>

The **Employment Information** page displays.

Employment Information

Banana Split

Empl ID 00863011900

Employee

Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0

Original Start Date 07/25/2024

☐ Override

Last Start Date 07/25/2024

First Start Date 07/25/2024

Years

Months

Days

Termination Date

Org Instance Service Date 07/25/2024

☐ Override

0

3

3

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 10/28/2024

First Assignment Start 07/25/2024

Assignment End Date

Home/Host Classification Home

Years

Months

Days

Time Reporter Data

Company Seniority Date 07/25/2024

☐ Override

0

3

3

Benefits Service Date 07/25/2024

☐ Override

0

3

3

Seniority Pay Calc Date 07/25/2024

☐ Override

0

3

3

VSDP Sick/PER Leave Effct Date 07/25/2024

0

3

3

Probation Date

Last Verification Date

Business Title Analyst

*Employee Eligible for Telework?

Employee Eligible for Telework

Tenure Status/Contract Type

Alternate Leave Plan


☒ Alternate Work Schedule


VSDP Enroll Date

Agency Use Field 1

Agency Use Field 2

Agency Use Field 3

	For a detailed description of the date fields on the Employment Information page, refer to the Job Aid titled HR351_Managing Service Dates and Breaks in Service . This Job Aid can be found on the Cardinal website in the Job Aids under Learning .
32.	In the Instance Record section under Organizational Assignment Data , enter or select the date probation ends in the Probation Date field, if applicable. <div> <div>Probation Date</div> <div></div> </div>

Step	Action
33.	<p>Select the appropriate value for the *Employee Eligible for Telework field using the dropdown button provided.</p> <div> <div>*Employee Eligible for Telework?</div> <div>Employee Eligible for Telework ▼</div> <div>Alternate Leave Plan <input type="text"/></div> <div><input checked="" type="checkbox"/> Alternate Work Schedule</div> <div>VSDP Enroll Date <input type="text"/></div> </div>
	<p>For further information on selecting the appropriate telework option, see the Job Aid titled HR351_Managing Employee Teleworker Data. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
34.	<p>If the Agency does not use Cardinal Absence Management, the Alternate Leave Plan field must be completed based on the employee's leave program (i.e., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal Employee Self-Service (ESS).</p> <div> <div>*Employee Eligible for Telework?</div> <div>Employee Eligible for Telework ▼</div> <div>Alternate Leave Plan <input type="text"/></div> <div><input checked="" type="checkbox"/> Alternate Work Schedule</div> <div>VSDP Enroll Date <input type="text"/></div> </div>
35.	<p>Enter the enrollment date in the VSDP Enroll Date fields. This field is provided to VNAV and is used by the VSDP vendor to determine the original program enrollment date. A rehire will have a one-year waiting period for VSDP enrollment. After the waiting period, the original VSDP enrollment date will apply with their program eligibility. HR Analysts should refer to program rules and confer with DHRM and/or VRS if this effective date is not clear.</p> <div> <div>*Employee Eligible for Telework?</div> <div>Employee Eligible for Telework ▼</div> <div>Alternate Leave Plan <input type="text"/></div> <div><input checked="" type="checkbox"/> Alternate Work Schedule</div> <div>VSDP Enroll Date <input type="text"/></div> </div>
36.	<p>In the Person Employment Dates section, enter the original hire date in the Continuous State Service Date field. This field is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance and benefits at layoff for VPA covered employees, if applicable.</p> <div> <div>Person Employment Dates ?</div> <div> <div>Continuous State Service Date</div> <div>08/10/2021</div> <div>Previous State Service Months</div> <div>0</div> <div>Annual Leave Eligibility Date</div> <div>08/10/2021</div> <div>Veteran's Service Credit Months</div> <div>0</div> <div>Total Service Credit Months</div> <div>0</div> </div> </div>

Step	Action												
37.	<p>Enter the original hire date in the Annual Leave Eligibility Date field. This field must be updated for all VPA covered employees and salaried employees for agencies that use Cardinal's Absence Management and auto populates the Company Seniority Date field.</p> <div><div>Person Employment Dates ?</div><table><tr><td>Continuous State Service Date</td><td>08/10/2021</td><td>Previous State Service Months</td><td>0</td></tr><tr><td>Annual Leave Eligibility Date</td><td>08/10/2021</td><td>Veteran's Service Credit Months</td><td>0</td></tr><tr><td></td><td></td><td>Total Service Credit Months</td><td>0</td></tr></table></div>	Continuous State Service Date	08/10/2021	Previous State Service Months	0	Annual Leave Eligibility Date	08/10/2021	Veteran's Service Credit Months	0			Total Service Credit Months	0
Continuous State Service Date	08/10/2021	Previous State Service Months	0										
Annual Leave Eligibility Date	08/10/2021	Veteran's Service Credit Months	0										
		Total Service Credit Months	0										
38.	<p>Enter the service months in the Previous State Service Months field. Use the hire date as the effective date. This field is used when there is a break in service (Rehires only). If this information is not available at the time of rehire, this information can be entered later.</p> <div><div>Person Employment Dates ?</div><table><tr><td>Continuous State Service Date</td><td>08/10/2021</td><td>Previous State Service Months</td><td>0</td></tr><tr><td>Annual Leave Eligibility Date</td><td>08/10/2021</td><td>Veteran's Service Credit Months</td><td>0</td></tr><tr><td></td><td></td><td>Total Service Credit Months</td><td>0</td></tr></table></div>	Continuous State Service Date	08/10/2021	Previous State Service Months	0	Annual Leave Eligibility Date	08/10/2021	Veteran's Service Credit Months	0			Total Service Credit Months	0
Continuous State Service Date	08/10/2021	Previous State Service Months	0										
Annual Leave Eligibility Date	08/10/2021	Veteran's Service Credit Months	0										
		Total Service Credit Months	0										
39.	<p>Enter the months of veteran's service in the Veterans Service Credit Months field, if applicable.</p> <div><div>Person Employment Dates ?</div><table><tr><td>Continuous State Service Date</td><td>08/10/2021</td><td>Previous State Service Months</td><td>0</td></tr><tr><td>Annual Leave Eligibility Date</td><td>08/10/2021</td><td>Veteran's Service Credit Months</td><td>16</td></tr><tr><td></td><td></td><td>Total Service Credit Months</td><td>0</td></tr></table></div>	Continuous State Service Date	08/10/2021	Previous State Service Months	0	Annual Leave Eligibility Date	08/10/2021	Veteran's Service Credit Months	16			Total Service Credit Months	0
Continuous State Service Date	08/10/2021	Previous State Service Months	0										
Annual Leave Eligibility Date	08/10/2021	Veteran's Service Credit Months	16										
		Total Service Credit Months	0										
<div><div>i</div></div>	<p>The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. The Total Service Credit Months field is a read-only field. It is auto populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies.</p> <div><div>Person Employment Dates ?</div><table><tr><td>Continuous State Service Date</td><td>08/10/2021</td><td>Previous State Service Months</td><td>0</td></tr><tr><td>Annual Leave Eligibility Date</td><td>08/10/2021</td><td>Veteran's Service Credit Months</td><td>16</td></tr><tr><td></td><td></td><td>Total Service Credit Months</td><td>16</td></tr></table></div>	Continuous State Service Date	08/10/2021	Previous State Service Months	0	Annual Leave Eligibility Date	08/10/2021	Veteran's Service Credit Months	16			Total Service Credit Months	16
Continuous State Service Date	08/10/2021	Previous State Service Months	0										
Annual Leave Eligibility Date	08/10/2021	Veteran's Service Credit Months	16										
		Total Service Credit Months	16										
40.	<p>Click the Benefits Program Participation link at the bottom of the page.</p> <div><div>Job Data</div><div>Employment Data</div><div>Earnings Distribution</div><div>Benefits Program Participation</div></div>												



Step	Action
	<p>The Benefit Program Participation page displays.</p> <div><div>Benefit Program Participation</div><div><div>Employee Empl ID Empl Record 1</div><div><div>Benefit Status</div><div><div>Benefit Record Number 1</div><div>Effective Date 01/01/2025</div><div>Effective Sequence 0</div><div>HR Status Active</div><div>Payroll Status Active</div><div>Action Rehire</div><div>Reason Rehire</div><div>Job Indicator Primary Job</div><div>*Benefits System Benefits Administration</div><div>Annual Benefits Base Rate</div><div>USD</div><div>Current Benefits Employee Status Active</div><div>ACA Eligibility Details</div><div>Benefits Administration Eligibility</div><div><div>BAS Group ID OEC</div><div>OE State</div><div>Elig Fld 1 HBY0000</div><div>Elig Fld 2 999001000</div><div>Elig Fld 3 N</div><div>Elig Fld 4</div><div>Elig Fld 5</div><div>Elig Fld 6 30999</div><div>Elig Fld 7</div><div>Elig Fld 8 12-24</div><div>Elig Fld 9 SF-GB</div></div></div><div><div>Benefit Program Participation Details</div><div><div>Effective Date 04/25/2024</div><div>Currency Code USD</div><div>Benefit Program SAL</div><div>Salaried Employee Benefit Pgm</div></div></div><div><div>Job Data</div><div>Employment Data</div><div>Earnings Distribution</div><div>Benefits Program Participation</div></div><div><div>Save</div><div>Return to Search</div><div>Previous in List</div><div>Next in List</div><div>Notify</div><div>Refresh</div><div>Update/Display</div><div>Include History</div></div></div></div></div>
41.	Review the Benefits Program Participation information and validate for accuracy.

Step	Action
42.	<p>The eligibility fields will default from the previous row. Update the Elig Fld 2, 3, 8, and 9 fields as needed using the following information:</p> <ul style="list-style-type: none">• Elig Fld 2 – update to the applicable Healthcare Group ID (Department value). These values are provided to the health benefit vendors and reflect the group in which the employee is enrolled (DHRM provided 9-digit number)• Elig Fld 3 – update as needed: select “Y” when time is entered by the employee or select “N” when time is entered by a Timekeeper or time is interfaced. Elig Fld 3 should only be completed for PY/TA agencies. Otherwise, Elig Fld 3 should be left blank. Selecting “Y” gives the employee modify access to the timesheet. Selecting “N” or leaving the field blank gives the employee view only access to the timesheet• Elig Fld 8 – update as needed: select the applicable pay frequency (i.e., salaried is “12-24” and hourly is “12-26”)• Elig Fld 9 – update as needed: select the applicable value. These values represent the nature of the employee and how the employee health premiums are paid. Select the breakdown of how the benefits payment will be split between the employee (EE) and the employer (ER)
	<div><div>Benefits Administration Eligibility</div><div><div><div>BAS Group ID</div><div>OEC</div></div><div><div>OE State</div><div></div></div><div><div>Elig Fld 1</div><div>HBV0000</div></div><div><div>Elig Fld 2</div><div>999001000</div></div><div><div>Elig Fld 3</div><div>N</div></div><div><div>Elig Fld 4</div><div></div></div><div><div>Elig Fld 5</div><div></div></div><div><div>Elig Fld 6</div><div>30999</div></div><div><div>Elig Fld 7</div><div></div></div><div><div>Elig Fld 8</div><div>12-24</div></div><div><div>Elig Fld 9</div><div>SF-GB</div></div></div></div>
<div><div></div><div>i</div></div>	<p>Do not make any updates to the Benefit Program Participation Details section.</p> <p>For further information on the Eligibility Configuration valid values, refer to the Job Aid titled BN361_Overview of the Eligibility Configuration Fields. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
43.	<p>Click the Save button.</p> <div><div><div>Job Data</div><div>Employment Data</div></div><div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Refresh</div></div></div>
<div><div></div><div>i</div></div>	<p>Navigate to the Modify a Person page to update the employee’s personal information which includes name, address, phone and email address. For further information on updating personal information, refer to the Job Aid titled HR351_Viewing and Maintaining Personal Data. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
44.	<p>Navigate to the Additional Pay page to using the following navigation:</p> <p>NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</p>

Step	Action
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The **Create Additional Pay Find an Existing Value** page displays.

Scenario: The employee was rehired with an effective date of 10/31/2024. Ensure that there are no additional pay transactions with an end date later than 10/31/2024 or with no end date.

← Cardinal Homepage

Create Additional Pay

Create Additional Pay

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Empl ID

begins with

Empl Record

=

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

^ Show fewer options

☐ Case Sensitive

☐ Include History

☐ Correct History

Search

Clear



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

45.

Enter the rehired Employee's ID in the **Empl ID** field.

Empl ID

begins with

Empl Record

=

Name

begins with

Last Name

begins with

Second Last Name

begins with

Alternate Character Name

begins with

Middle Name

begins with

^ Show fewer options

☐ Case Sensitive

☐ Include History

☐ Correct History

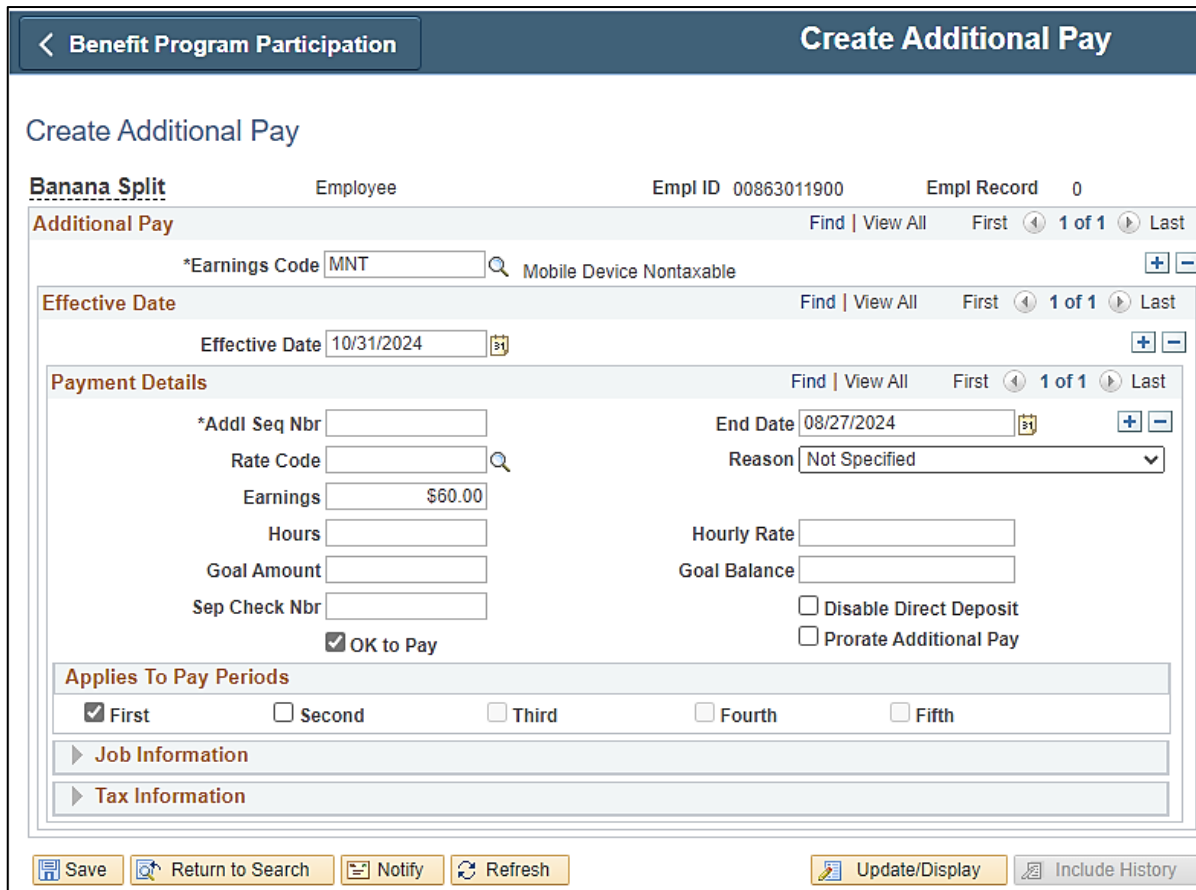
Search


Clear

Step	Action
46.	<p>Click the Include History checkbox.</p> <div> <div> Empl ID <input type="text" value="begins with"/> Empl Record <input type="text" value="="/> Name <input type="text" value="begins with"/> Last Name <input type="text" value="begins with"/> Second Last Name <input type="text" value="begins with"/> Alternate Character Name <input type="text" value="begins with"/> Middle Name <input type="text" value="begins with"/> ^ Show fewer options </div> <div> <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History </div> <div> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div> </div>
47.	<p>Click the Search button.</p> <div> <div> Empl ID <input type="text" value="begins with"/> Empl Record <input type="text" value="="/> Name <input type="text" value="begins with"/> Last Name <input type="text" value="begins with"/> Second Last Name <input type="text" value="begins with"/> Alternate Character Name <input type="text" value="begins with"/> Middle Name <input type="text" value="begins with"/> ^ Show fewer options </div> <div> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History </div> <div> <input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> </div> </div>

Step	Action
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The **Create Additional Pay** page displays.



48.	Verify that there are no active additional pay transactions prior to the rehire effective date for the employee. In this example, the end date of "8/27/2024" is prior to the rehire effective date. Therefore, no action is needed. If there was no end date or an end date after the rehire effective date, a transaction should be entered to stop the Additional Pay.
	To stop an Additional Pay transaction, refer to the job aid titled HR351_Processing Additional Pays . This Job Aid can be found on the Cardinal website in Job Aids under Learning .

Agency Next Steps after Entering the Rehire

Be sure to enter/review the employee's citizenship, update the employee's personal data, and add telework agreement if one has been established/approved.

- For further information on entering citizenship information, updating personal data and telework agreement, see the Job Aids titled **HR351_Viewing and Modifying Personal Data** and **HR351_Maintain Employee Teleworker Data**. These job aids can be found on the Cardinal website in **Job Aids** under **Learning**

If the Agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog**. The reports catalog can be found on the Cardinal website in **Reports Catalog** under **Resources**.

Communicate with the employee to update state and federal withholding forms, direct deposit elections, etc. per established business practices. If the tax withholding paper is not collected and entered prior to the first payroll period, withholdings will default to single and zero. State taxes will default to Virginia.

Coordinate with Agency Benefits Administrators to ensure that eligible employees complete their benefit elections (within 30 days per OHB policy).

- For further information on completing benefit elections, see the Job Aid titled **BN361_Completing a New Hire Enrollment**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

Coordinate with an Agency Time and Labor (TL) Administrators to ensure that all employees are assigned the applicable Work Schedule (can be assigned by either a TL Administrator or the employee's supervisor) and review their TA eligibilities (i.e., overtime, comp leave, etc.).

- For further information on assigning work schedules, see the Job Aid titled **TA_Maintaining Employee Work Schedules**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**