

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.



Table of Contents

Rehire an Employee 3
Viewing/Updating Personal Data..... 17

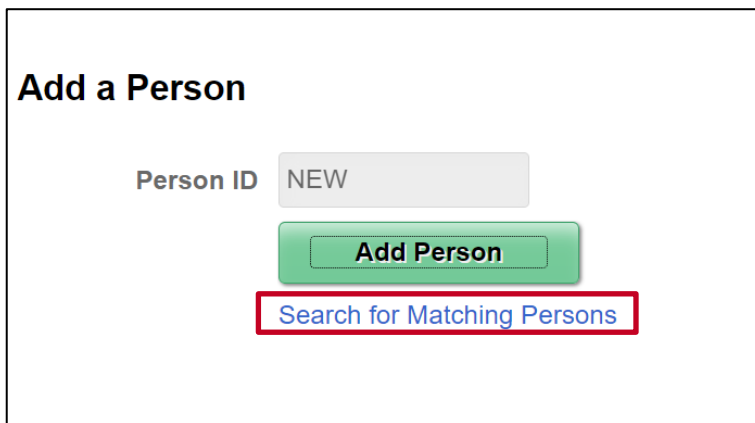
Rehire an Employee

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:

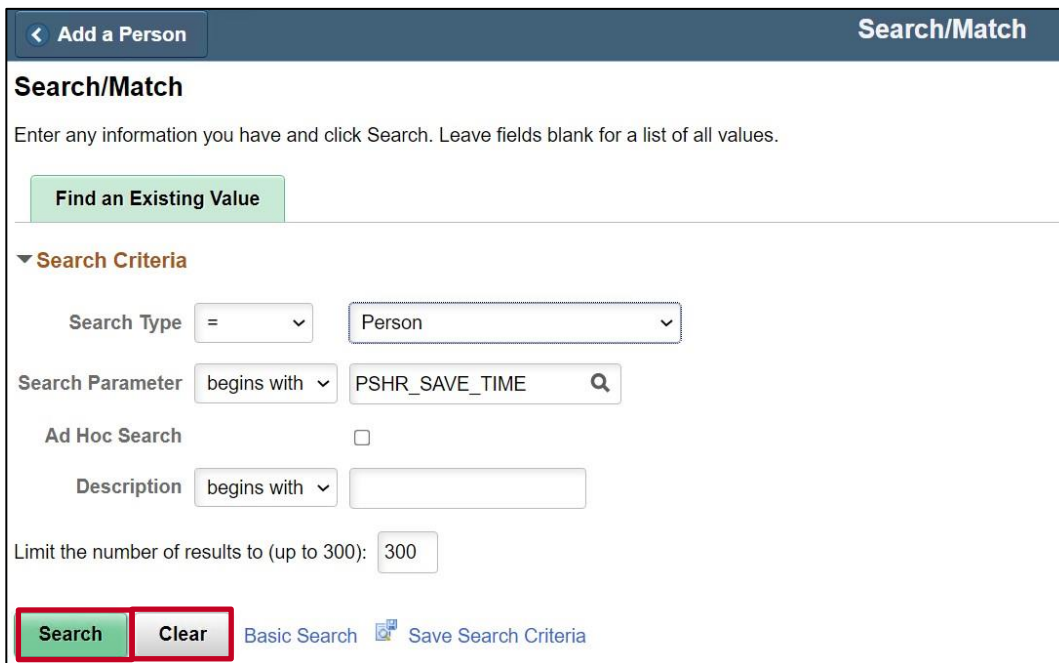
Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays.



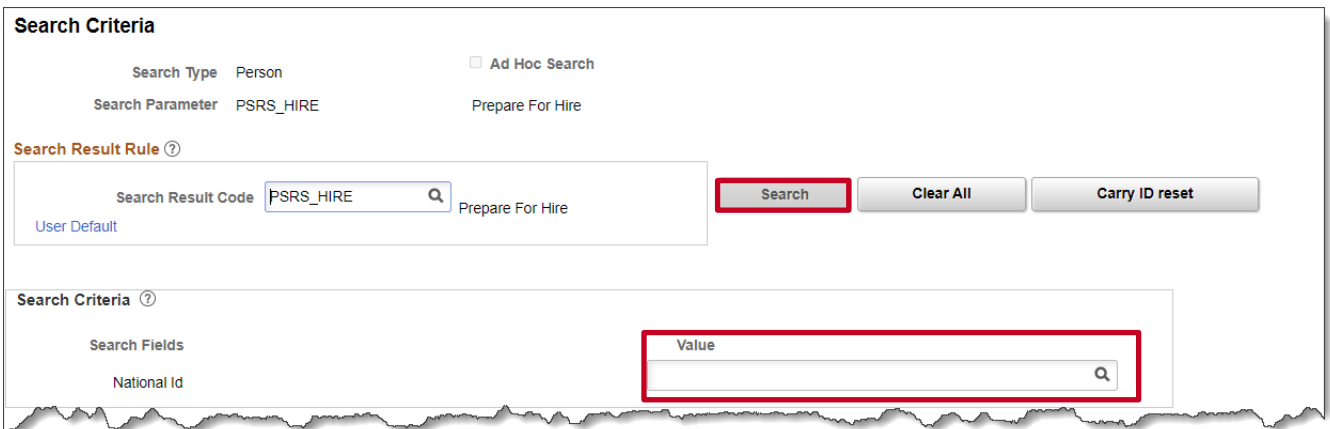
2. Click the **Search for Matching Persons** link.

The **Search/Match** page displays.



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

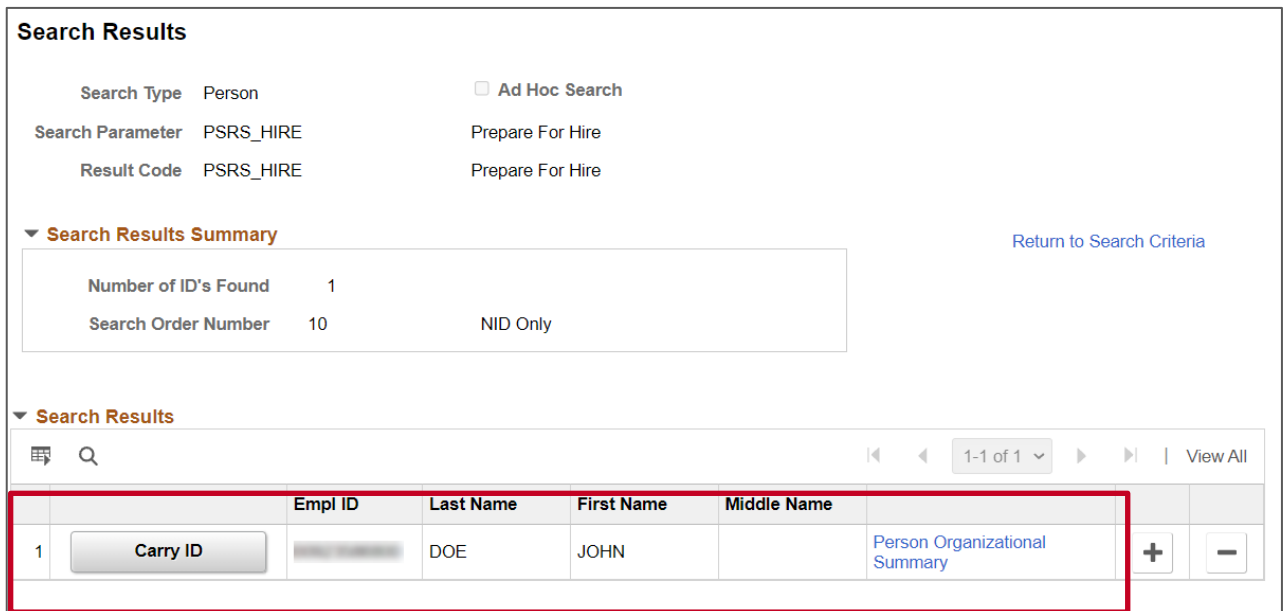
Search Criteria [?](#)

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		Person Organizational Summary

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]

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.

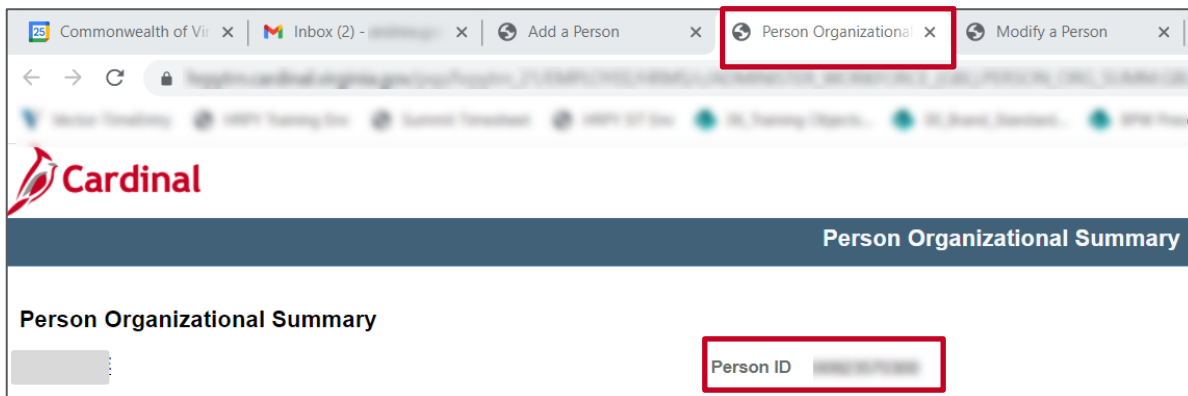
Person Organizational Summary

Person ID: [REDACTED]

[Return to Search](#) [Notify](#)

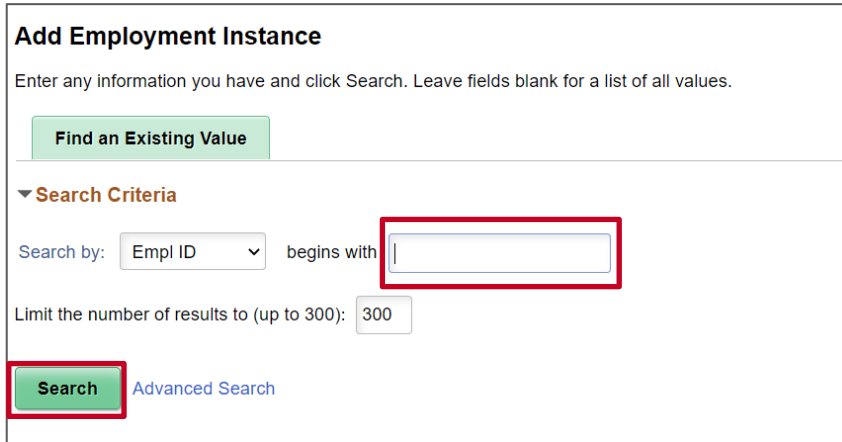
Note: If there is no previous job information for the person, the **Personal Organizational Summary** page displays with only the employee's name and Person ID.

- 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

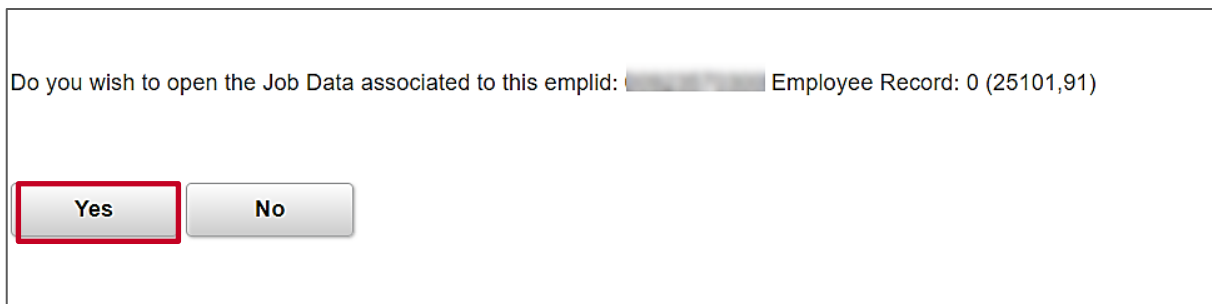
▼ **Search Criteria**

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.



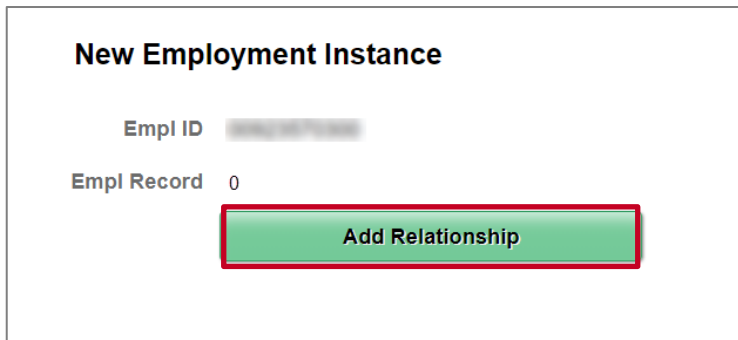
Do you wish to open the Job Data associated to this emplid: [redacted] Employee Record: 0 (25101,91)

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]

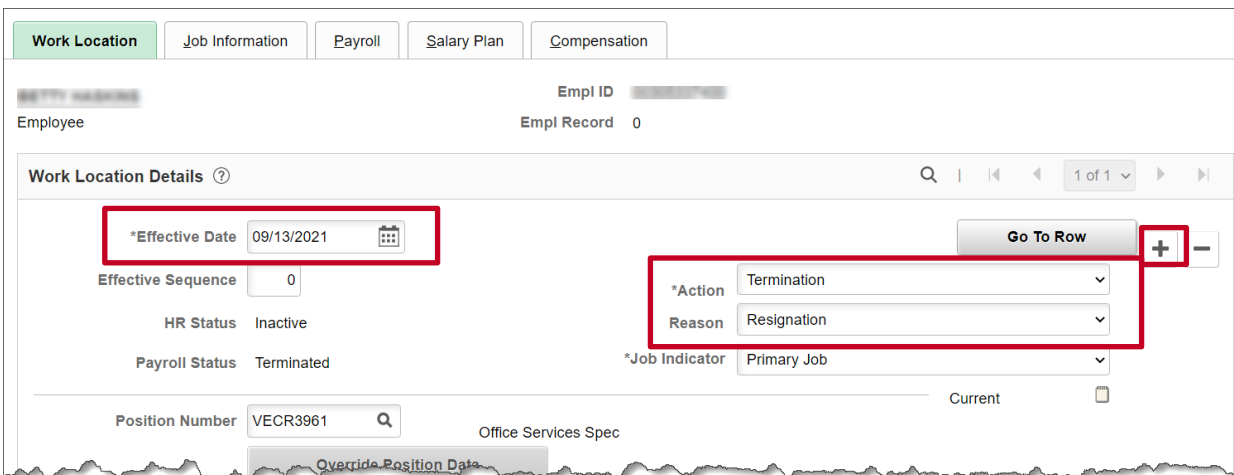
Empl Record 0

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**.

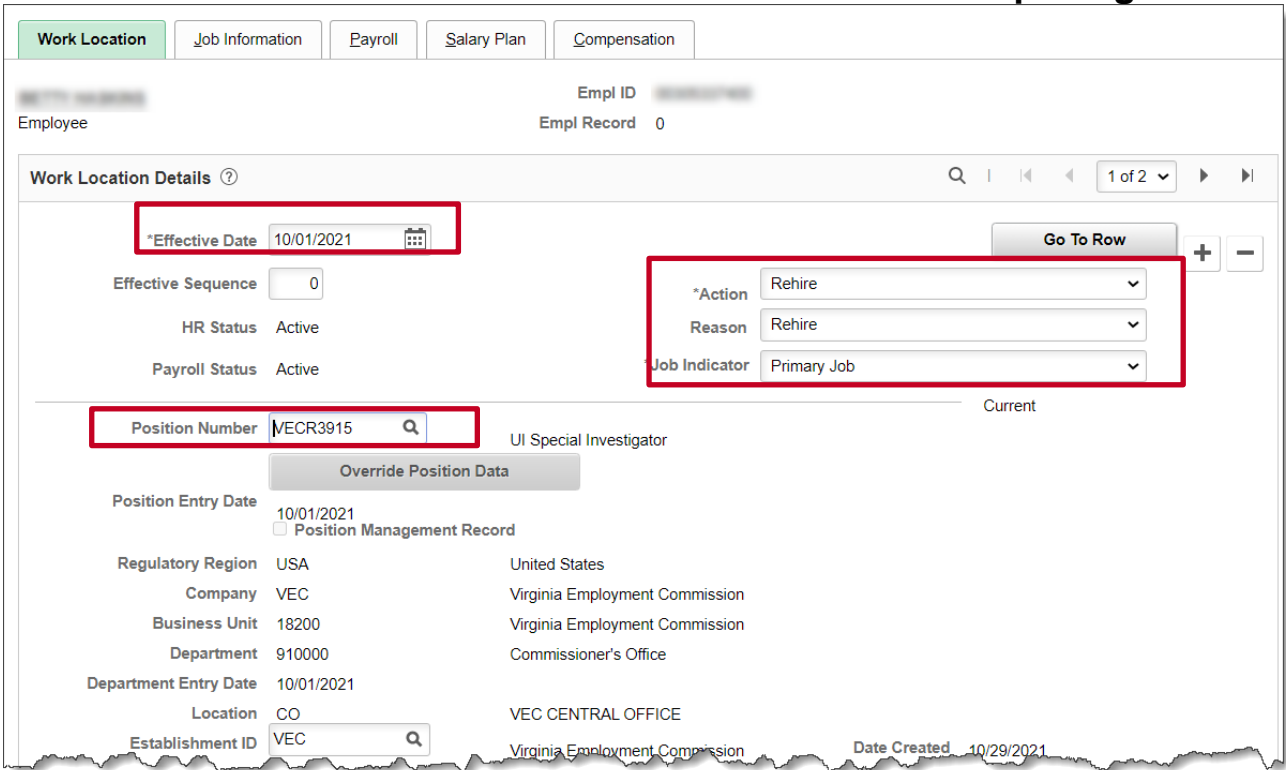
15. After clicking the **Yes** button, the job data page displays the current record of the termination action.



The screenshot displays the 'Work Location Details' page for an employee. The page includes tabs for 'Work Location', 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. The employee's name is redacted, and the 'Empl ID' is also redacted. The 'Employee' name is visible, and the 'Empl Record' is 0. The 'Work Location Details' section shows a table with one row. The '*Effective Date' is 09/13/2021. The 'Effective Sequence' is 0. The 'HR Status' is Inactive. The 'Payroll Status' is Terminated. The '*Action' is Termination, the 'Reason' is Resignation, and the '*Job Indicator' is Primary Job. The 'Position Number' is VECR3961. The 'Office Services Spec' is Current. A 'Go To Row' button with a '+' sign is visible, along with a '-' sign.

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.

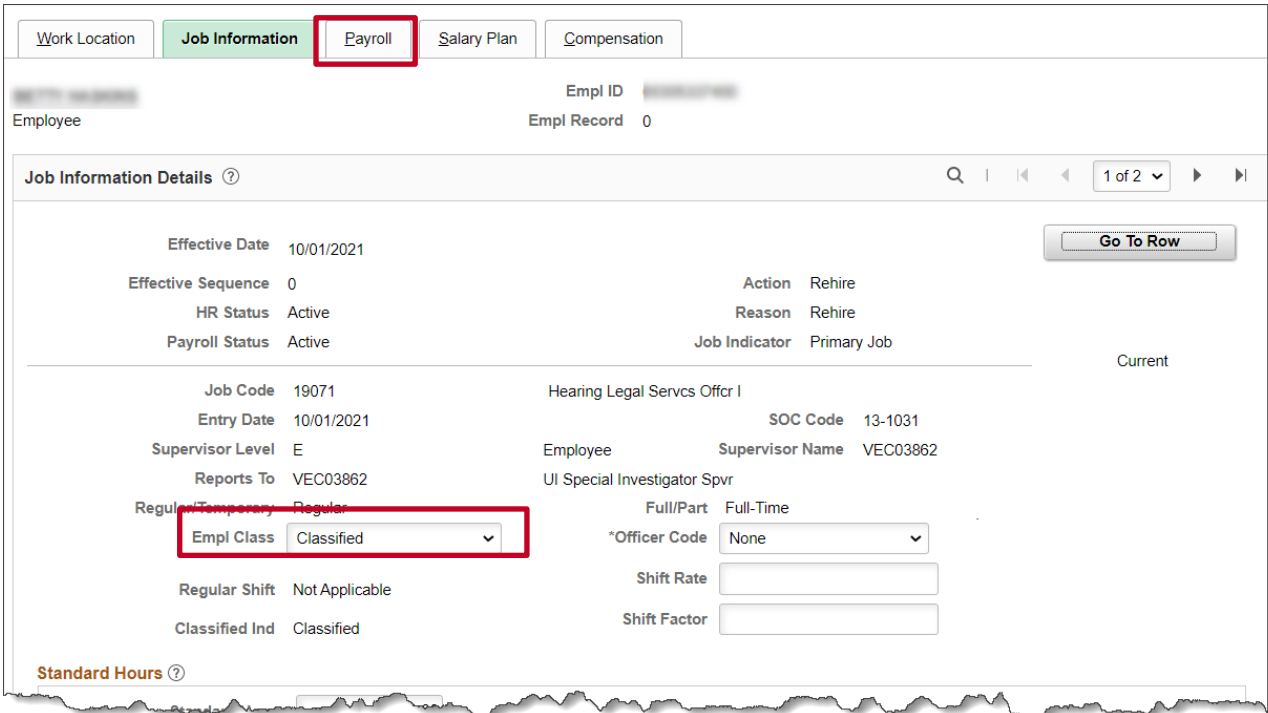
The **Work Location** tab refreshes and the remaining Position Data populates based upon the selected **Position Number**.

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.

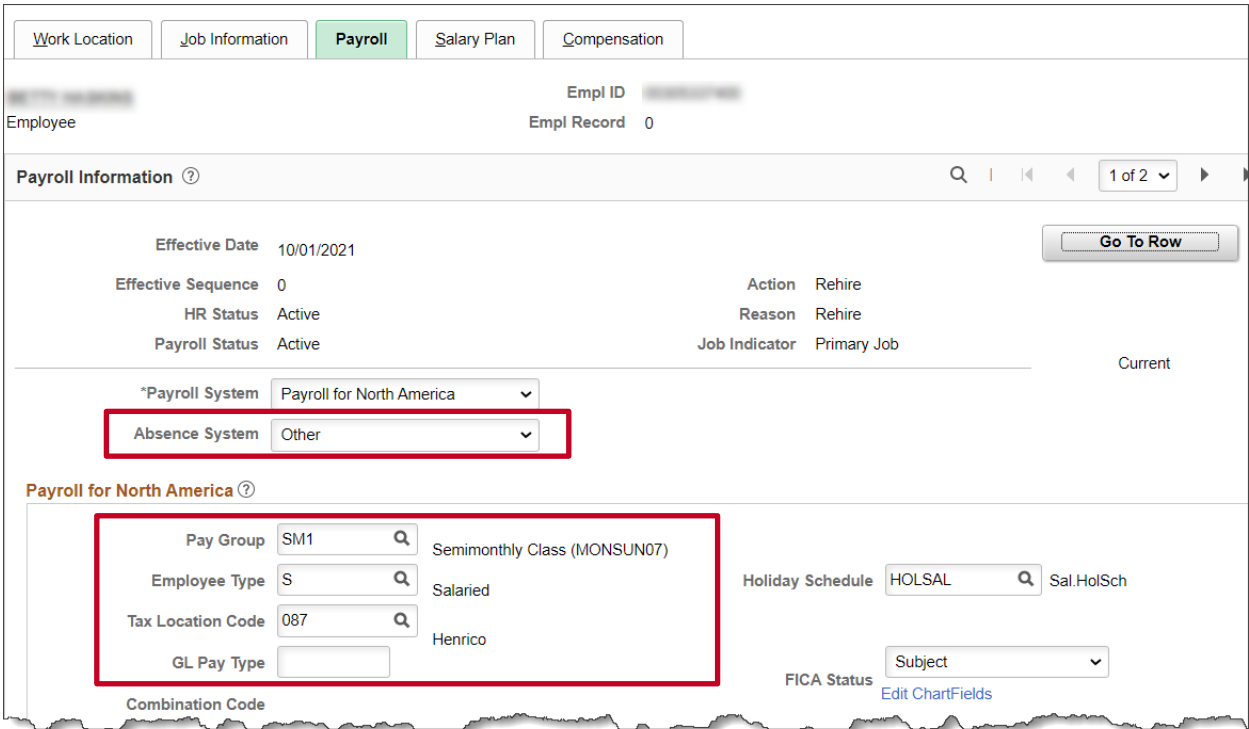
The **Job Information** tab displays.



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'. The form displays various employee details including Effective Date (10/01/2021), HR Status (Active), Payroll Status (Active), Job Code (19071), and Job Title (Hearing Legal Servcs Offcr I). The 'Empl Class' field is currently set to 'Classified'.

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.

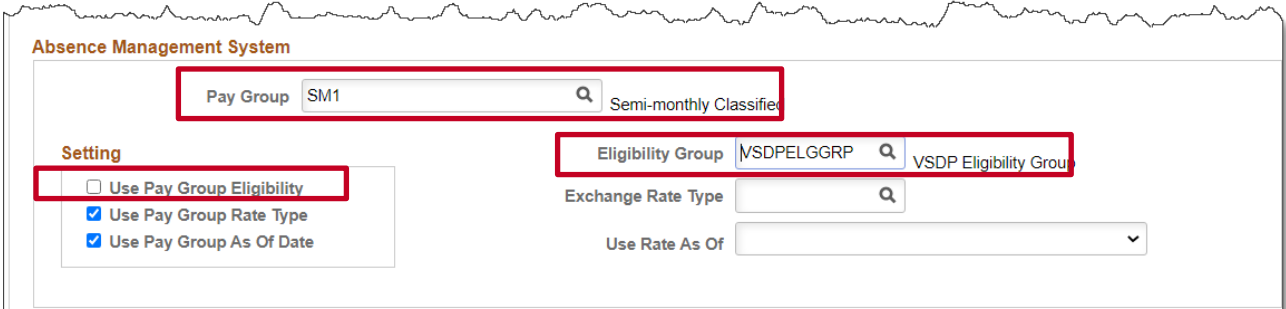


25. The **Absence System** field defaults to “**Other**”. If the agency uses Cardinal Absence Management, click the drop-down button and select “**Absence Management**”.
26. Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America**

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]

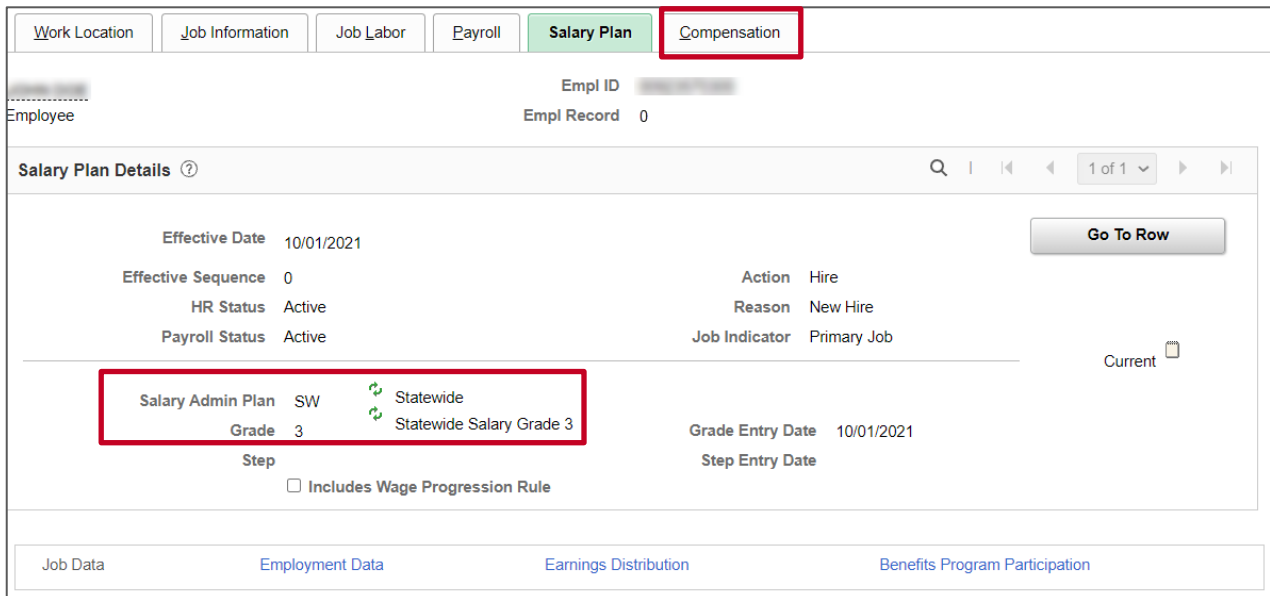
Use Rate As Of: [Dropdown]

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

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: [] Includes Wage Progression Rule

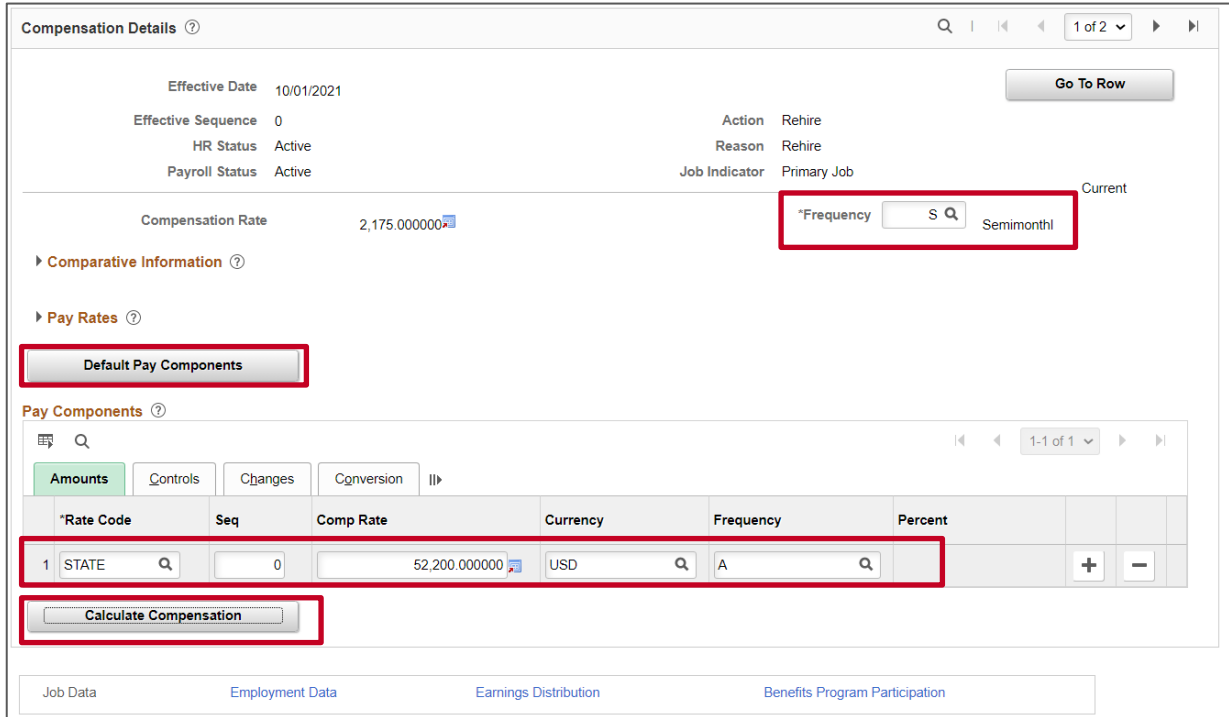
Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

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 Semimonthl

Go To Row

Current

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		Go To Row
Effective Sequence	0	Action	Hire
HR Status	Active	Reason	New Hire
Payroll Status	Active	Job Indicator	Primary Job

Compensation Rate 2,291.666667

*Frequency Semimonthl

▶ [Comparative Information](#)

▶ [Pay Rates](#)

Default Pay Components

Pay Components

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

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 XXXXXXXXXX
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			Years Months Days	
Org Instance Service Date	09/10/2021	<input type="checkbox"/> Override	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 Time Reporter Data
Company Seniority Date	01/10/2021	<input checked="" type="checkbox"/> Override	0 9 19
Benefits Service Date	09/10/2021	<input type="checkbox"/> Override	0 1 19
Seniority Pay Calc Date	09/10/2021	<input type="checkbox"/> Override	0 1 19
Probation Date	09/10/2022		
Professional Experience Date		Last Verification Date	

*Work Mode Tenure Status Contract type

Alternate Leave Plan Alternate Work Schedule

VSDP Effective Date 01/10/2003

Agency Use Field 1 Agency Use Field 2 Agency Use Field 3

Person Employment Dates ?

Continuous State Service Date 09/10/2021

Leave Eligibility Service Date 01/10/2021

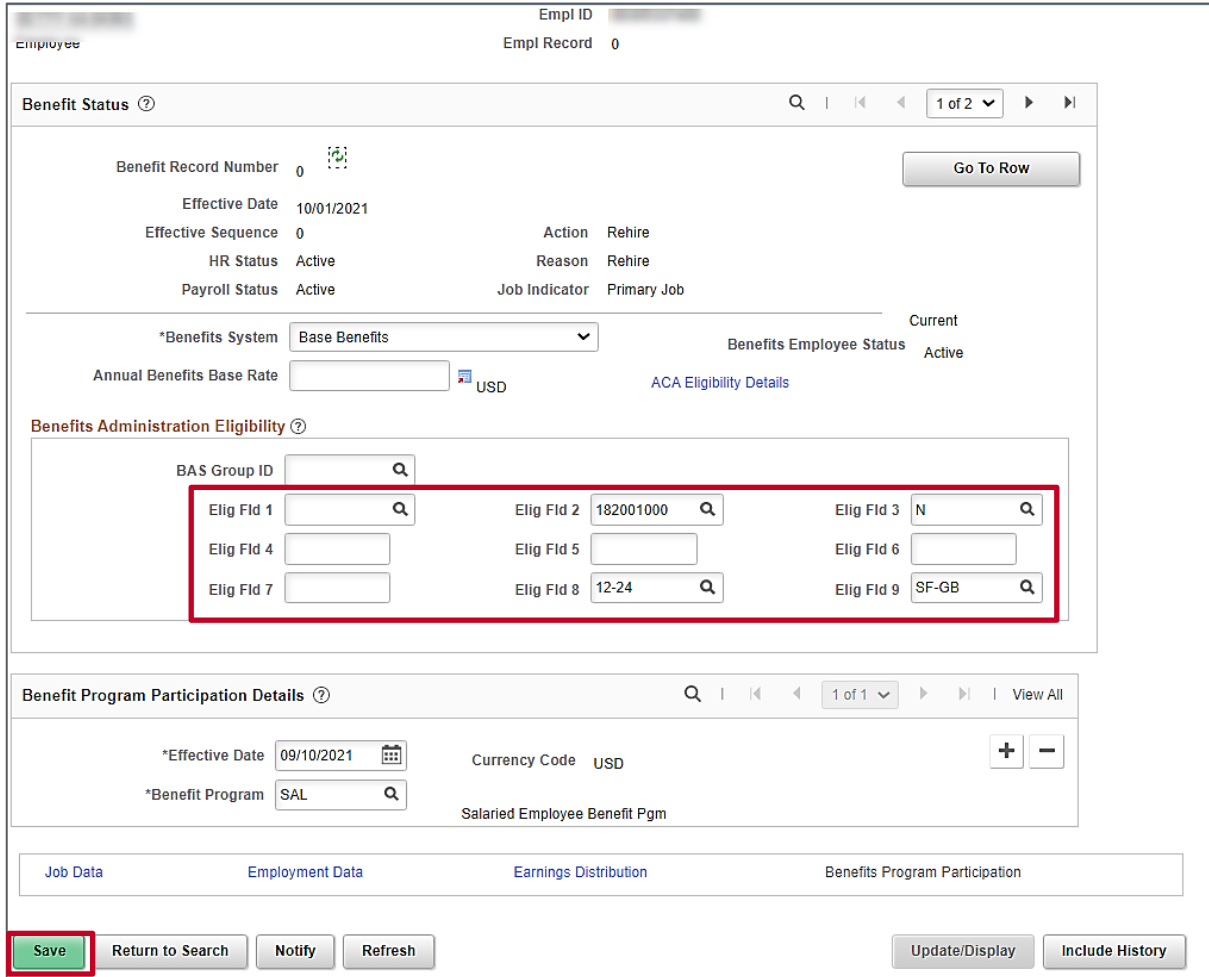
Previous Months Of Service 8

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.



The screenshot shows the 'Benefit Status' and 'Benefits Administration Eligibility' sections. The 'Elig Fld' fields are highlighted with a red box.

Field	Value
Benefit Record Number	0
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
Annual Benefits Base Rate	USD
Benefits Employee Status	Active
BAS Group ID	
Elig Fld 1	
Elig Fld 2	182001000
Elig Fld 3	N
Elig Fld 4	
Elig Fld 5	
Elig Fld 6	
Elig Fld 7	
Elig Fld 8	12-24
Elig Fld 9	SF-GB

Benefit Program Participation Details

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

Navigation buttons: 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**.

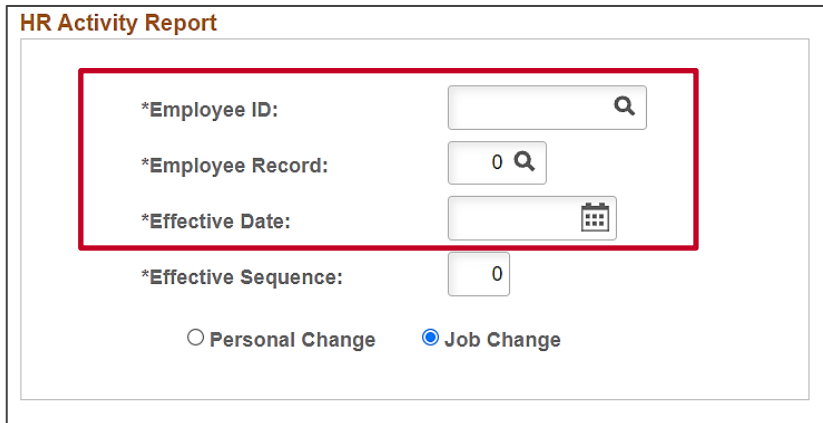
44. Click the **Save** button.

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

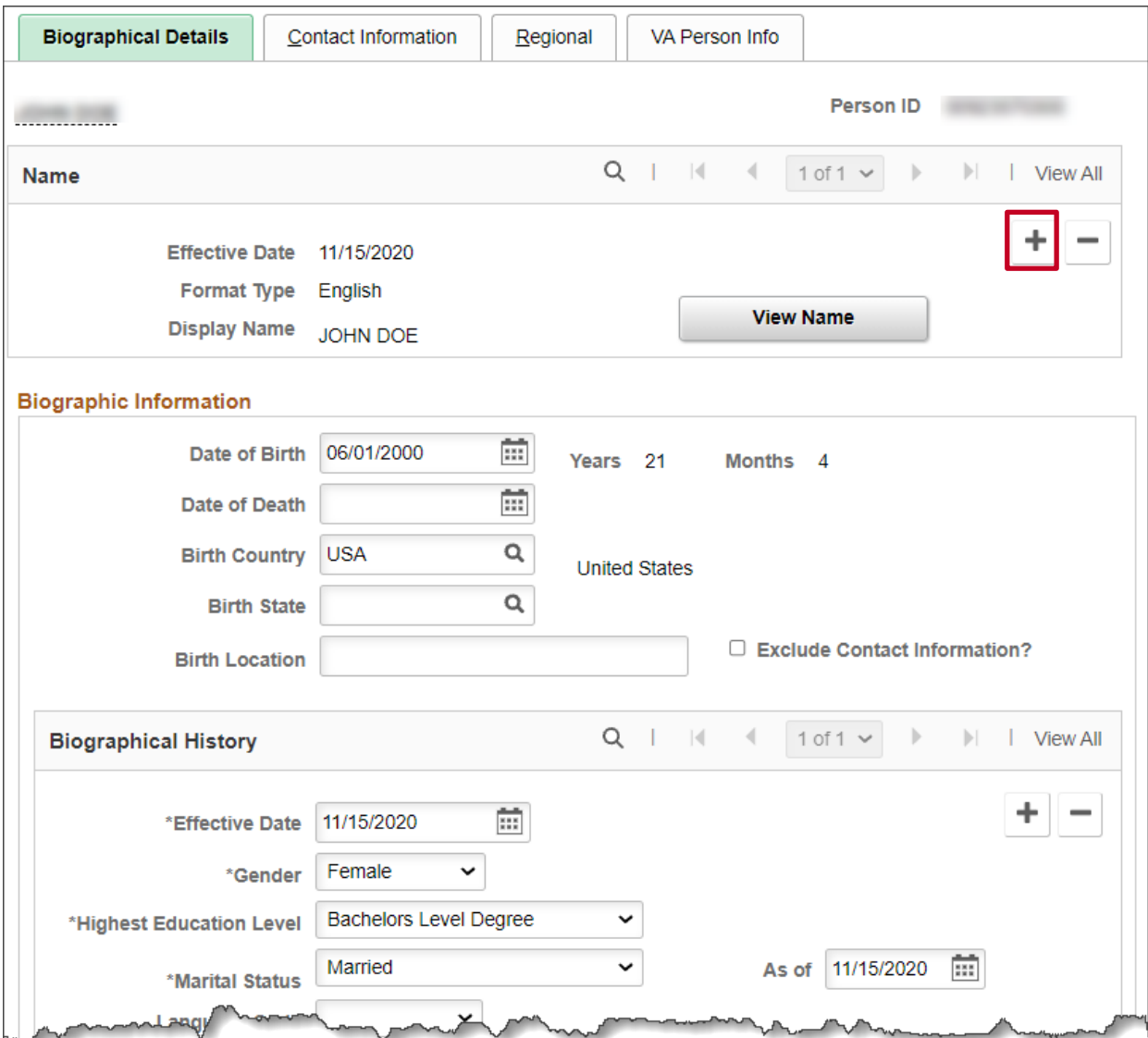
The **Modify a Person** search page returns.

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 | Search | Navigation | 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 | Search | Navigation | 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

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.