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 <u>same agency</u> and back into the <u>same employee type</u> (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 <u>different agency</u> **OR** back into the <u>same agency but into a different employee type</u> (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 you may see 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.
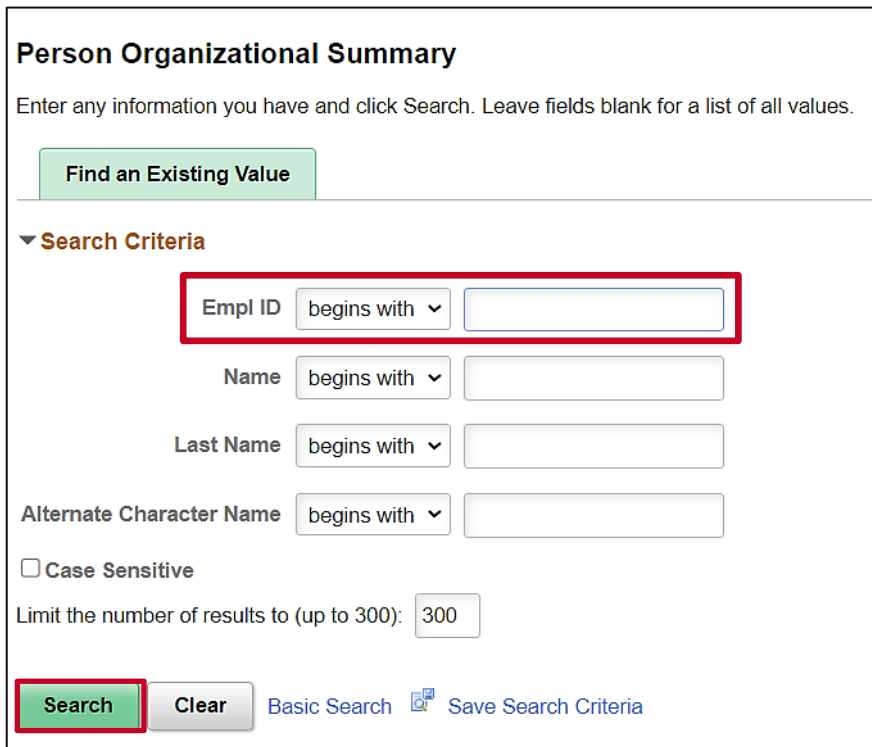
Table of Contents

Rehiring an Employee

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

1. Navigate to the **Person Organizational Summary** page using the following path:

   Menu > Workforce Administration > Personal Information > Person Organizational Summary

The **Person Organizational Summary** page displays.

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

   Note: You 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.

3. Click the **Search** button.

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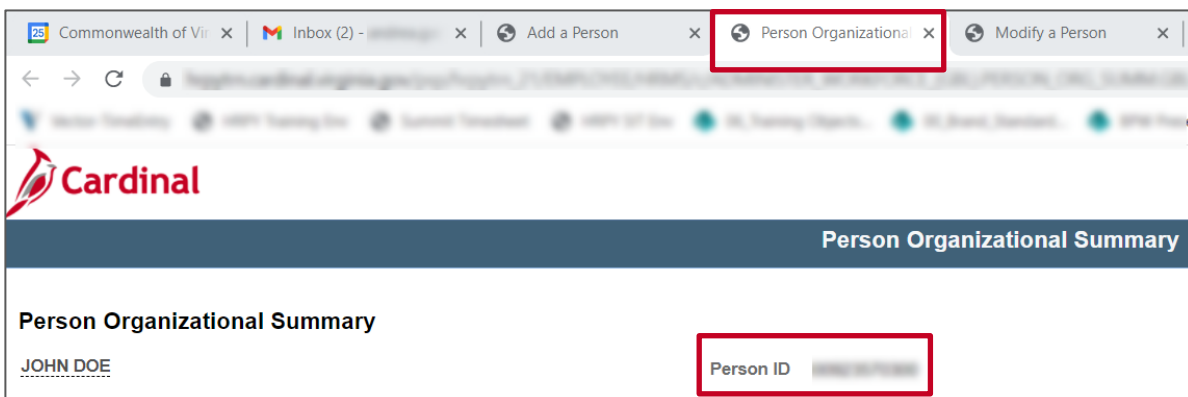

Note: This page provides summarized information regarding any other jobs the person currently or previously held at the Commonwealth of Virginia. This information helps to determine how to process the employee in Cardinal.

Note: 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.

4. Copy the **Person ID** and close the **Person Organizational Summary** tab at the very top of the screen.

5. Navigate to the **Add Employment Instance** page using the following path:

    Menu > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance

    Add Employment Instance

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

    [Find an Existing Value]

    ▼ Search Criteria

    Search by: [Empl ID ▼]   begins with [   ]

    Limit the number of results to (up to 300): [300]

    [Search]   Advanced Search

6. Enter the **Employee ID** or **Person ID** and click the **Search** button.

    Do you wish to open the Job Data associated to this emplid: ████████ Employee Record: 0 (25101,91)

    [Yes]   [No]

7. **Note**: For guidance on how to answer this question, review the following scenarios below:

    Scenario 1:

    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 same employee record they had previously.
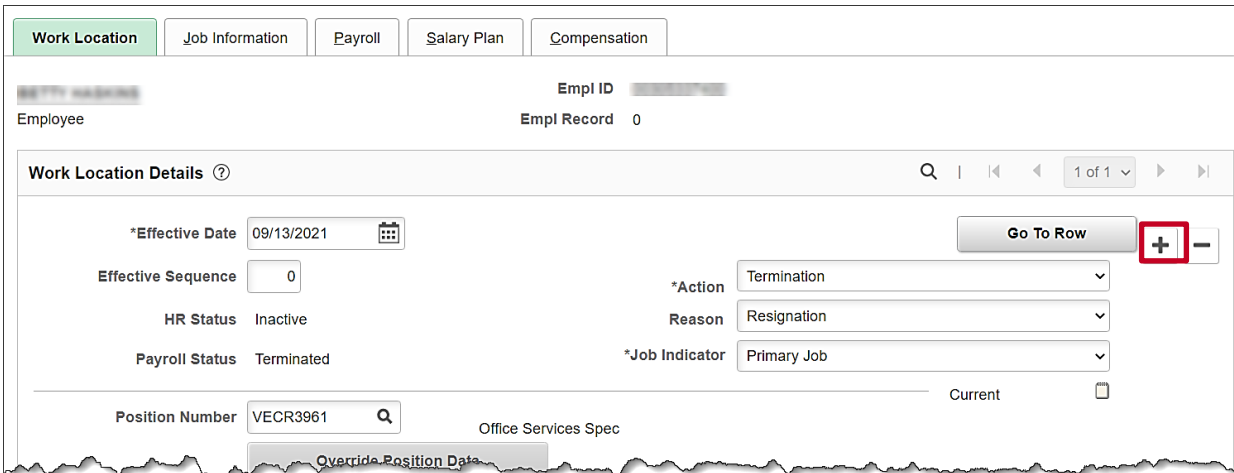
    New Employment Instance

    Empl ID   ████████

    Empl Record   0

    [Add Relationship]

Scenario 2:

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 and clicking the **Add Relationship** button creates a new employee record that the employee is hired into. Refer to page 17 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**.

After clicking the **Yes** button, the **Job Data** page displays the current record of the termination action.

Scenario 1 continues with the following step.

8.   Click the **Add a Row** button to add a new effective dated row.

The page refreshes with the new row.

9. The **Effective Date** field defaults to the current system date. Update this date to the date of the rehire as needed.

10. Click the **Action** dropdown button and select the "Rehire".

    Note: 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.

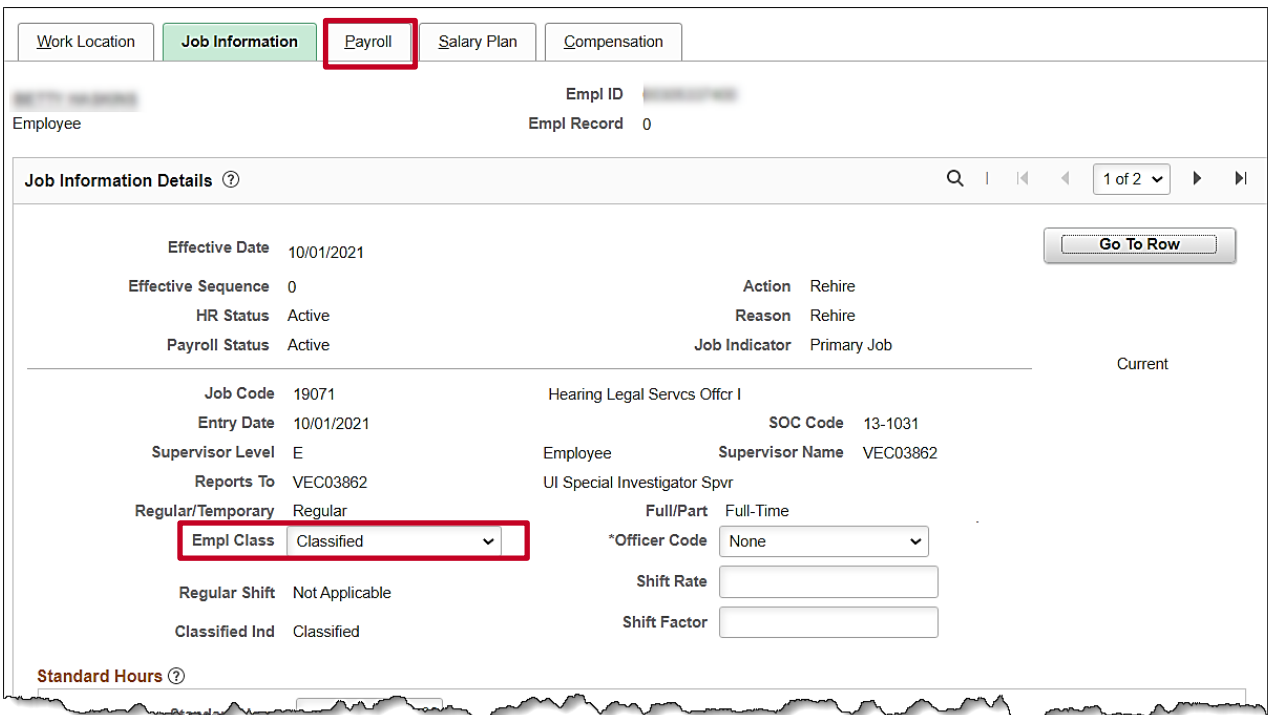11. Click the **Reason** dropdown button and select the applicable reason for rehire.

    Note: 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**.

12. Enter the position number in the **Position** field and press the Tab key on your keyboard.

    Note: 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**.

13. If the Position Data is correct, click the **Job Information** tab.

The **Job Information** tab displays.

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

Employee   Empl ID

Job Information Details ⑦   🔍 | ⏮ ◀ 1 of 2 ▾ ▶ ⏭
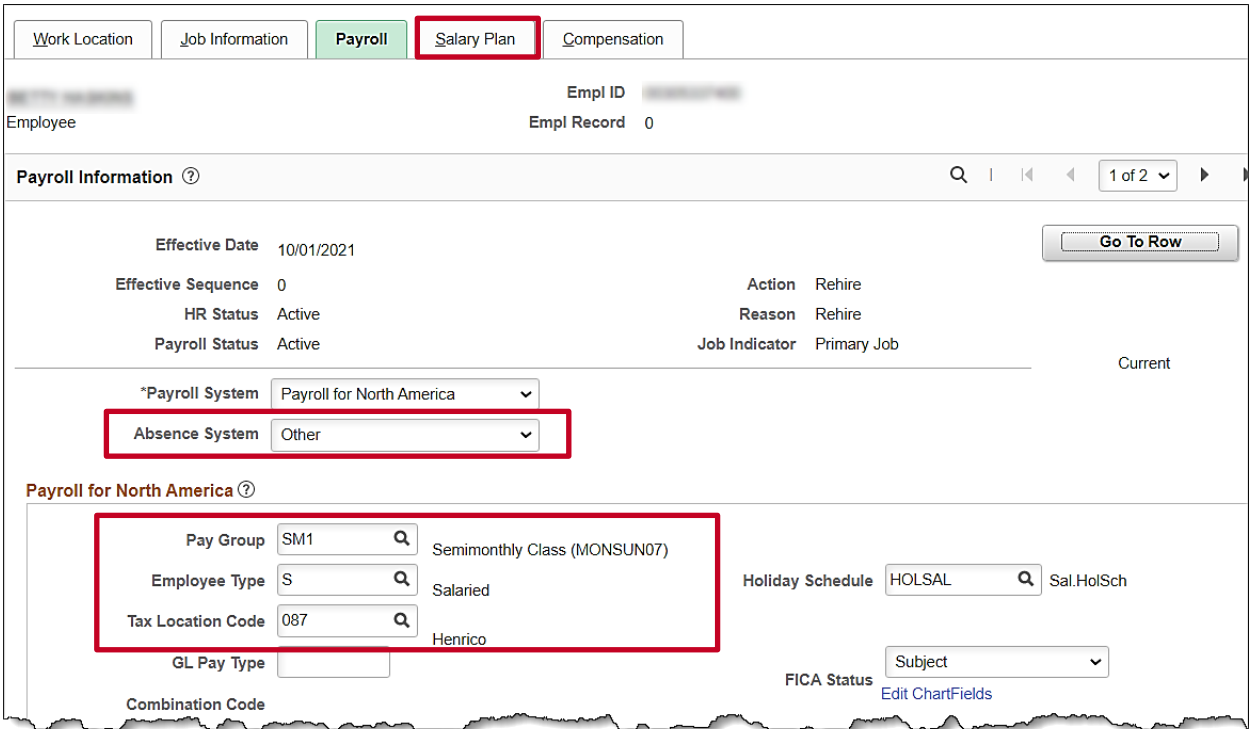
Effective Date	10/01/2021

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

                                                                      Current

Job Code   19071   Hearing Legal Servcs Offcr I
Entry Date   10/01/2021   SOC Code   13-1031
Supervisor Level   E   Employee   Supervisor Name   VEC03862
Reports To   VEC03862   UI Special Investigator Spvr
Regular/Temporary   Regular   Full/Part   Full-Time
Empl Class   Classified ▾   *Officer Code   None ▾

Regular Shift   Not Applicable   Shift Rate
Classified Ind   Classified   Shift Factor

Standard Hours ⑦

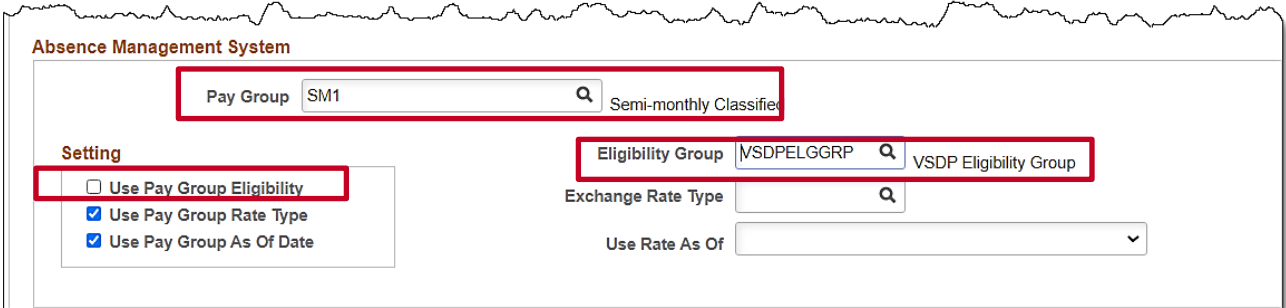14. Click the **Empl Class** dropdown button and select the applicable employee classification.

    Note: For further information on selecting the appropriate employee classification, see the Job Aid titled **HR351_Employee Class Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

15. Click the **Payroll** tab.

The **Payroll** tab displays.

16. The **Absence System** field defaults 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".

17. Click the **Pay Group Look Up** icon and select the applicable Pay Group within the **Payroll for North America** section.

    Note: The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection.

18. Click the **Tax Location Code** Look Up icon and select the applicable tax location code.

    Note: Updates made to the **Tax Location Code** will update the **Tax Data** pages in the Payroll module. Please notify your Payroll Administrator that a change was made.

19. The **FICA Status** field defaults to "Subject" for regular Social Security and Medicare tax withholdings. Update this value to "Exempt" if the employee is exempt from both Social Security and Medicare tax withholdings or "Medicare only" if the employee is only subject to Medicare tax withholdings.
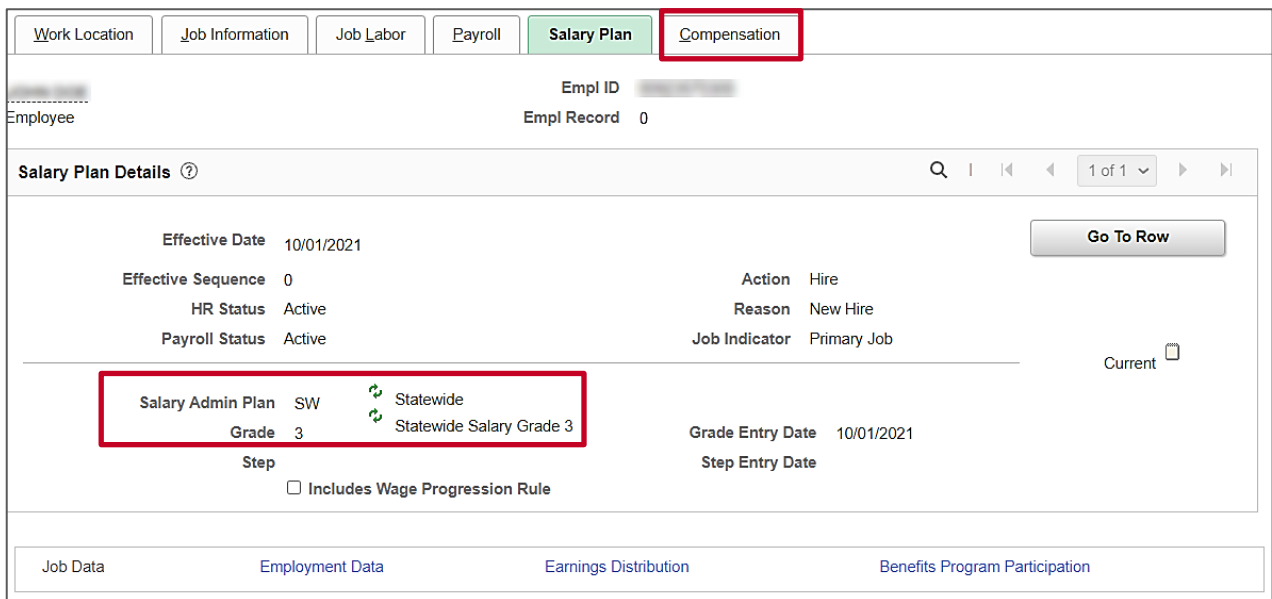
Note: The **Absence Management System** section only displays if "Absence Management" is selected in the **Absence System** field above.

20. Select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto populated.

21. Click the **Eligibility Group** Look Up icon and select the applicable eligibility group.

    Note: For further information on selecting the 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**.

22. De-select the **Use Pay Group Eligibility** checkbox.

23. Once the payroll information is entered, click the **Salary Plan** tab at the top of the page.
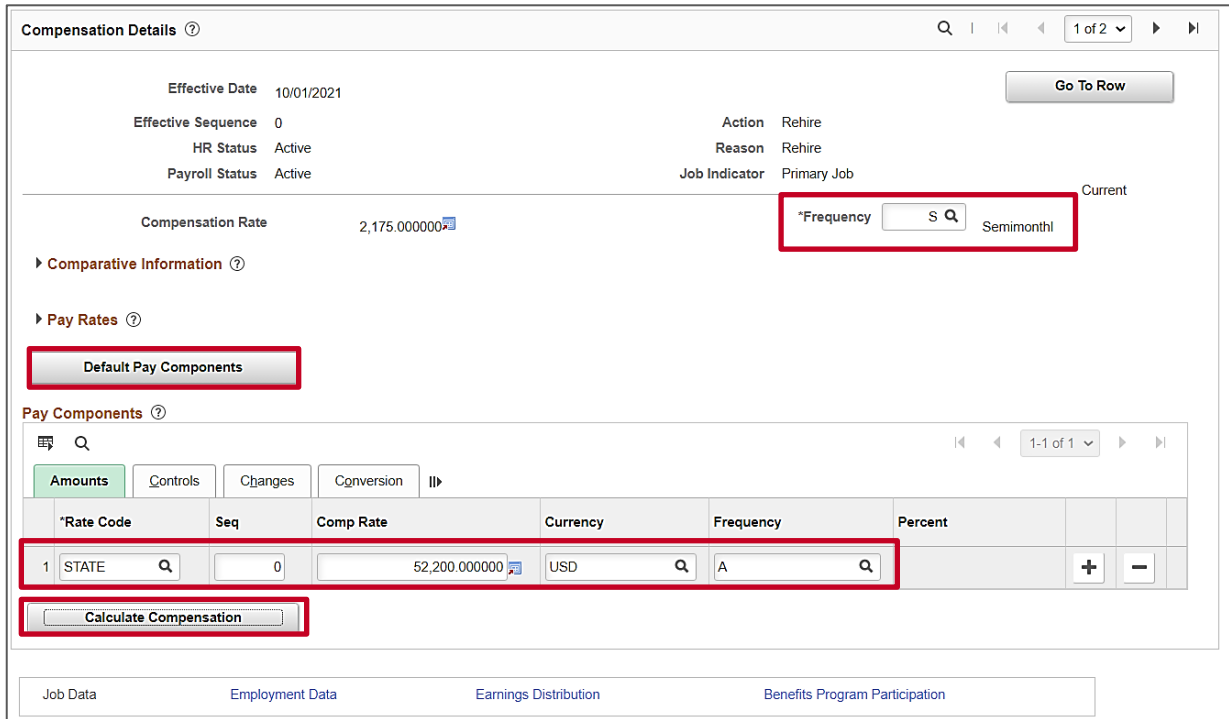
The **Salary Plan** tab displays.

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.

    Note: 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. If the salary plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.

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

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

28. Click the **Rate Code** Look Up icon and select the applicable rate code.

    Note: The **Currency** will always be USD and **Frequency** defaults based on the Rate Code selected. Do not update these fields.

29. Enter the applicable compensation amount in the **Comp Rate** field.

    Note: Enter either annual or hourly compensation amounts.

30. Click the **Calculate Compensation** button.

The page refreshes.

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

32. Click the **Employment Data** link at the bottom of the page.

The **Employment Information** page displays.

Note: 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**.

33. Enter the date probation ends in the **Probation Date** field, if applicable.

34. Select the appropriate value for the ***Employee Eligible for Telework** field.

    Note: 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**.

35. If your 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 ESS.

36. 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.

37. 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, benefits at layoff for VPA covered employees, if applicable.

38. 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.

39. 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 you do not have the information available at the time of rehire this information can be entered later.

40. Enter the months of veteran's service in the **Veterans Service Credit Months** field, if applicable.

    Note: The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves.

41. 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.

42. Click the **Benefits Program Participation** link.

The **Benefit Program Participation** page displays.

43. Review the **Benefits Program Participation** information and validate for accuracy.

44. Update the **Elig Fld 2**, **3**, **8**, and **9** fields as needed.

   For further information on Eligibility Configuration Fields, see 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**.

   Note: Do not make any updates to the **Benefit Program Participation Details** section.

45. Click the **Save** button.

   Note: 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.**

46. Navigate to the **Additional Pay** page to using the following navigation:

Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Scenario: The employee was rehired with an effective date of 10/21/2021. Ensure that there are no additional pay transactions with an end date later than 10/21/2021 or with no end date.

The **Create Additional Pay Search** page displays.

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

Find an Existing Value

▼ **Search Criteria**

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 ∨	

☐ **Include History**   ☐ **Case Sensitive**

Limit the number of results to (up to 300): 300
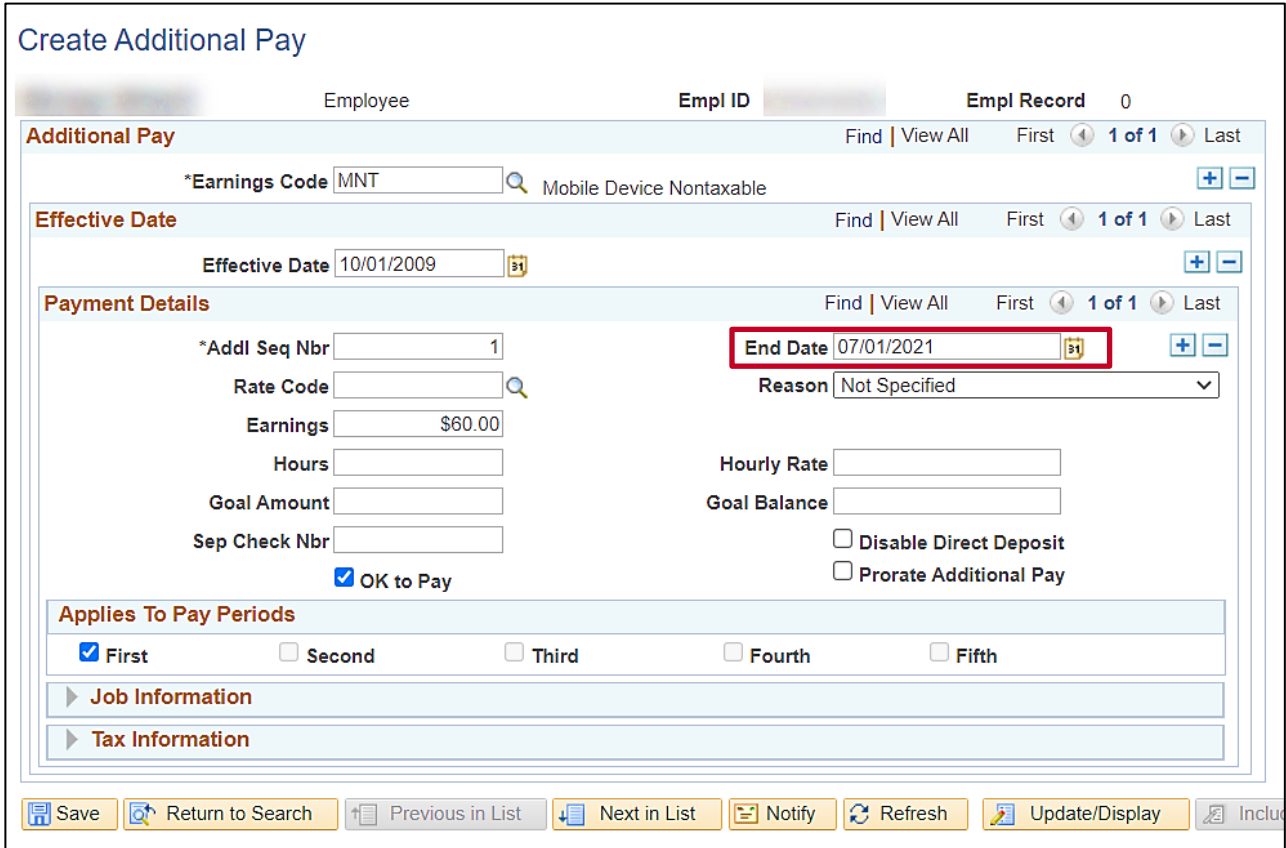
[Search]   [Clear]   Basic Search 🔍 Save Search Criteria

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

48. Click the **Include History** checkbox.

49. Click the **Search** button.

The **Create Additional Pay** page displays.

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 "7/1/2021" 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.

Note: 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.

  o For further information on entering citizenship information, updating personal data and telework agreement, see 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 your 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).

  o For further information on completing benefit elections, see job aid titled, **BN361_Completing a New Hire Enrollment**. These job aids can be found on the Cardinal website in **Job Aids** under **Learning**.

- Coordinate with 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.).

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