

**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. A review of the information on this page is necessary to determine how to process the rehire.

**Note:** Personal data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed.

**Note:** The process described in this job aid 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**.

**Note:** Before starting the rehire process, validate the position selected is the required position and all data related to the position is as expected. 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**.

**Note:** At the end of the Rehire process check that the email previously entered is still applicable. Let the employee know what email is in Cardinal as it will be needed to register and log into Cardinal HCM. The employee will also need to be reminded of the employee id assigned In Cardinal.



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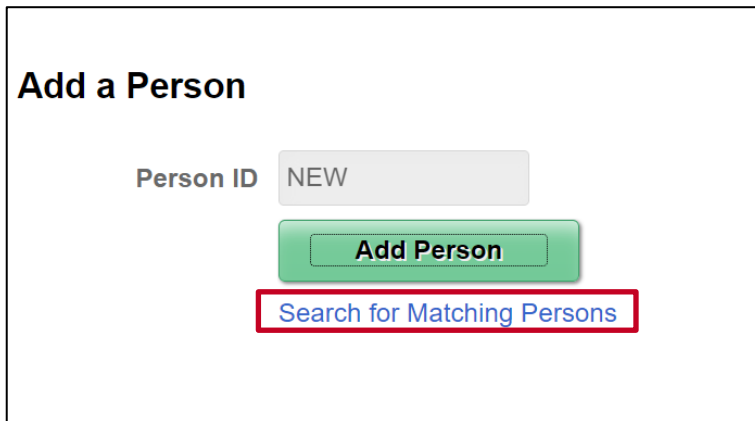
## Rehire an Employee

Before beginning, the applicable employee's SSN must be available for immediate reference. This process is performed to validate that the new employee is not currently in the Cardinal system, or if the employee is already in the system, to obtain the existing Person or Employee ID.

1. Navigate to the **Add a Person** page using the following path to search for matching persons:

**Navigator > Workforce Administration > Personal Information > Add a Person**

The **Add a Person** page displays.



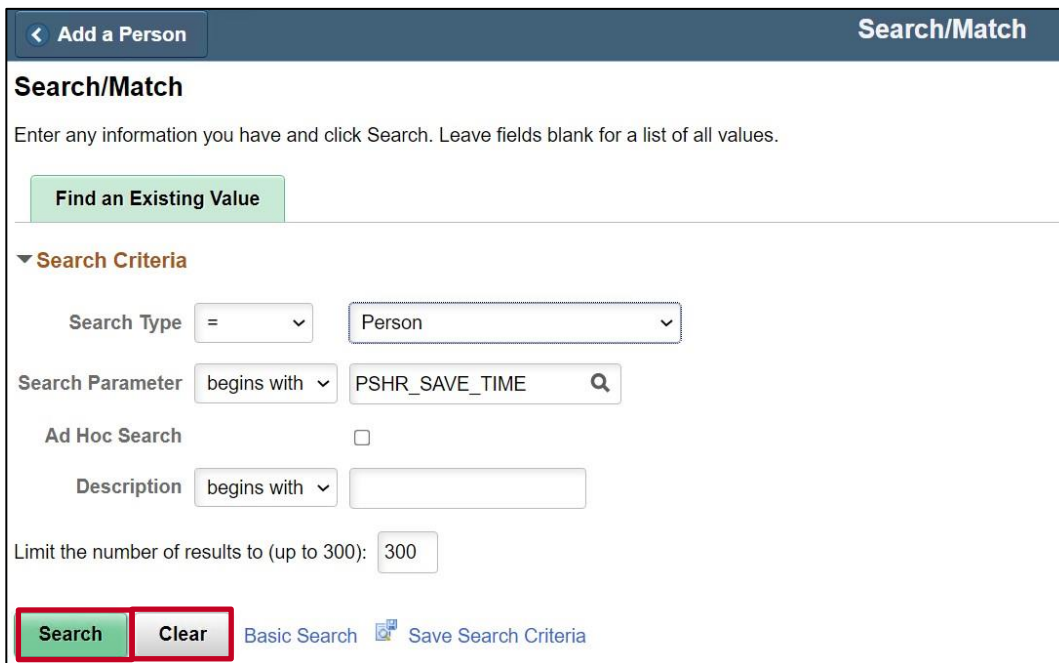
**Add a Person**

Person ID

[Search for Matching Persons](#)

2. Click the **Search for Matching Persons** link.

The **Search/Match** page displays.



**Search/Match**

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

▼ **Search Criteria**

Search Type =

Search Parameter begins with

Ad Hoc Search

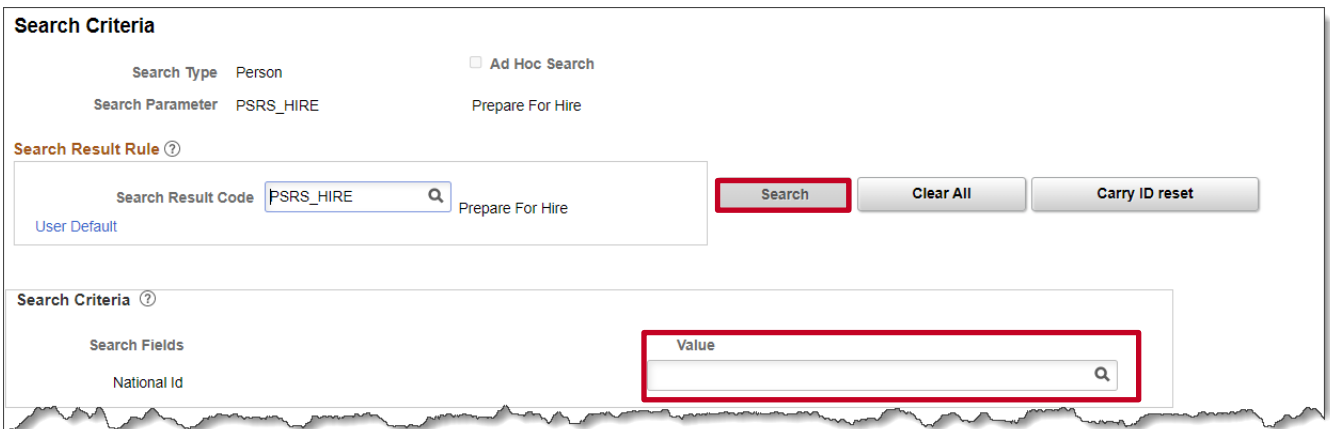
Description begins with

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

[Basic Search](#) [Save Search Criteria](#)

3. Click the **Clear** button.
4. Click the **Search** button.

The **Search Criteria** page displays.



**Search Criteria**

Search Type: Person  Ad Hoc Search

Search Parameter: PSRS\_HIRE Prepare For Hire

**Search Result Rule** [?](#)

Search Result Code:  Prepare For Hire

User Default

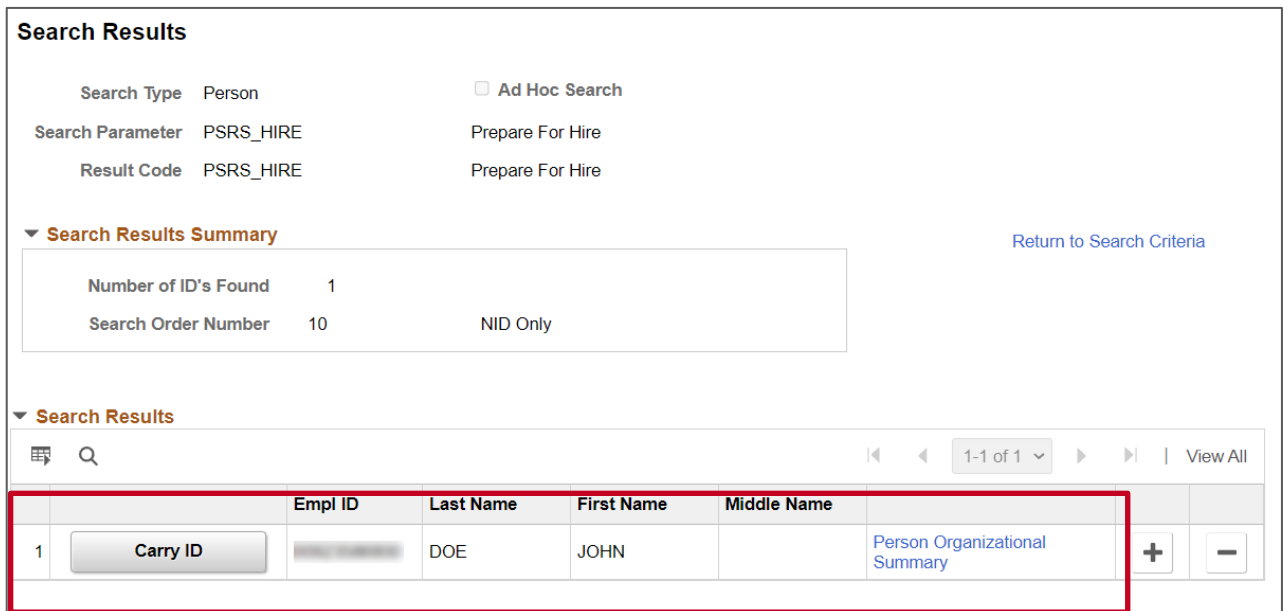
**Search Criteria** [?](#)

Search Fields:

National Id

5. Enter the employee's SSN into the **Value** field.
6. Press the **Tab** key on the keyboard to enable the **Search** button.
7. **Note:** The SSN is reformatted automatically (i.e., dashes are removed if they were entered).
8. Click the **Search** button.

The **Search Results** section displays the person's employee ID along with their last name, first name and a link to the **Personal Organizational Summary** page.



**Search Results**

Search Type: Person  Ad Hoc Search

Search Parameter: PSRS\_HIRE Prepare For Hire

Result Code: PSRS\_HIRE Prepare For Hire

**Search Results Summary** [Return to Search Criteria](#)

Number of ID's Found: 1

Search Order Number: 10 NID Only

**Search Results**

	Empl ID	Last Name	First Name	Middle Name	
1	<input type="button" value="Carry ID"/>	DOE	JOHN		<a href="#">Person Organizational Summary</a>

9. Click the **Personal Organizational Summary** link.

## HR351 Completing a Rehire

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

**Person Organizational Summary**

Person ID: [REDACTED]

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**Employment Instances**

ORG Instance: 0      Last Hire: 1/10/2003      Termination Date: 9/12/2021  
 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	Job Code	Grade	Benefits Status
0	Inactive	Terminated	9/12/2021	18200	10/05/2019	Classified	9/12/2021	19070	3	Terminated

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

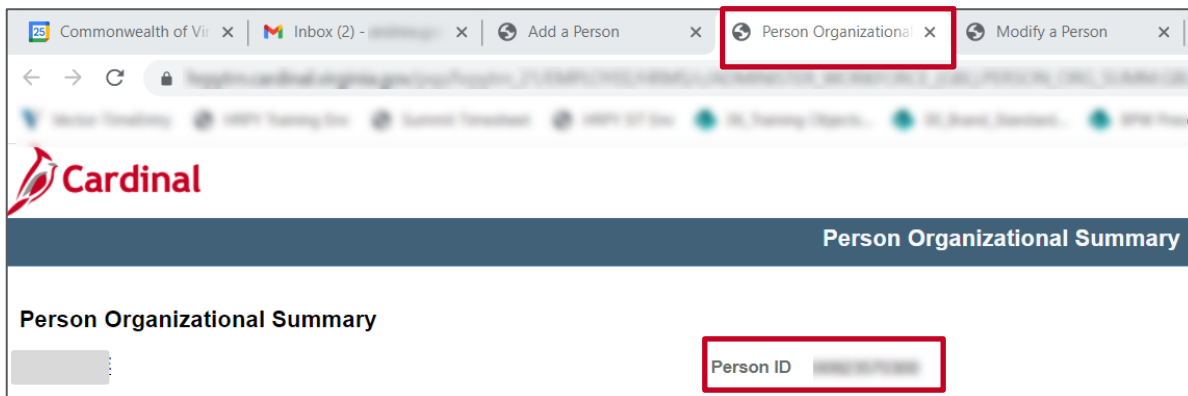
**Person Organizational Summary**

Person ID: [REDACTED]

[Return to Search](#)    [Notify](#)

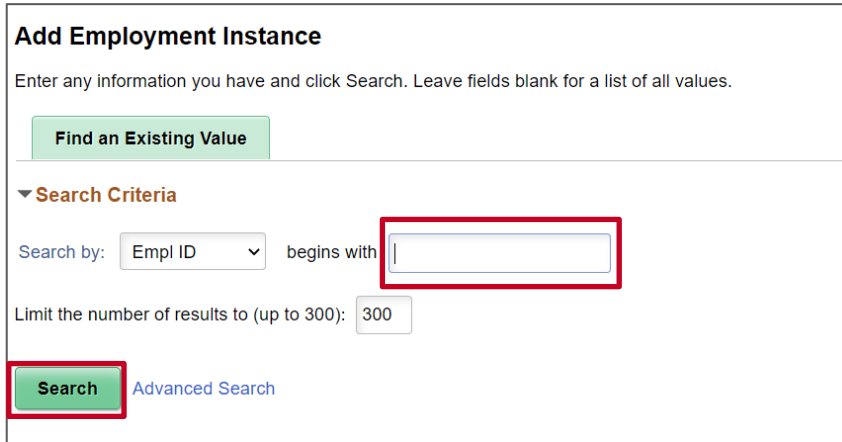
**Note:** If there is no previous job information for the person, the **Person Organizational Summary** page displays with only the employee's name and Person ID.

- Copy the **Person ID** and click the **X** to close the **Person Organizational Summary** tab at the very top of the screen.



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

**Navigator > 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**

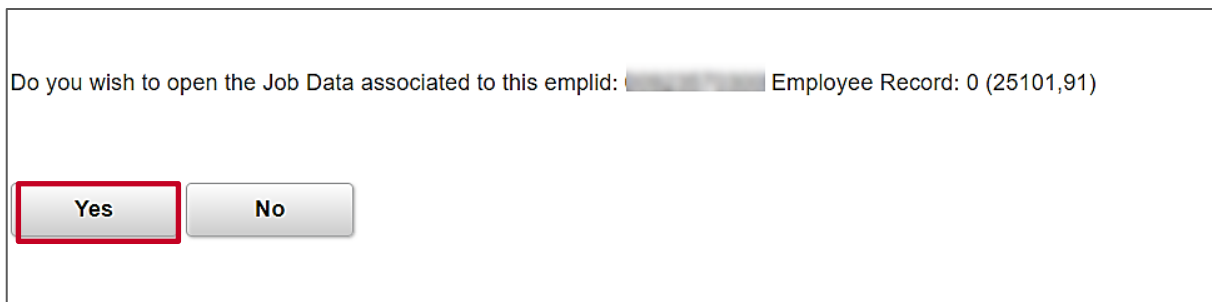
▼ **Search Criteria**

Search by: Empl ID begins with

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

**Search** [Advanced Search](#)

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



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

**Yes** **No**

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

**Scenario 1:**

14. 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 [redacted]

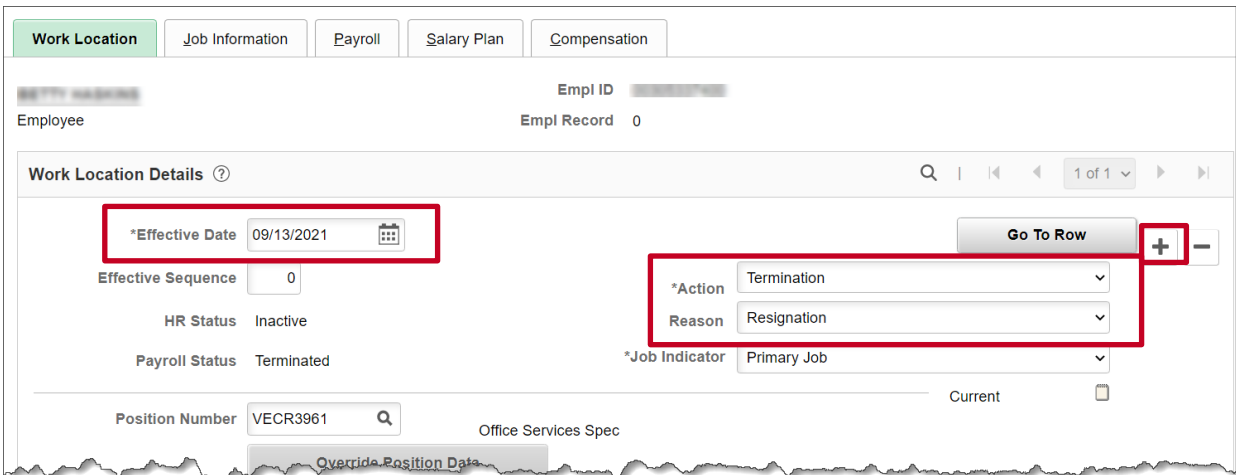
Empl Record 0

**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 can be hired into. Refer to the Job Aid titled **HR351 Creating a New Hire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

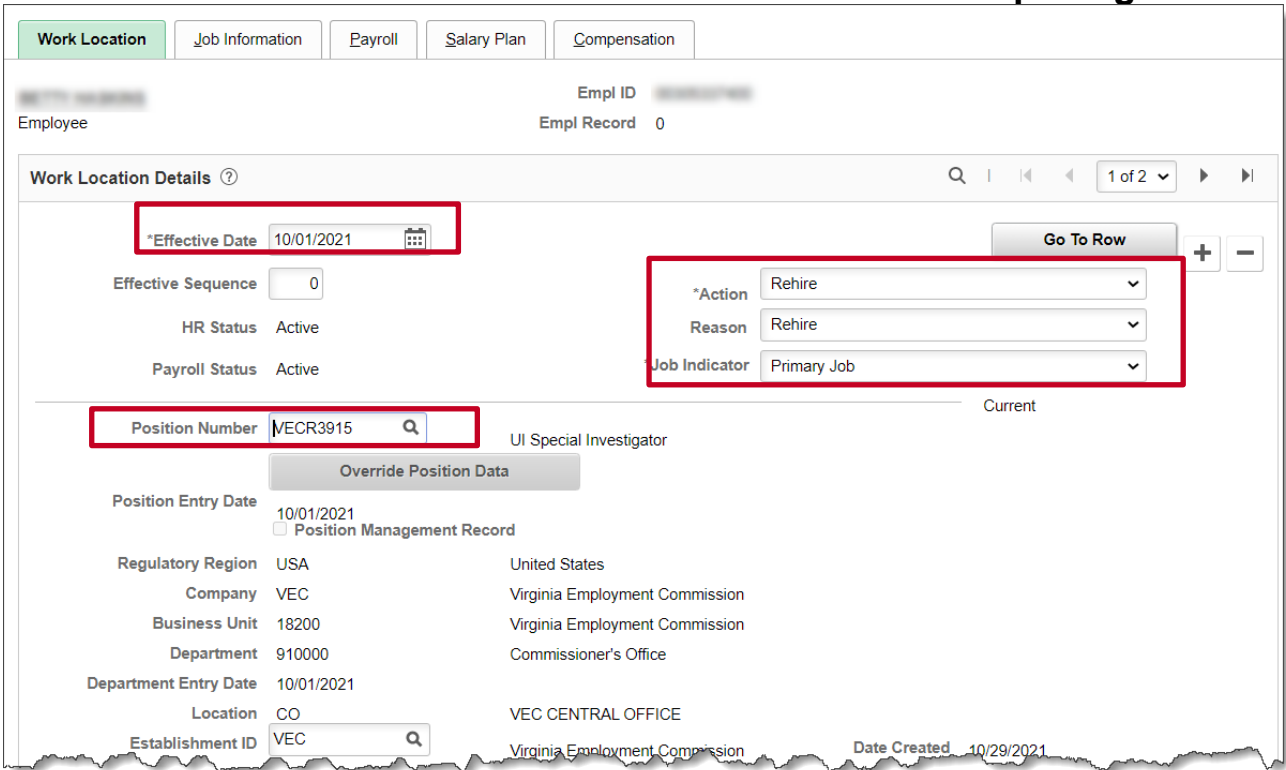
15. After clicking the **Yes** button, the job data page displays the current record of the termination action.



*Effective Date	Effective Sequence	HR Status	Payroll Status	*Action	Reason	*Job Indicator
09/13/2021	0	Inactive	Terminated	Termination	Resignation	Primary Job

**Scenario 1 (Rehire)** continues with the following step.

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



The screenshot shows the 'Work Location' tab in the HR351 system. The 'Effective Date' field is highlighted with a red box and contains the date 10/01/2021. The 'Action' dropdown menu is also highlighted with a red box and is set to 'Rehire'. The 'Reason' dropdown menu is highlighted with a red box and is set to 'Rehire'. The 'Job Indicator' dropdown menu is highlighted with a red box and is set to 'Primary Job'. The 'Position Number' field is highlighted with a red box and contains the value VECR3915. The 'Position Entry Date' is 10/01/2021. The 'Regulatory Region' is USA, 'Company' is VEC, 'Business Unit' is 18200, 'Department' is 910000, 'Location' is CO, and 'Establishment ID' is VEC. The 'Date Created' is 10/29/2021.

17. The **Effective Date** field defaults to the current system date. Update this date to the date of the rehire as needed using the **Calendar** icon.

18. Select the **Action** of **Rehire**.

19. Click the applicable **Reason** from the drop-down button.

**Note:** For further information on valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled **HR351 Action Reason Workbook**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

20. Enter/select the Position Number in the **Position Number** field using the look-up icon.

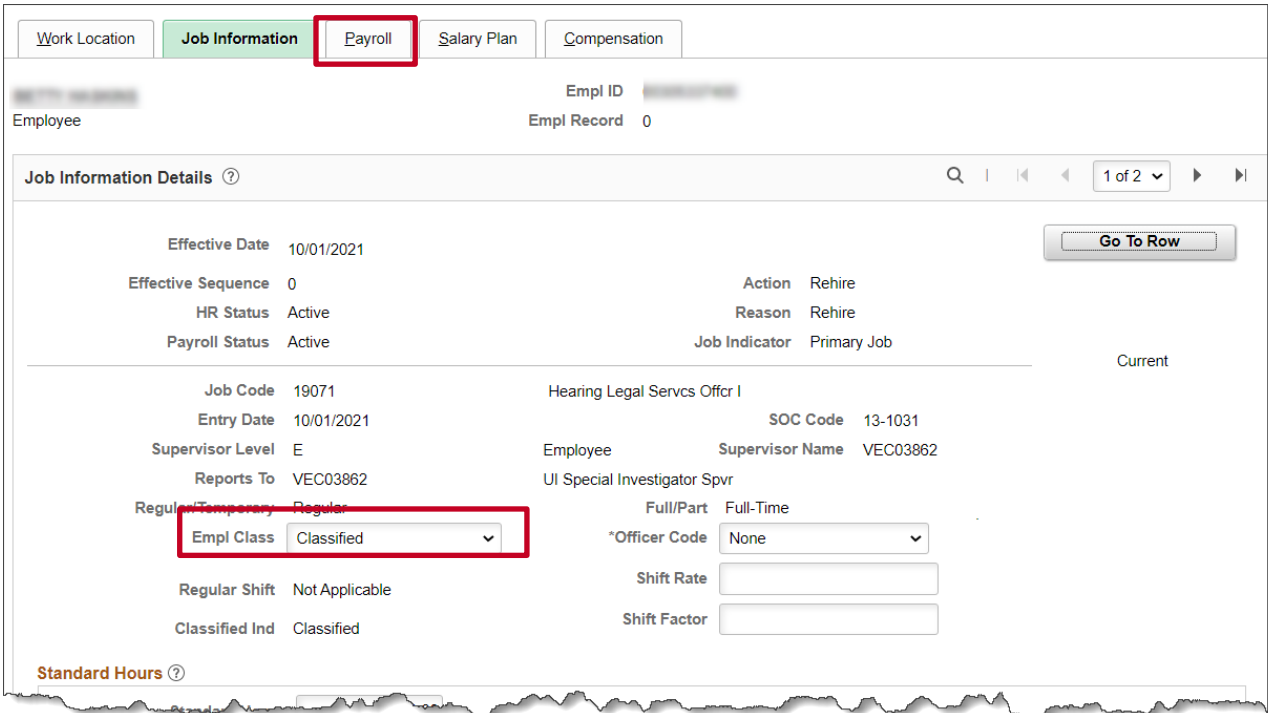
The **Work Location** tab refreshes and the remaining Position Data populates based upon the selected **Position Number**.

21. The remaining information populates based on the Position Number entered/selected. Review the information. If the Position Data is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

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

The **Job Information** tab displays.



The screenshot shows the 'Job Information' tab selected. The 'Payroll' tab is highlighted with a red box. The 'Empl Class' dropdown menu is also highlighted with a red box and currently shows 'Classified'. Other fields include Effective Date (10/01/2021), HR Status (Active), Payroll Status (Active), Job Code (19071), Entry Date (10/01/2021), Supervisor Level (E), Reports To (VEC03862), Regular Shift (Not Applicable), Classified Ind (Classified), Action (Rehire), Reason (Rehire), Job Indicator (Primary Job), and Current (Current). A 'Go To Row' button is visible in the top right corner of the details section.

23. Review/Select the employee classification using the drop-down button in the **Empl Class** field.
24. Click the **Payroll** tab.

The **Payroll** tab displays.

The screenshot shows the 'Payroll Information' section of the HR351 system. The 'Payroll' tab is active. Key fields include:

- Effective Date: 10/01/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Rehire
- Reason: Rehire
- Job Indicator: Primary Job
- Current: Current
- \*Payroll System: Payroll for North America
- Absence System: Other
- Payroll for North America section:
  - Pay Group: SM1 (Semimonthly Class (MONSUN07))
  - Employee Type: S (Salaried)
  - Tax Location Code: 087 (Henrico)
  - GL Pay Type: [Empty]
  - Holiday Schedule: HOLSAL (Sal.HolSch)
  - FICA Status: Subject

25. The **Absence System** field defaults to “**Other**”. If the agency uses Cardinal Absence Management, click the drop-down button and select “**Absence Management**”.
26. Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America**

**Note:** The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection. Enter/select the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.

**Note:** **FICA Status** defaults to Subject, if the agency is using Cardinal Absence Management this value will remain as defaulted in. This will NOT be updated unless proper documentation is received from the Payroll department.

**Note:** The **Absence Management System** section only displays if “**Absence Management**” is selected in the **Absence System** field above.



**Absence Management System**

Pay Group: SM1 (Semi-monthly Classified)

Eligibility Group: VSDPELGGRP (VSDP Eligibility Group)

Exchange Rate Type: [Search]

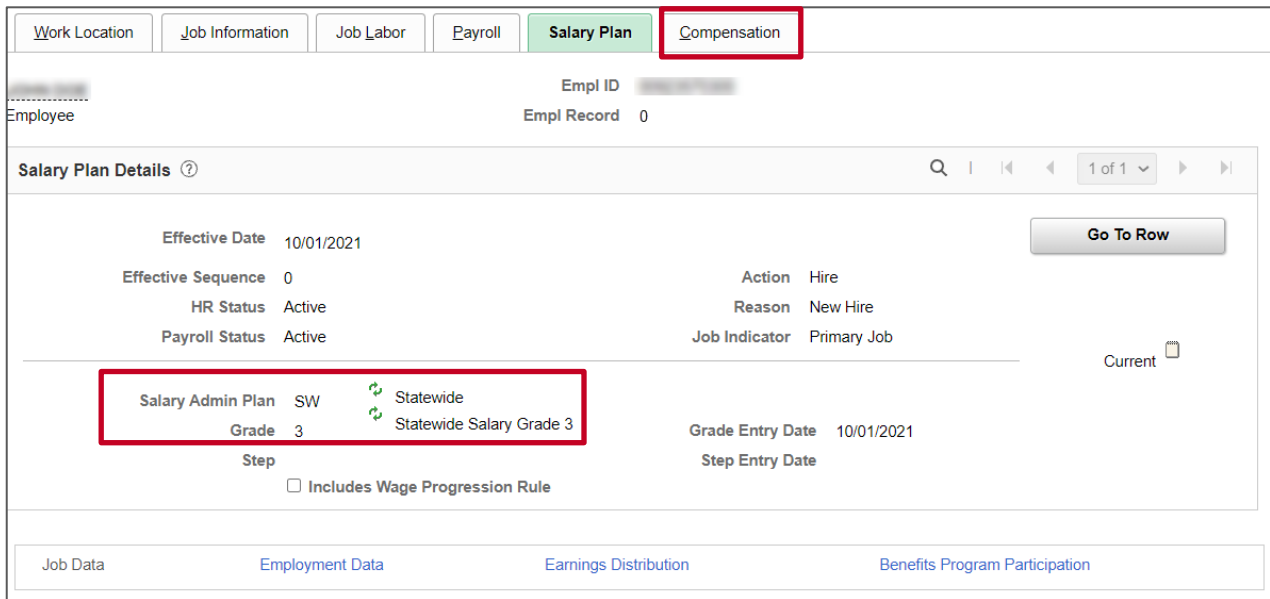
Use Rate As Of: [Dropdown]

**Setting**

- Use Pay Group Eligibility
- Use Pay Group Rate Type
- Use Pay Group As Of Date

27. Enter/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.
28. Enter/select the appropriate Eligibility Group in the **Eligibility Group** field.
29. De-select the **Use Pay Group Eligibility** checkbox.
30. Once the payroll information is entered, click the **Salary Plan** link at the bottom of the page.

The **Salary Plan** tab displays.



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

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

**Salary Plan Details** (1 of 1)

Effective Date	10/01/2021	Action	Hire
Effective Sequence	0	Reason	New Hire
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

Salary Admin Plan: SW (Statewide)  
Grade: 3 (Statewide Salary Grade 3)

Grade Entry Date: 10/01/2021  
Step Entry Date: [Blank]

Includes Wage Progression Rule

Go To Row

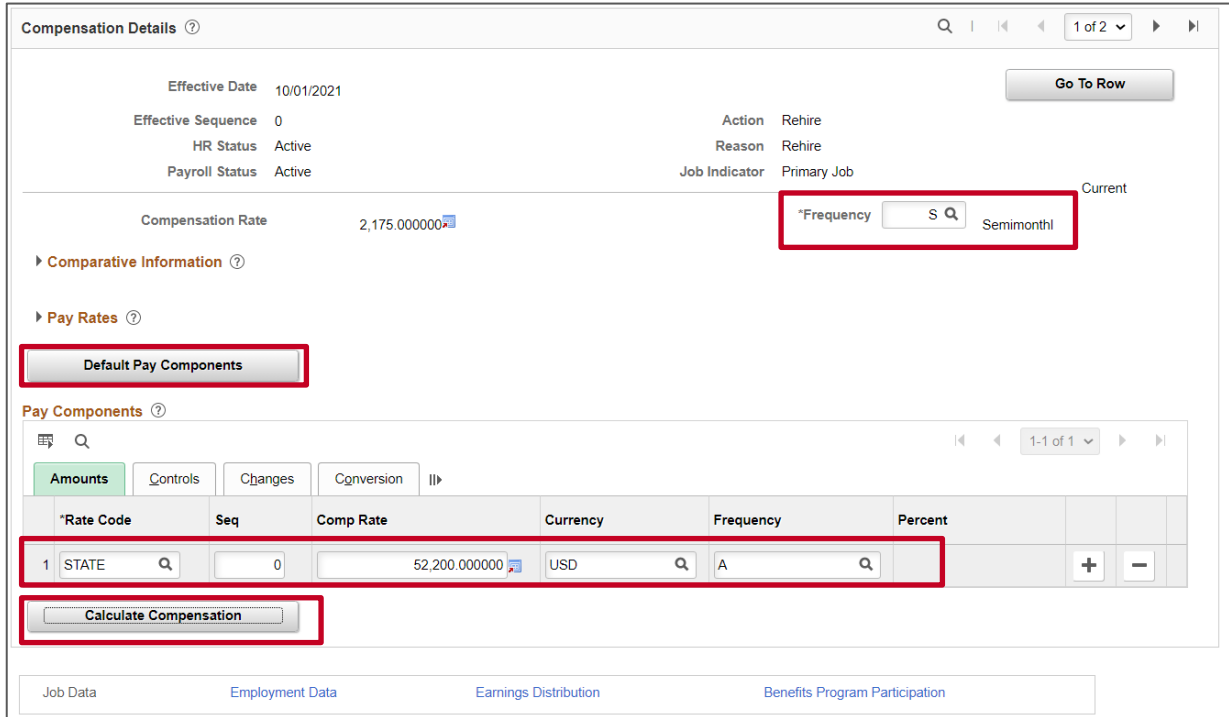
Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

31. Review the salary plan information. If the salary plan information is not correct, cancel the action and make corrections to the Position before assigning the employee to the Position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

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

The **Compensation** tab displays.



Compensation Details ?

Effective Date 10/01/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Rehire

Reason Rehire

Job Indicator Primary Job

Compensation Rate 2,175.000000

\*Frequency S Semimonthly

Go To Row

Current

► Comparative Information ?

► Pay Rates ?

Default Pay Components

Pay Components ?

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	52,200.000000	USD	A	

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

33. Enter/select the applicable Frequency Code in the **Frequency** field.  
**Note:** The Frequency for salary employees is Semi-monthly, PAY18, PAY20, or PAY22.
34. Click the **Default Pay Components** button.
35. Enter/select the applicable Rate Code in the **Rate Code** field.
36. The **Currency** and **Frequency** fields default based on the **Rate Code** entered/selected. Enter the applicable annual compensation amount in the **Comp Rate** field.
37. Click the **Calculate Compensation** button.

The page refreshes.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Employee

Empl ID 00923570300

Empl Record 0

Compensation Details 1 of 1

Effective Date 10/01/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Hire

Reason New Hire

Job Indicator Primary Job

Go To Row

Current

Compensation Rate 2,291.666667 \*Frequency S Semimonthl

▶ Comparative Information ?

▶ Pay Rates ?

Default Pay Components

Pay Components ?

Amounts

Controls

Changes

Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 STATE	0	55,000.000000	USD	A		+	-

Calculate Compensation

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

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

The **Employment Information** page displays.

**Employment Information**

Employee
Empl ID [REDACTED]  
Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd	0	Original Start Date	09/10/2021	<input type="checkbox"/> Override
Last Start Date	09/10/2021	First Start Date	09/10/2021	
Termination Date				
Org Instance Service Date	09/10/2021	<input type="checkbox"/> Override	<span style="color: green;">↻</span> 0      1      19	

**Organizational Assignment Data** ?

**Instance Record**

Last Assignment Start Date	10/01/2021	First Assignment Start	09/10/2021		
Assignment End Date					
Home/Host Classification	Home			Years    Months    Days	<a href="#">Time Reporter Data</a>
Company Seniority Date	01/10/2021	<input checked="" type="checkbox"/> Override	<span style="color: green;">↻</span> 0      9      19		
Benefits Service Date	09/10/2021	<input type="checkbox"/> Override	<span style="color: green;">↻</span> 0      1      19		
Seniority Pay Calc Date	09/10/2021	<input type="checkbox"/> Override	<span style="color: green;">↻</span> 0      1      19		
Probation Date	09/10/2022 <span style="font-size: small;">📅</span>				
Professional Experience Date	<span style="font-size: small;">📅</span>				
		Last Verification Date	<span style="font-size: small;">📅</span>		

*Work Mode	[REDACTED]	Tenure Status/Contract type	[REDACTED]
Alternate Leave Plan	[REDACTED]	<input type="checkbox"/> Alternate Work Schedule	
VSDP Effective Date	01/10/2003 <span style="font-size: small;">📅</span>		
Agency Use Field 1	[REDACTED]	Agency Use Field 2	[REDACTED]
		Agency Use Field 3	[REDACTED]

**Person Employment Dates** ?

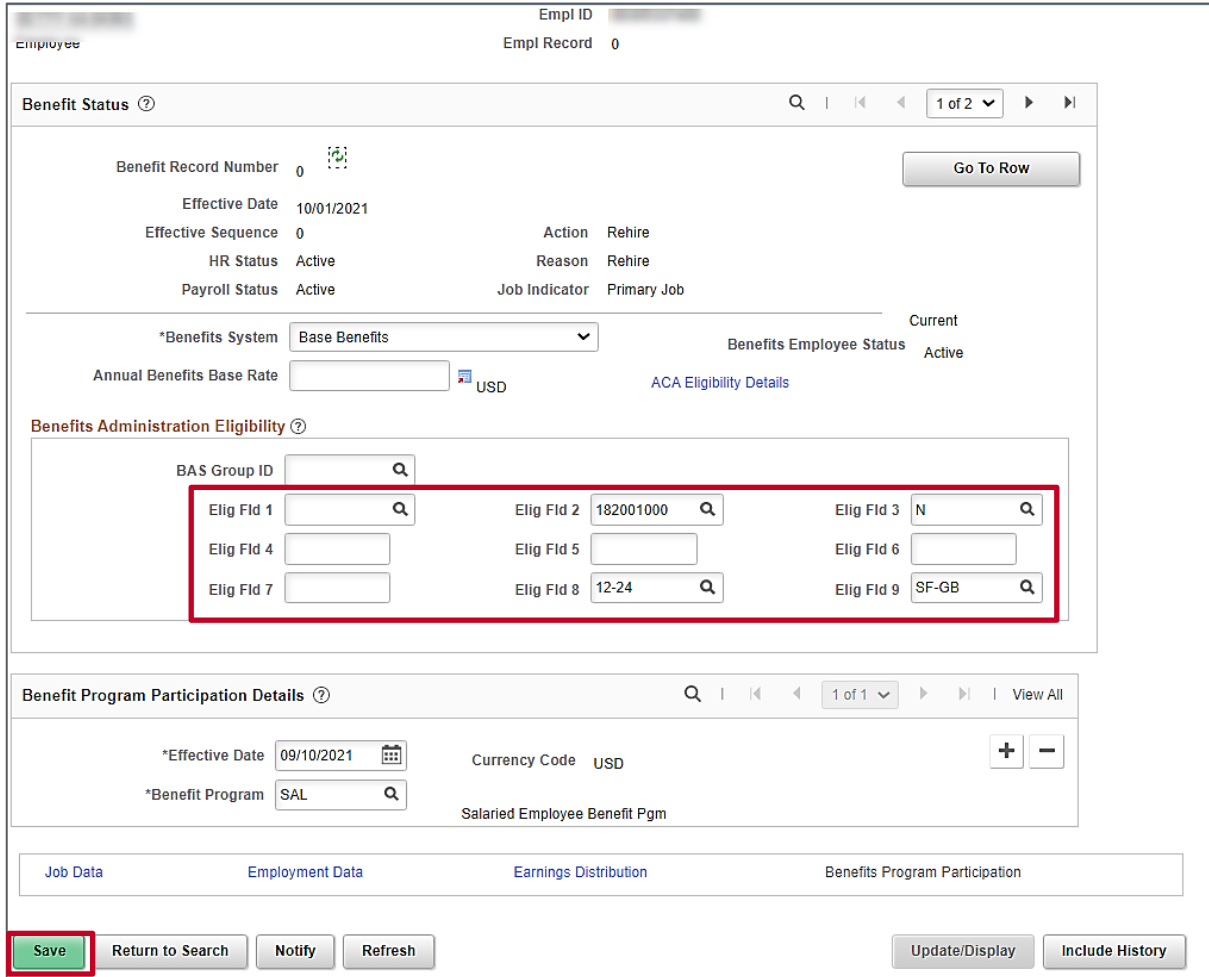
Continuous State Service Date	09/10/2021 <span style="font-size: small;">📅</span>
Leave Eligibility Service Date	01/10/2021 <span style="font-size: small;">📅</span>
Previous Months Of Service	8

🇺🇸 USA

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

39. Review the employment information and validate for accuracy.
40. If updates to **Continuous State Service Date**, **Leave Eligibility Service Date**, and **Previous Months of Service** are needed see the Job Aid titled **HR351 Impact of Breaks in Service Overview Job Aid**. This document can be found on the **Cardinal website under Learning**.
41. Click the **Benefits Program Participation** link.

The **Benefit Program Participation** page displays.



Employee [redacted] Empl ID [redacted]  
Empl Record 0

**Benefit Status** 1 of 2

Benefit Record Number 0 [Go To Row](#)

Effective Date 10/01/2021  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Rehire  
Reason Rehire  
Job Indicator Primary Job

\*Benefits System Base Benefits [ACA Eligibility Details](#)  
Annual Benefits Base Rate [input] USD  
Benefits Employee Status Active

**Benefits Administration Eligibility**

BAS Group ID [input]

Elig Fld 1 [input]	Elig Fld 2 182001000	Elig Fld 3 N
Elig Fld 4 [input]	Elig Fld 5 [input]	Elig Fld 6 [input]
Elig Fld 7 [input]	Elig Fld 8 12-24	Elig Fld 9 SF-GB

**Benefit Program Participation Details** 1 of 1 | View All

\*Effective Date 09/10/2021 Currency Code USD  
\*Benefit Program SAL Salaried Employee Benefit Pgm

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

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Update/Display](#) | [Include History](#)

42. Review the Benefits Program Participation information and validate for accuracy.

43. Update **Elig Fld 2, 3, 8, and 9** as needed.

**Note:** If any of the Benefit Program Participation information is not correct, coordinate with a Benefits Administrator. For further information on Eligibility Configuration Fields, see the **Job Aid** titled **BN361 Overview of the Eligibility of Configuration Fields**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

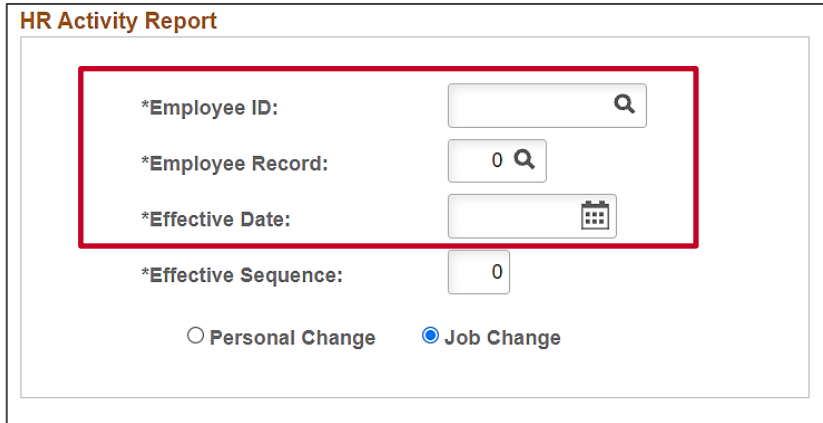
44. Click the **Save** button.

**HR351 Completing a Rehire**

45. To run the **Employee Activity Report** for the employee, use the following navigation:

**Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report**

46. Enter the appropriate Employee ID, employee record and effective date of the rehire.



The screenshot shows the 'HR Activity Report' form. It contains the following fields and options:

- \*Employee ID: [Text input field with search icon]
- \*Employee Record: [Text input field with '0' and search icon]
- \*Effective Date: [Date picker icon]
- \*Effective Sequence: [Text input field with '0']
- Personal Change
- Job Change

47. **Note:** For additional information on the Employee Activity Report, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

48. Print the report and place the printed transaction in the employee file for future audit requests.

**Viewing/Updating Personal Data**

1. Review the employee's personal information by navigating to the **Modify a person** page using the following path:

**Navigator > Workforce Administration > Personal Information > Modify a Person**

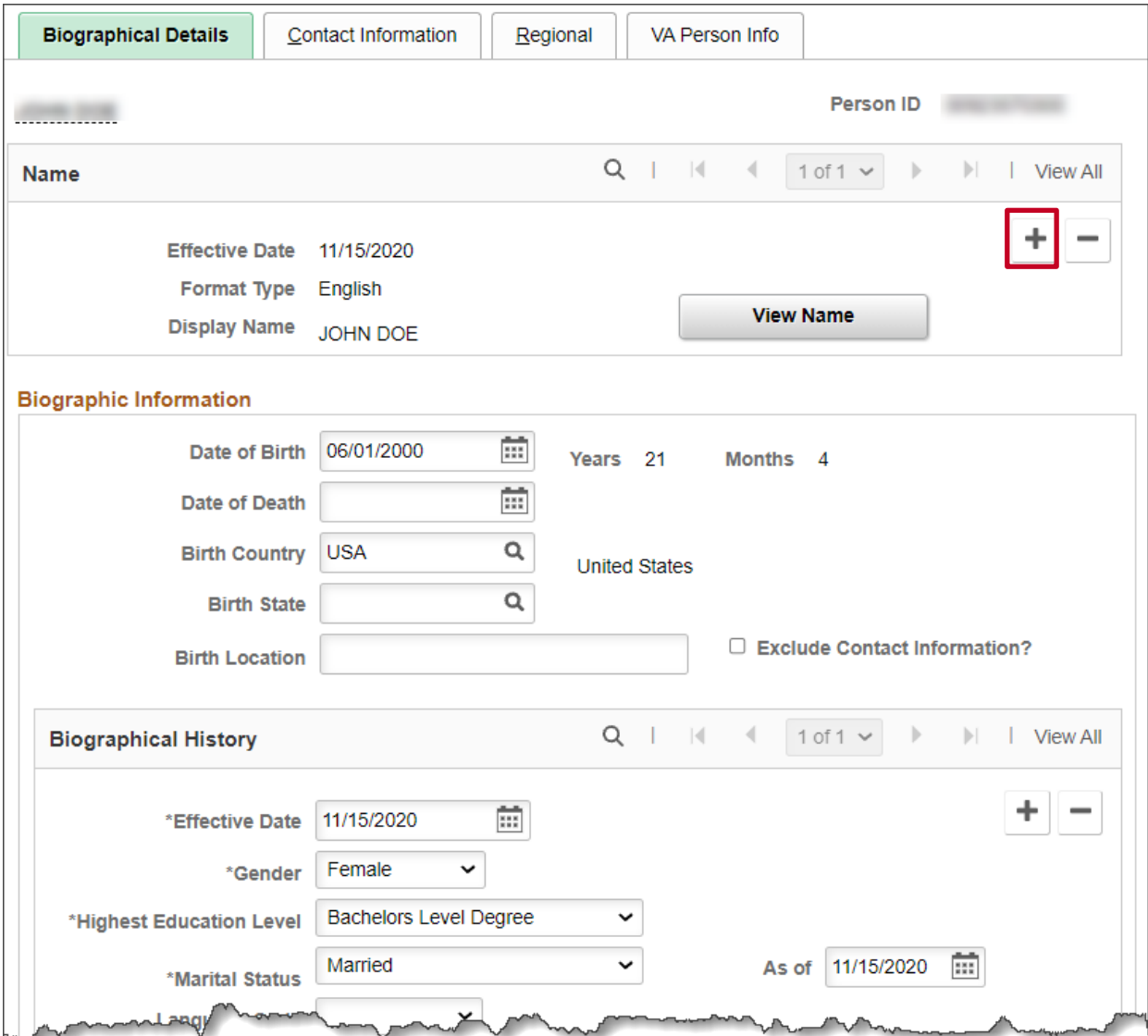
The **Modify a Person** search page returns.

**Personal Information**  
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   
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):   
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the applicable employee ID in the **Empl ID** field.
3. Click the **Search** button.

**HR351 Completing a Rehire**

The **Modify a Person** page displays with the **Biographical Details** tab displayed by default.



**Biographical Details** | Contact Information | Regional | VA Person Info

Person ID [REDACTED]

**Name** [REDACTED] | 1 of 1 | View All

Effective Date: 11/15/2020 | **+** -

Format Type: English

Display Name: JOHN DOE | **View Name**

**Biographic Information**

Date of Birth: 06/01/2000 | Years: 21 | Months: 4

Date of Death: [REDACTED]

Birth Country: USA | United States

Birth State: [REDACTED]

Birth Location: [REDACTED] |  Exclude Contact Information?

**Biographical History** | 1 of 1 | View All

\*Effective Date: 11/15/2020 | **+** -

\*Gender: Female

\*Highest Education Level: Bachelors Level Degree

\*Marital Status: Married | As of: 11/15/2020

Lang: [REDACTED]

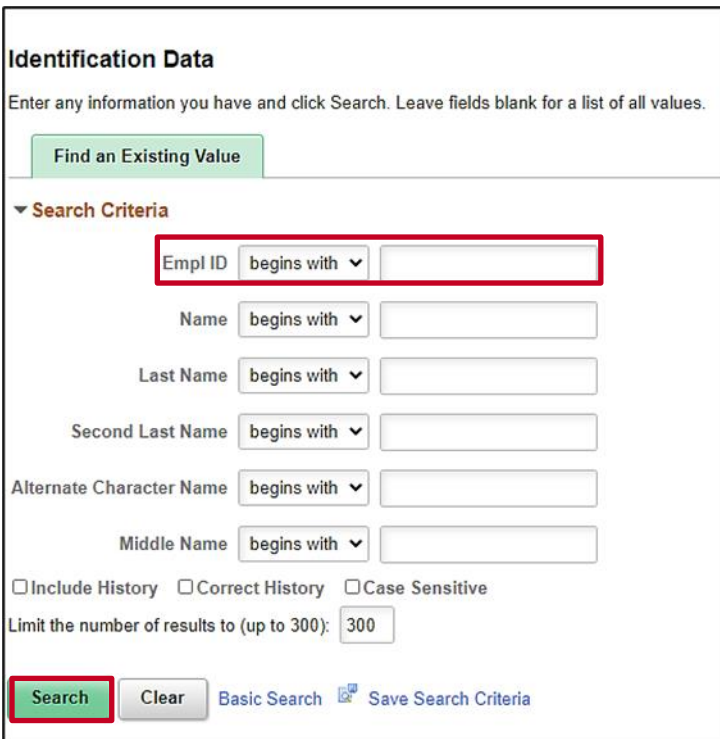
4. If changes need to be made to the employee's personal data, click the **Add a Row** icon to make the applicable updates on each tab.

**Add Citizenship Value to the Personal Information**

1. Navigate to the **Identification Data** page using the following path:

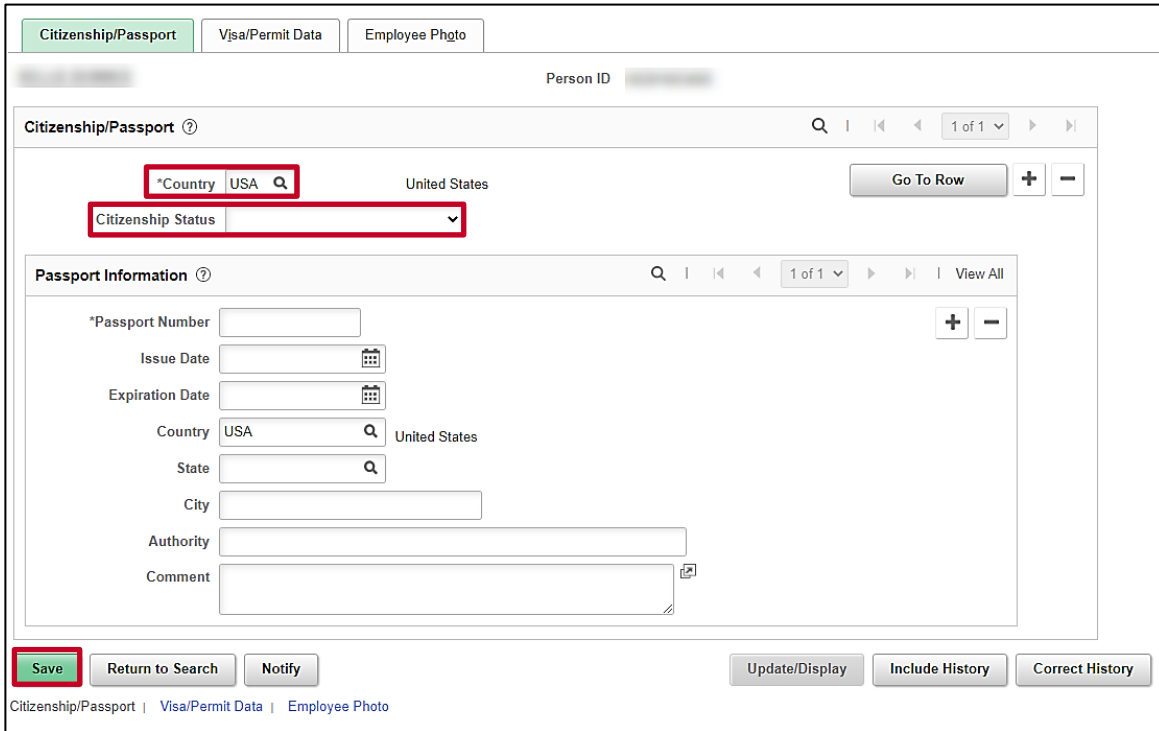
**Navigator > Workforce Administration > Personal Information > Citizenship > Identification Data**

The **Identification Data Search** page displays.



2. Enter the applicable Employee Id in the **Empl ID** field.
3. Click the **Search Button**.

The **Identification Data** page displays with the **Citizenship/Passport** tab displayed by default.



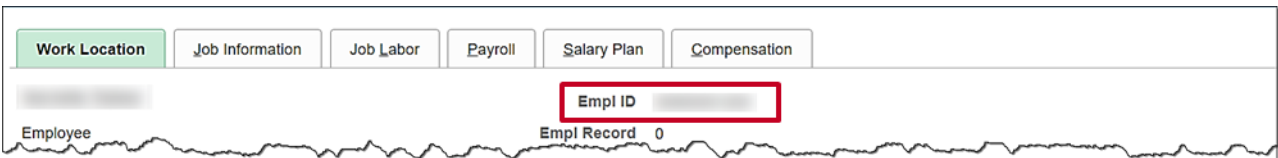
The screenshot shows the 'Identification Data' page with the 'Citizenship/Passport' tab selected. The page contains the following fields and controls:

- Citizenship/Passport** (tab)
- Person ID** (text field)
- Citizenship/Passport** (section header)
- \*Country** (dropdown menu, currently set to USA)
- Citizenship Status** (dropdown menu)
- Go To Row** (button)
- Passport Information** (section header)
- \*Passport Number** (text field)
- Issue Date** (calendar icon)
- Expiration Date** (calendar icon)
- Country** (dropdown menu, currently set to USA)
- State** (dropdown menu)
- City** (text field)
- Authority** (text field)
- Comment** (text area)
- Save** (button, highlighted in red)
- Return to Search** (button)
- Notify** (button)
- Update/Display** (button)
- Include History** (button)
- Correct History** (button)

4. Click the **Country** drop down. Select “**USA**”. This field must always be USA to reference the country of employment.
5. Select the employee’s citizenship status using the **Citizenship Status** field drop-down button. If citizenship status is unknown at the time of hire, select the option of **Not Indicated**. **Do not leave this field blank.**

**Note:** For additional information on the Citizenship Information, see the Job Aid titled **HR351 Maintaining Employee Citizenship Information** job aid. This Job Aid can be found on the on the Cardinal website in **Job Aids** under **Learning**.

6. Click the **Save** button.
7. Continue to the “**Run the Employee Activity Report**” section of this Job Aid.

**Run the Employee Activity Report**

The screenshot shows a web interface with a horizontal navigation bar containing tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, there is a search area with a red box highlighting the 'Empl ID' field. Below the search area, the text 'Employee' and 'Empl Record 0' is visible.

1. Highlight the Employee ID and right click the mouse to copy the Employee ID.
2. To run the **Employee Activity Report** for the employee, use the following navigation:  
**Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report**
3. Run the **Employee Activity Report** for the selected employee.  
**Note:** For additional information on the **Employee Activity Report**, see the **HCM Reports Catalog**. The **HCM Reports Catalog** can be found on the Cardinal website under **Resources**.
4. Print the report and place the printed transaction in the employee's file for future audit requests.