

Completing a Rehire Overview

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 the below guidance:

- Answer “Yes” if the employee is being rehired into the same HBO Agency or Locality and back into the same employee type (i.e. Wage to Wage). This will hire the employee back into the same employee record they had previously. Use this Job Aid to complete this process
- Answer “No” if the employee is being rehired into a different HBO Agency or Locality. This creates a new employee record and hires the employee into it. Refer to the Job Aid titled **HR352_ Completing a New Hire (Benefits Only)** to complete 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.

Table of Contents

Rehire an Employee 2

Rehire an Employee

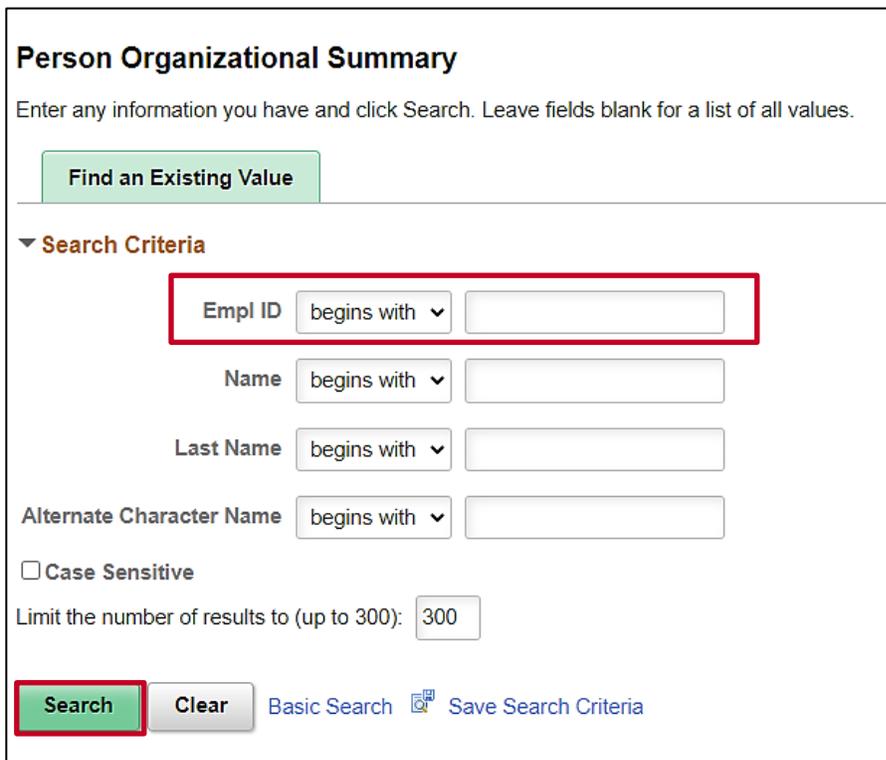
Before processing a rehire, navigate to the **Person Organizational Summary** page to review the employee's prior job history at the Commonwealth of Virginia.

Note: If the employee's previous employment with the Commonwealth of Virginia ended prior to 2020, only their name and employee ID will display on the **Person Organizational Summary** page. Research must be conducted in the legacy system or DHRM may have to provide assistance.

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

Navigator > Workforce Administration > Personal Information > Person Organizational Summary

The **Person Organizational Summary Search** page displays.



2. Enter the applicable employee's Employee 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 for the applicable employee.

Person Organizational Summary

[Redacted Name] Person ID [Redacted ID]

▼ Employment Instances Q | < | > | 1 of 1 | View All

ORG Instance 0 Last Hire 1/10/2003 Termination Date 9/12/2021
 HR Status Inactive Payroll Status Terminated

Assignments Q | < | > | 1-1 of 1

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.

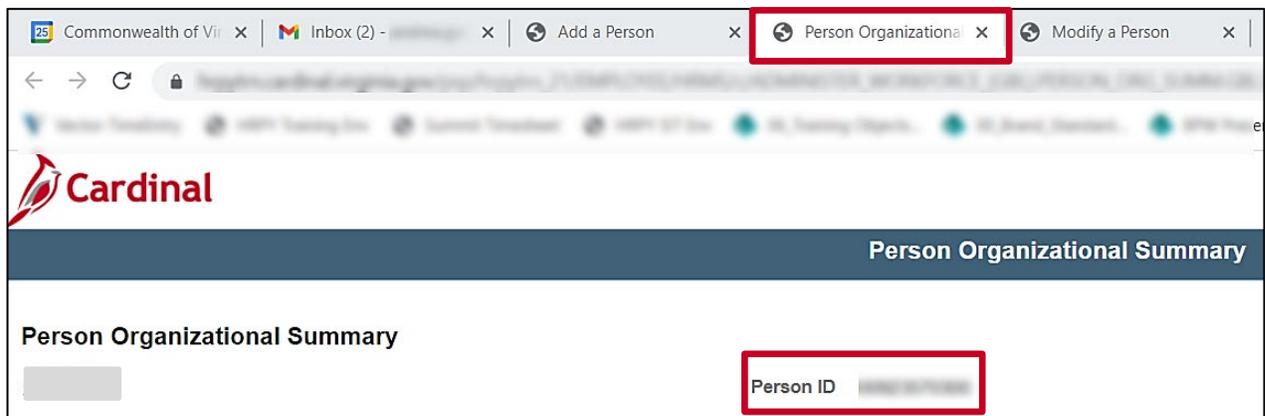
Sample Screenshot for an employee whose last job with the Commonwealth of Virginia was prior to 2020:

Person Organizational Summary

[Redacted Name] Person ID [Redacted ID]

Return to Search Notify

Note: If there is no previous job information for the person in Cardinal, the **Personal Organizational Summary** page displays with only the employee’s name and Person ID. Research must be conducted in the legacy system or DHRM may have to provide assistance.

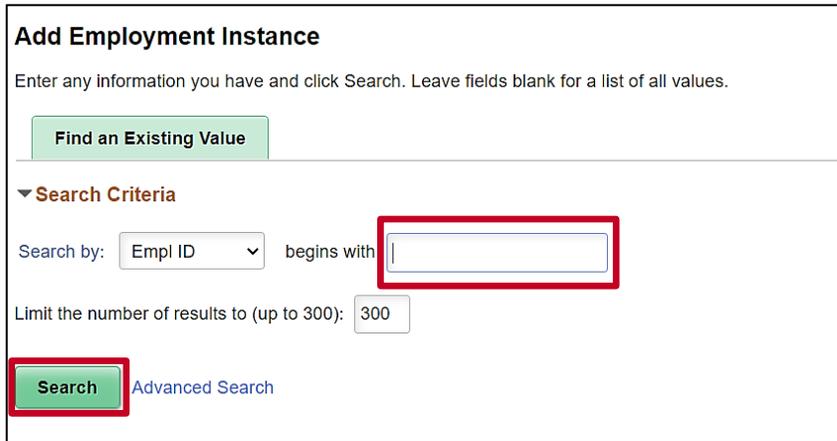


- Copy the **Person ID** and click the **Close** icon (X) to close the **Person Organizational Summary** tab at the very top of the screen.

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

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

The **Add Employment Instance Search** page displays.



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: begins with

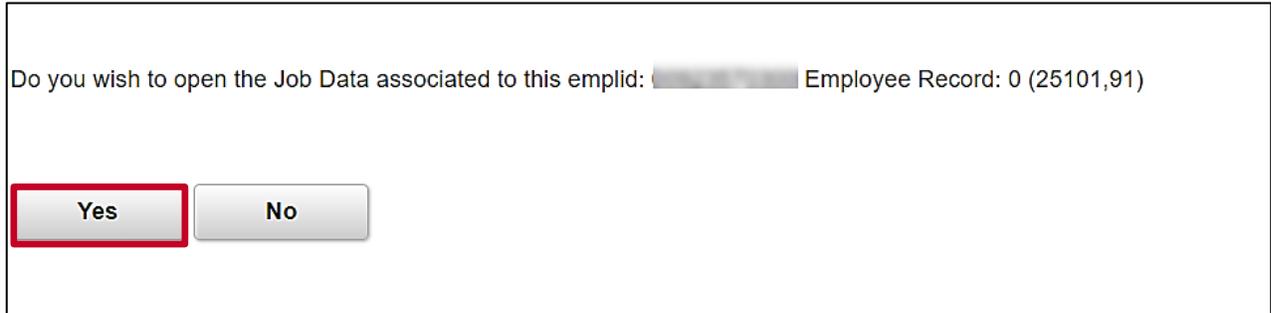
Limit the number of results to (up to 300):

Search [Advanced Search](#)

6. Enter the applicable employee's Employee ID or Person ID in the **Search** field.

7. Click the **Search** button.

A **Decision** message displays.



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

Yes **No**

8. For guidance on how to answer this question, review the following guidance:
- 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. Continue this process with Step 9.
 - 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 will display. You then need to click the **Add Relationship** button to create a new employee record that the employee can be hired into. After clicking the **Add Relationship** button, refer to the Job Aid titled **HR352_Completing a New Hire** to complete the process. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**

The **New Employment Instance** page displays.



New Employment Instance

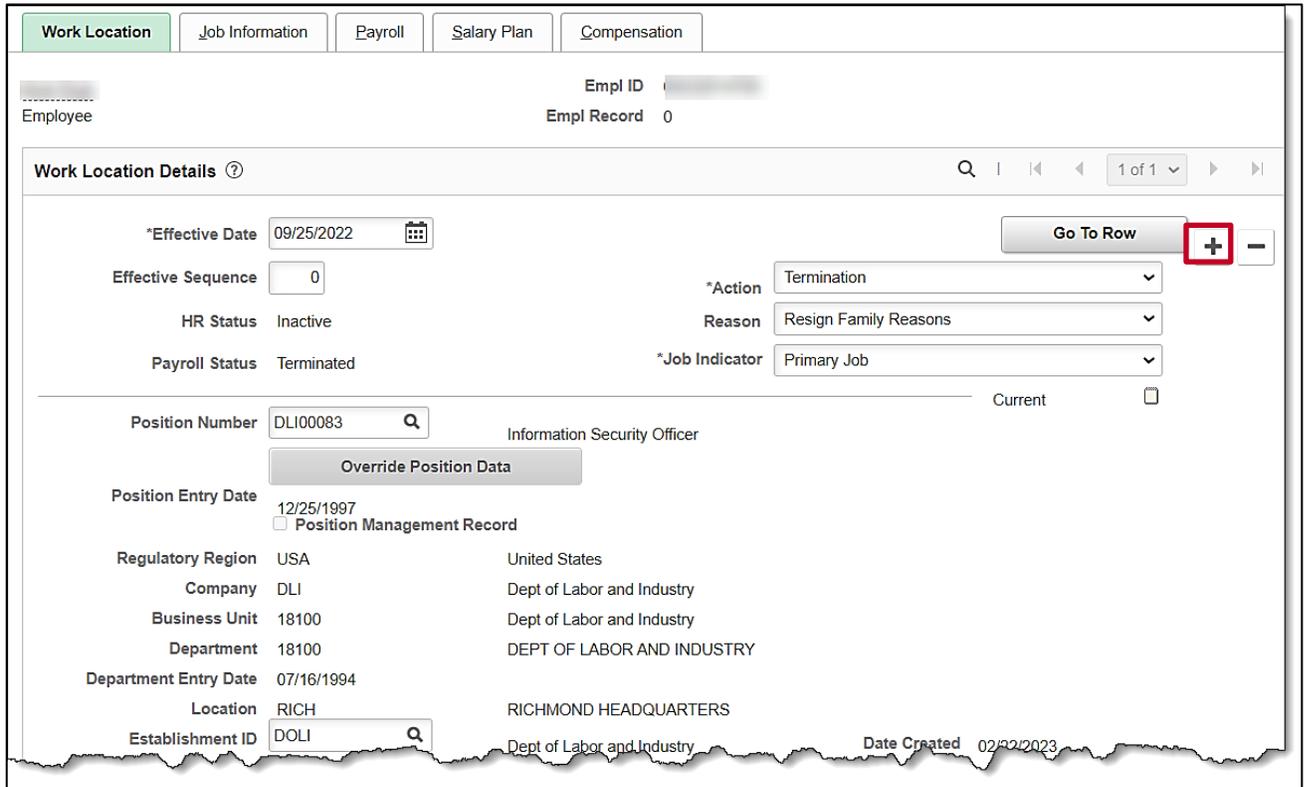
Empl ID [REDACTED]

Empl Record 0

Add Relationship

9. Click the **Add Relationship** button.

The **Job Data** page displays.



The screenshot displays the 'Work Location' tab of a system interface. At the top, there are navigation tabs: 'Work Location' (selected), 'Job Information', 'Payroll', 'Salary Plan', and 'Compensation'. Below these, the employee's 'Empl ID' and 'Empl Record' (0) are shown. The main section is titled 'Work Location Details' and includes a search icon and a '1 of 1' dropdown. The details are organized into several sections:

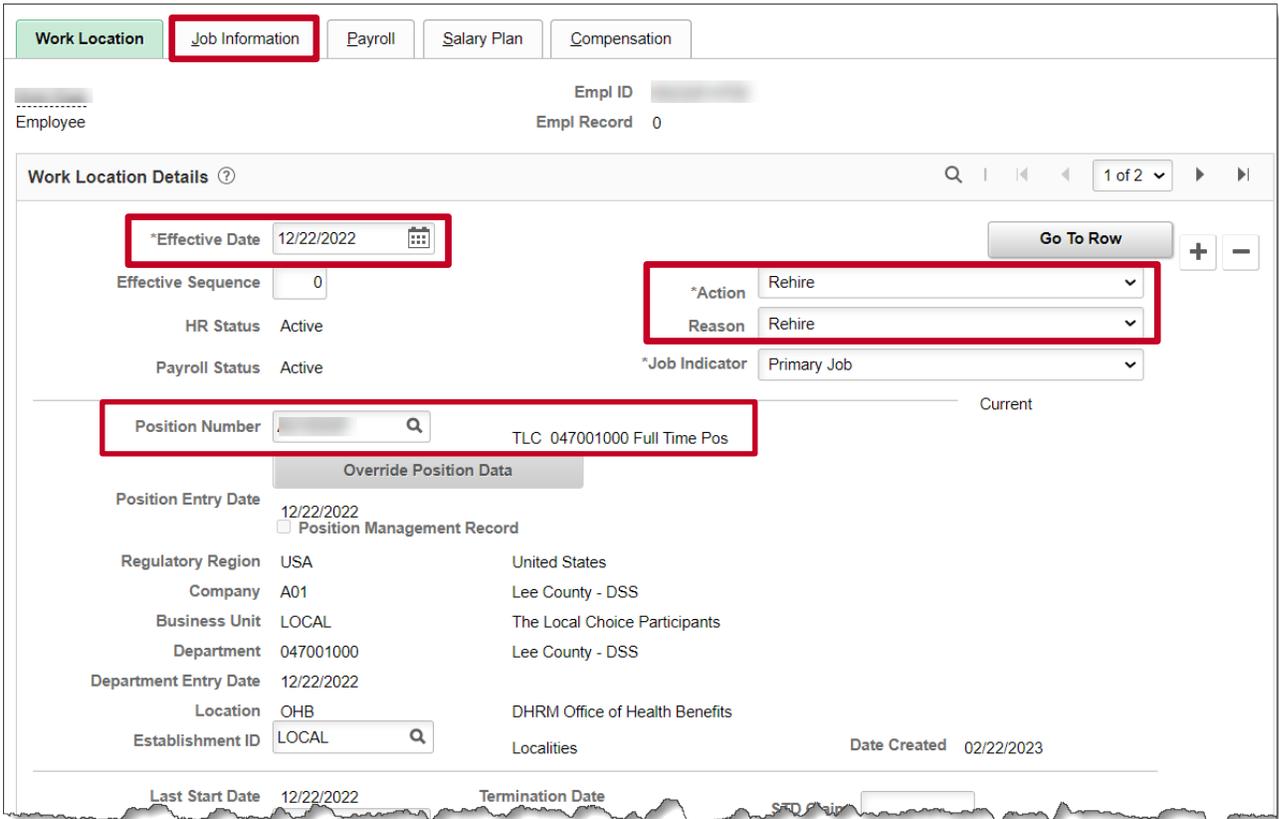
- Effective Date:** 09/25/2022 (with a calendar icon).
- Effective Sequence:** 0.
- HR Status:** Inactive.
- Payroll Status:** Terminated.
- *Action:** Termination (dropdown menu).
- Reason:** Resign Family Reasons (dropdown menu).
- *Job Indicator:** Primary Job (dropdown menu).
- Current:**

Below these, there is a section for 'Position Number' (DLI00083) with a search icon and the title 'Information Security Officer'. An 'Override Position Data' button is present. The 'Position Entry Date' is 12/25/1997, with a checkbox for 'Position Management Record'. Further down, there are fields for 'Regulatory Region' (USA - United States), 'Company' (DLI - Dept of Labor and Industry), 'Business Unit' (18100 - Dept of Labor and Industry), 'Department' (18100 - DEPT OF LABOR AND INDUSTRY), 'Department Entry Date' (07/16/1994), 'Location' (RICH - RICHMOND HEADQUARTERS), and 'Establishment ID' (DOLI - Dept of Labor and Industry). A 'Date Created' field shows 02/22/2023. A 'Go To Row' button with a red box around the '+' icon is located in the top right of the details section.

10. Click the **Add a Row (+)** button to add a new effective dated row.

HR352_Completing a Rehire (Benefits Only)

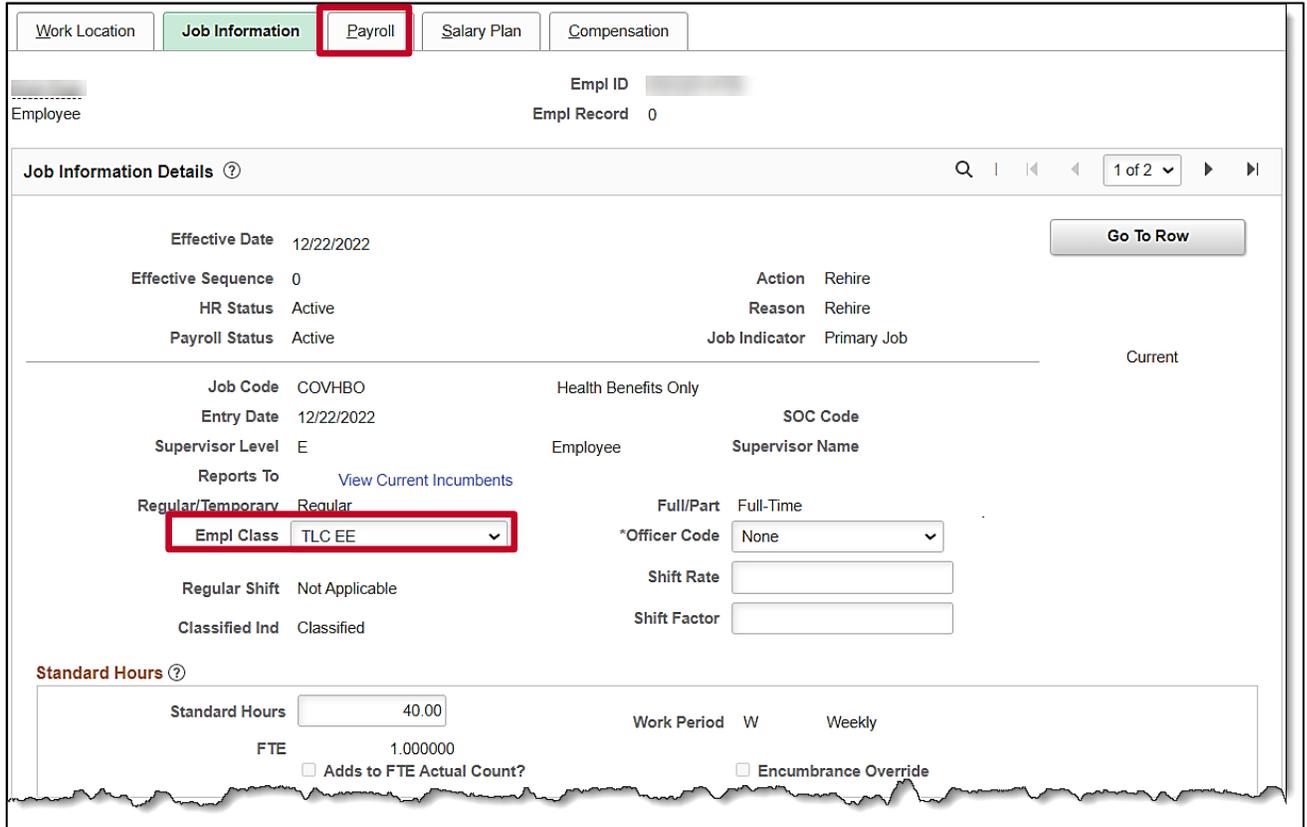
The new **Job Data** row displays (Row 1 of 2 in this example).



The screenshot shows the 'Job Information' tab in the HR352 system. The 'Effective Date' is set to 12/22/2022. The 'Action' and 'Reason' are both set to 'Rehire'. The 'Position Number' is entered as 'TLC 047001000 Full Time Pos'. Other fields include 'HR Status: Active', 'Payroll Status: Active', 'Job Indicator: Primary Job', 'Regulatory Region: USA', 'Company: A01', 'Business Unit: LOCAL', 'Department: 047001000', 'Location: OHB', and 'Establishment ID: LOCAL'. The 'Date Created' is 02/22/2023.

11. The **Effective Date** field defaults to the current system date. Update this date to the date of the rehire as needed using the **Effective Date Calendar** icon.
12. Click the **Action** dropdown button and select "Rehire".
13. Click the **Reason** dropdown button and select the applicable Rehire reason.
Note: For further information on the valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled **HR352 Action Reason Codes (Benefits Only)**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
14. Enter the applicable Position Number in the **Position Number** field or select the applicable Position Number using the **Position Number Look Up** icon.
15. The remaining information populates based on the **Position Number** entered/selected. Click the **Job Information** tab.

The **Job Information** tab displays.



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

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

Job Information Details ? 1 of 2

Effective Date	12/22/2022	Action	Rehire
Effective Sequence	0	Reason	Rehire
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		Current

Job Code	COVHBO	Health Benefits Only	
Entry Date	12/22/2022	SOC Code	
Supervisor Level	E	Employee	Supervisor Name
Reports To	View Current Incumbents		
Regular/Temporary	Regular	Full/Part	Full-Time
Empl Class	TLC EE	*Officer Code	None
Regular Shift	Not Applicable	Shift Rate	
Classified Ind	Classified	Shift Factor	

Standard Hours ?

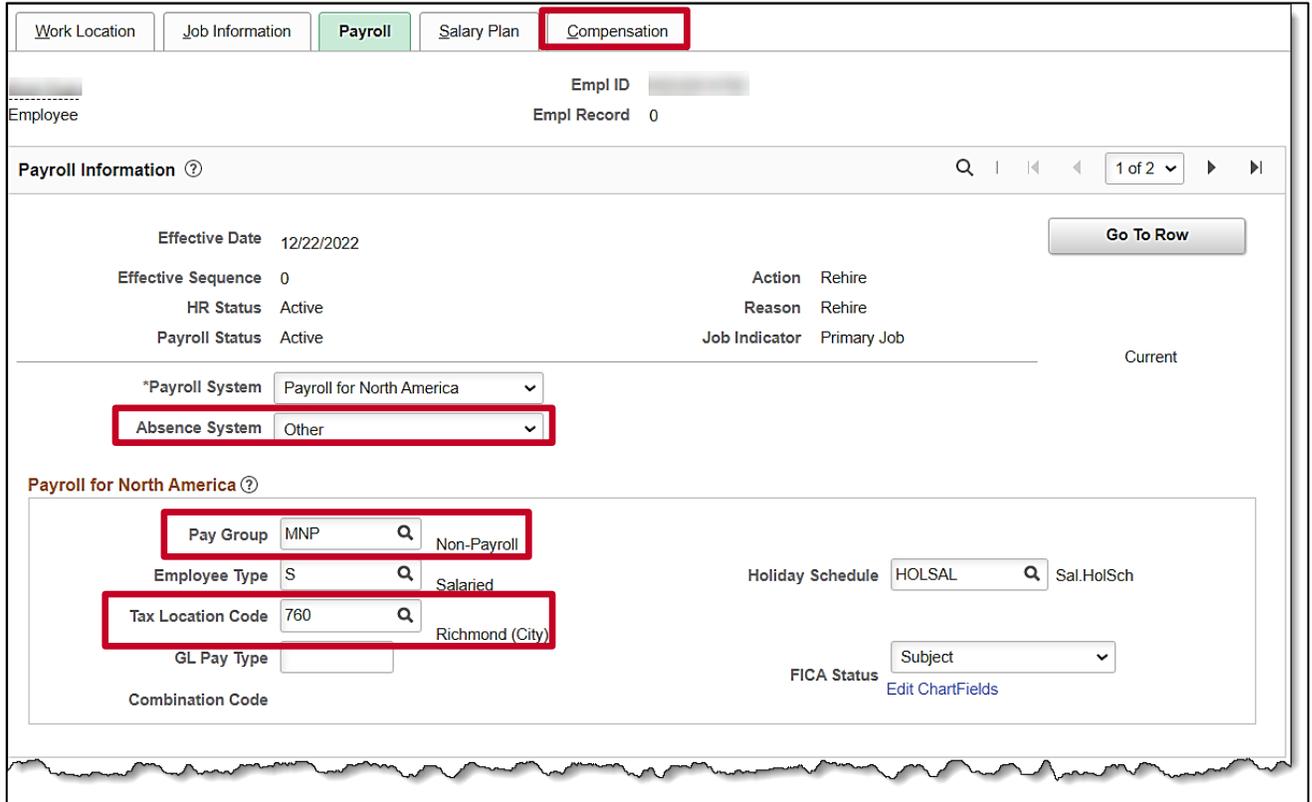
Standard Hours	40.00	Work Period	W Weekly
FTE	1.000000		
<input type="checkbox"/>	Adds to FTE Actual Count?	<input type="checkbox"/>	Encumbrance Override

- Select the employee classification using the **Empl Class** dropdown button as needed.

Note: The **Action/Reason, Employee Class, and Job Code** are key fields in determining Benefits Eligibility. 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**.

- Click the **Payroll** tab.

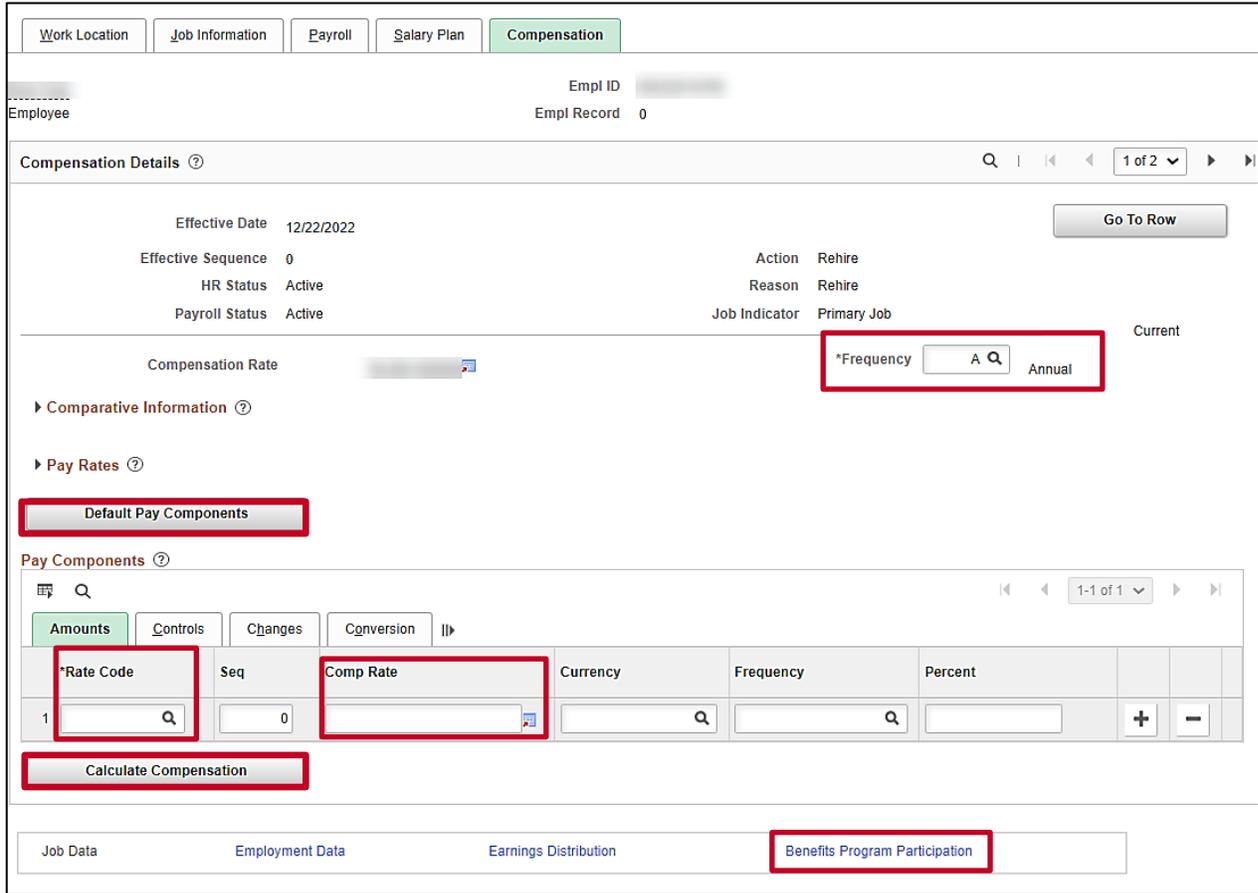
The **Payroll** tab displays.



The screenshot shows the HR352 system interface. At the top, there are tabs for Work Location, Job Information, Payroll, Salary Plan, and Compensation. The Compensation tab is selected and highlighted with a red box. Below the tabs, there is a header section with Employee ID and Empl Record 0. The main content area is titled "Payroll Information" and contains several fields and sections. The "Absence System" field is set to "Other" and is highlighted with a red box. Below this, there is a section titled "Payroll for North America" which contains several sub-fields: "Pay Group" is set to "MNP" and is highlighted with a red box; "Employee Type" is set to "S" and is highlighted with a red box; "Tax Location Code" is set to "760" and is highlighted with a red box. Other fields include "Effective Date" (12/22/2022), "Effective Sequence" (0), "HR Status" (Active), "Payroll Status" (Active), "Action" (Rehire), "Reason" (Rehire), "Job Indicator" (Primary Job), "Current", "Holiday Schedule" (HOLSAL), and "FICA Status" (Subject). A "Go To Row" button is visible in the top right corner of the Payroll Information section.

18. Ensure that the Absence System field displays "Other".
19. Enter "MNP" in the **Pay Group** field.
20. Enter or select the applicable Tax Location Code using the **Tax Location Code Look Up** icon.
21. Click the **Compensation** tab.

The **Compensation** tab displays.



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

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

Compensation Details 1 of 2

Effective Date: 12/22/2022
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active
 Action: Rehire
 Reason: Rehire
 Job Indicator: Primary Job
 Current

Compensation Rate: [Redacted] *Frequency: A Annual

▶ Comparative Information
 ▶ Pay Rates

Default Pay Components

Pay Components 1 of 1

Amounts	Controls	Changes	Conversion		
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 [Redacted]	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]

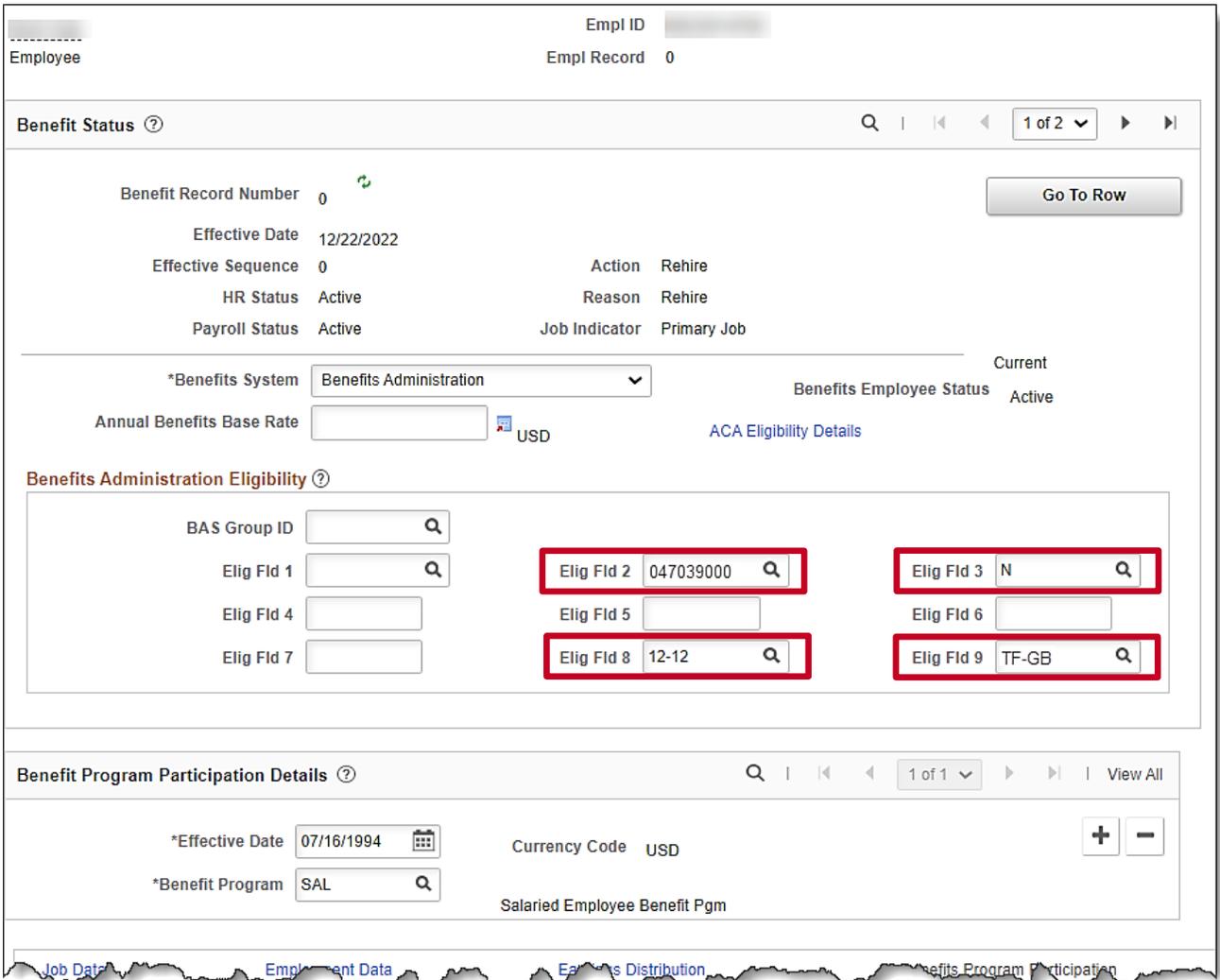
Calculate Compensation

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

22. Within the **Compensation Details** section, select “M” (Monthly) using the **Frequency** dropdown button.
23. Click the **Default Pay Components** button.
24. Complete the Pay Components section. Click the **Rate Code Look Up** icon and select “NAANNL”. Enter “0” in the **Comp Rate** field. “0” is always entered for Agencies that use Cardinal for benefits only.
25. Click the **Calculate Compensation** button.
26. Click the **Benefits Program Participation** link.

HR352_Completing a Rehire (Benefits Only)

The **Benefit Program Participation** page displays.



The screenshot shows the 'Benefit Status' section with the following details:

- Benefit Record Number: 0
- Effective Date: 12/22/2022
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Rehire
- Reason: Rehire
- Job Indicator: Primary Job
- *Benefits System: Benefits Administration
- Annual Benefits Base Rate: [Empty]
- Benefits Employee Status: Active

The 'Benefits Administration Eligibility' section contains the following fields:

- BAS Group ID: [Empty]
- Elig Fld 1: [Empty]
- Elig Fld 2: 047039000
- Elig Fld 3: N
- Elig Fld 4: [Empty]
- Elig Fld 5: [Empty]
- Elig Fld 6: [Empty]
- Elig Fld 7: [Empty]
- Elig Fld 8: 12-12
- Elig Fld 9: TF-GB

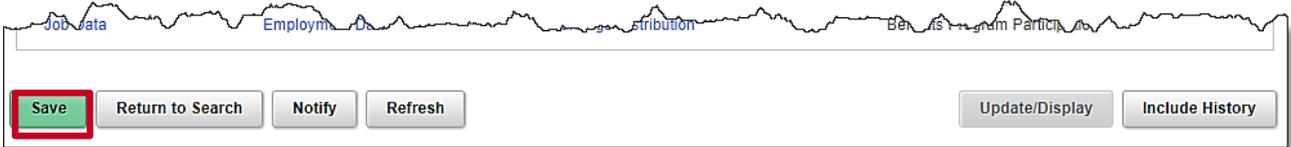
The 'Benefit Program Participation Details' section shows:

- *Effective Date: 07/16/1994
- *Benefit Program: SAL
- Currency Code: USD
- Salaried Employee Benefit Pgm

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

28. 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 the 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**.



The screenshot shows the bottom of the page with the following buttons:

- Save** (highlighted with a red box)
- Return to Search
- Notify
- Refresh
- Update/Display
- Include History

29. Scroll down to the bottom of the page as needed and click the **Save** button.