Completing a Rehire Overview

Before starting the rehire 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 Position Data** and **HR351 Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

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 one ("1").

The **Organizational Relationship** 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.

The **Create Job Action** process is used if the employee is being rehired back into the same Agency **and** back into the same employee type (e.g., Wage to Wage or Salary to Salary). This will hire the employee back into the same Employee Record they previously held.

The **Add Employee Relationship** process is used if the employee is being rehired into a different Agency **or** back into the same Agency but into a different employee type (e.g., Wage to Salary or Salary to Wage). This creates a new Employee Record into which the employee is hired. 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 **Add Employee Relationship** 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** located on the Cardinal website in **Job Aids** under **Learning**.

Note: 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 Person** page to make updates, if applicable.

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

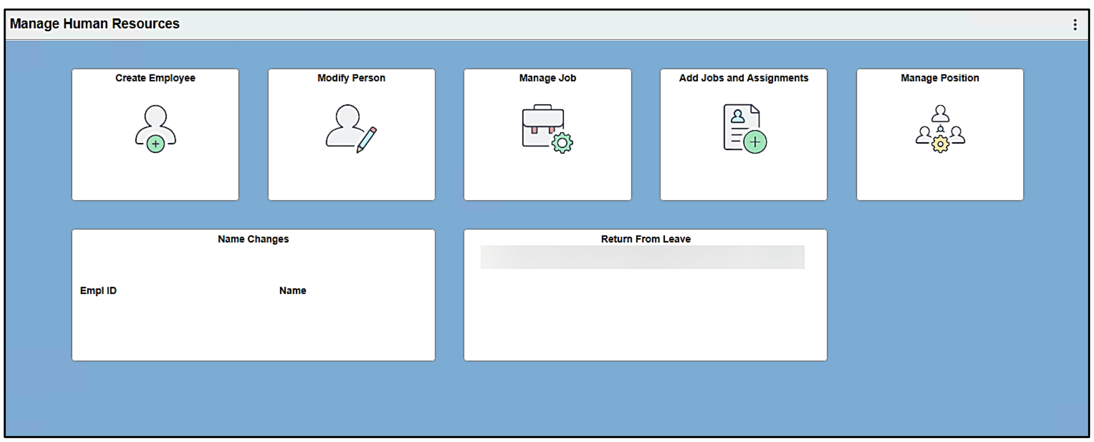
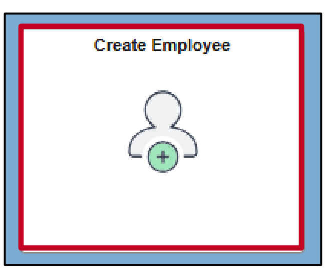
Table of Contents

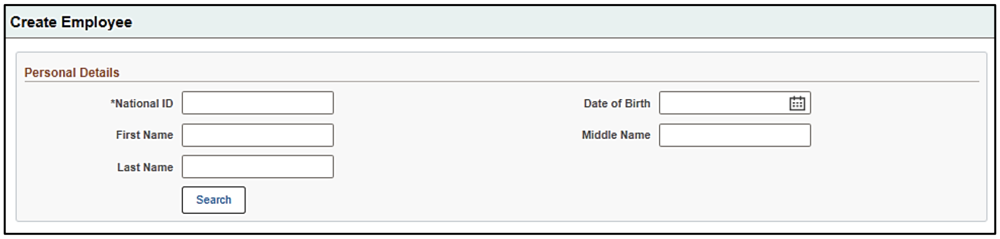
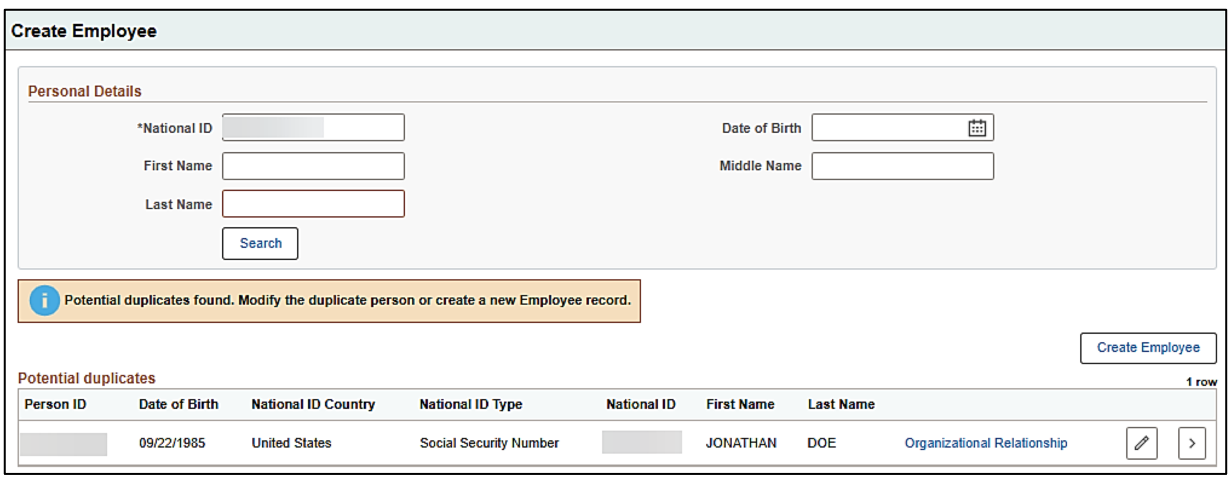
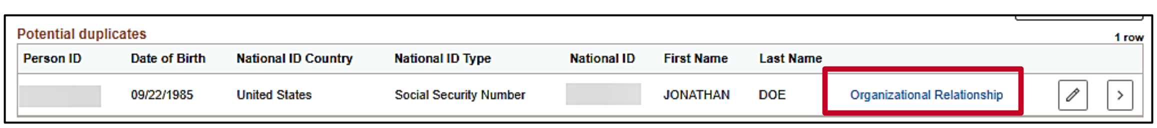
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/14/2025	Note added to Rehiring an Employee section regarding Alternate Leave Plan. Information regarding Direct Deposit added, including references to the Request Direct Deposit page.
4/29/2025	Updated the screenshot of the Benefit Program Participation page, updated the screenshot of the Benefits Administration Eligibility section, and added additional information regarding the Eligibility Fields.
3/1/2025	Updated the screenshots of the Search pages. Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Rehiring an Employee

To begin the rehire process, review the **Organizational Relationship** page to get information about the employee's previous employment at the Commonwealth of Virginia. The link to the **Organizational Relationship** page is located on the **Create Employee** page if the National ID is found.

Step	Action
1.	Navigate to the **Create Employee** page by clicking the **Manage Human Resources** tile on the **Cardinal HCM Homepage**. 
The **Manage Human Resources** page displays.  	
2.	Click the **Create Employee** tile. 

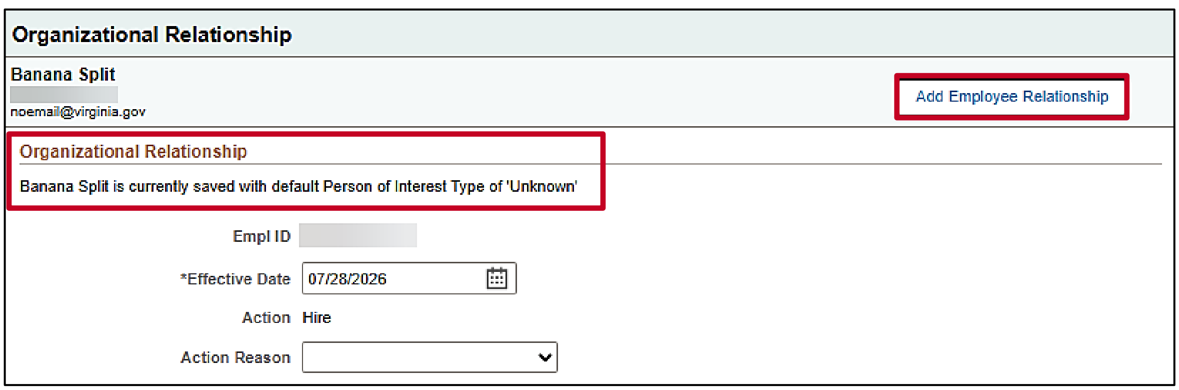
Step	Action
The **Create Employee Search** page displays. 	
3.	Enter the employee's SSN in the **National ID** field. 
4.	Click the **Search** button. 
The **Create Employee** page displays potential duplicates. 	
5.	Click the **Organizational Relationship** link. 

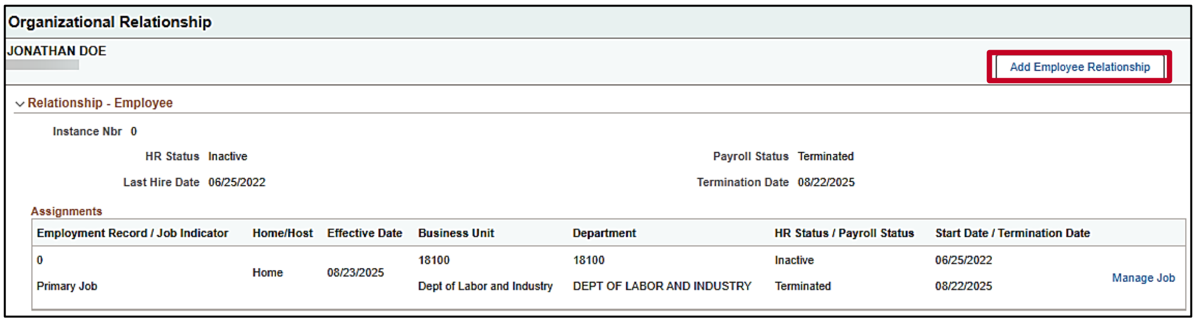
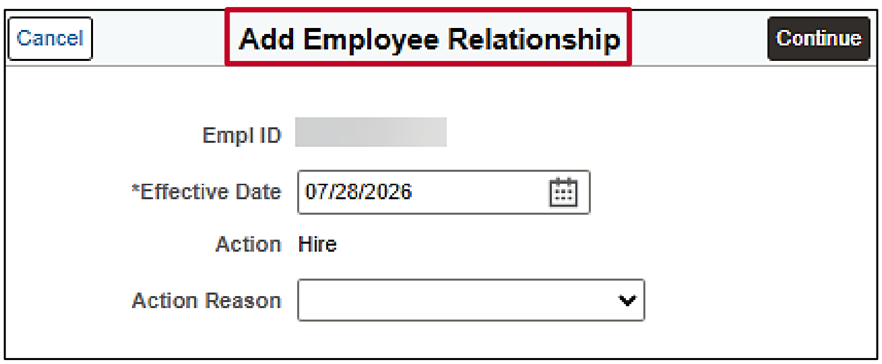
Step	Action

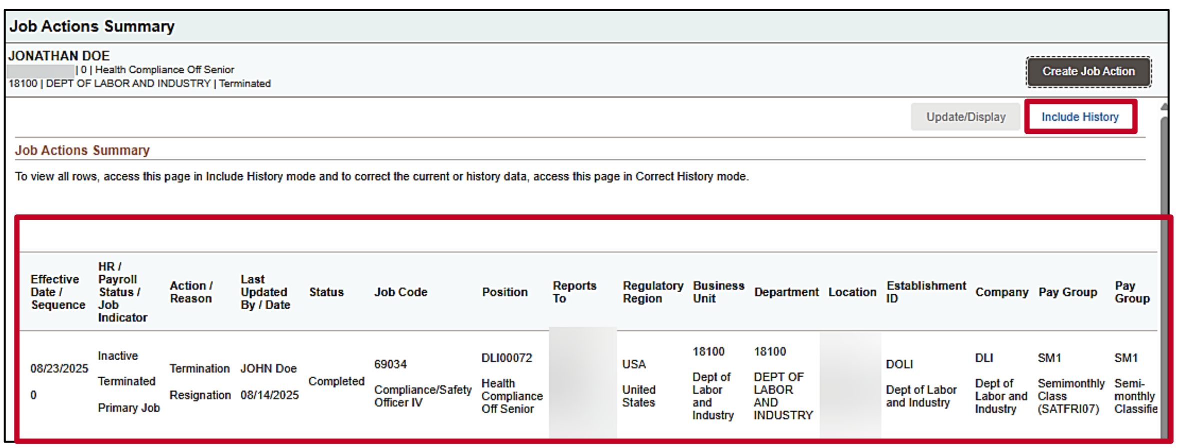
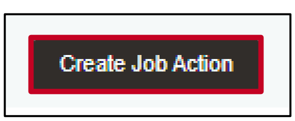
The **Organizational Relationship** page displays.

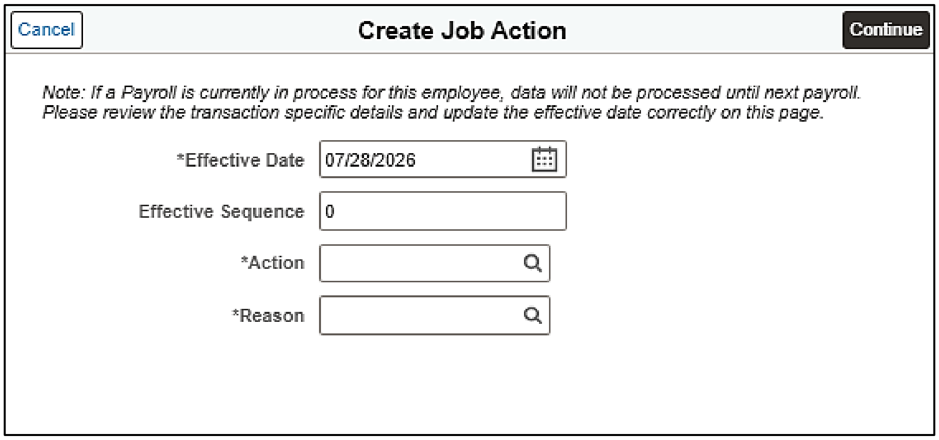
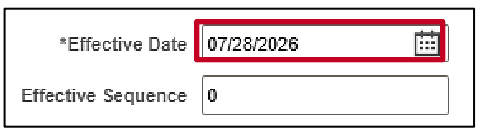
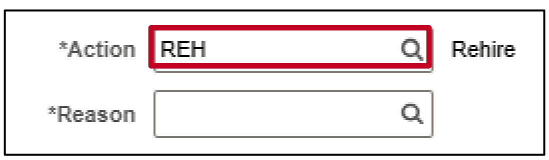
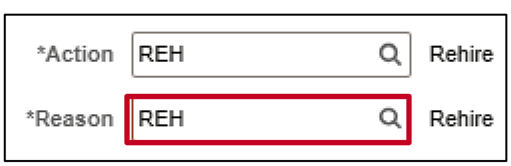
Note: This page provides a summary of the employment an employee currently holds or has previously held with the Commonwealth of Virginia. This information should be used in conjunction with official personnel records, as some historical Job Data may not have been converted into Cardinal during data migration. Reviewing this information can help determine the appropriate processing actions for the employee within the system.

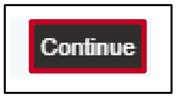
If there is no Job Data in Cardinal to manage, the **Add Employee Relationship** option is used and the **Action** field defaults to “Hire”.



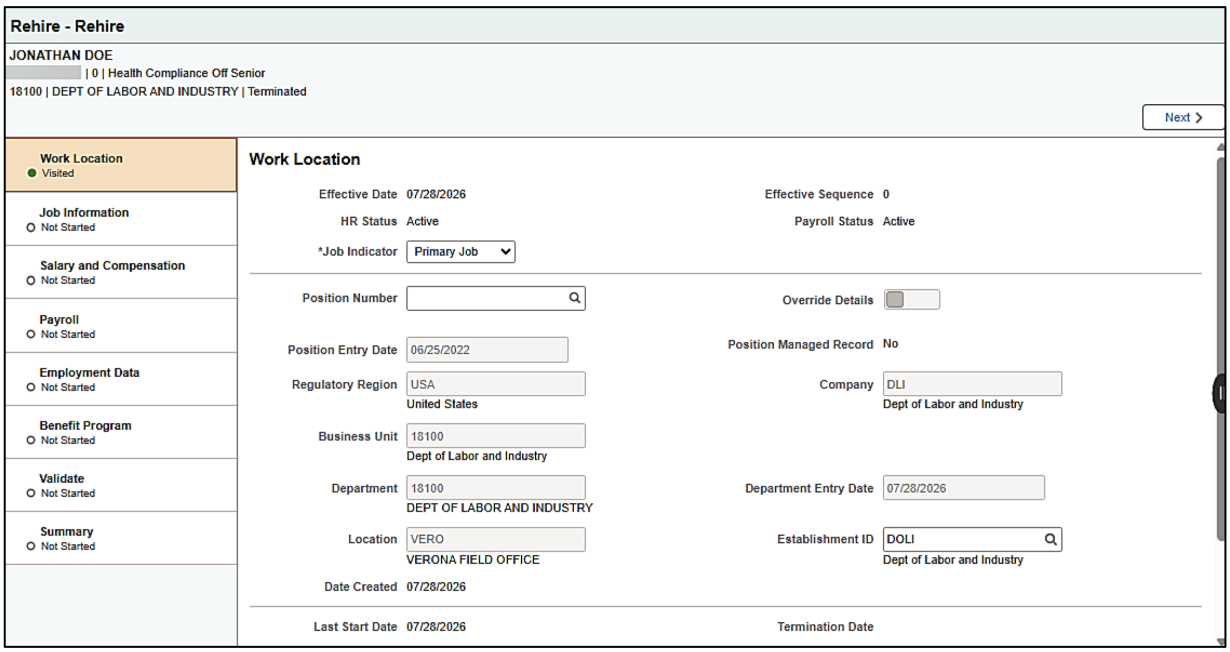
Step	Action
6.	**Scenario 1:** Click the **Add Employee Relationship** link if the employee is being rehired into a different Agency or back into the same Agency but into a different employee type (e.g., Wage to Salary).  The **Add Employee Relationship** page displays in a pop-up window. Use the **Add Employee Relationship** page to create a new Employee Record (EMPL_RCD) to hire the employee into the Agency.  Refer to **Page 43** of the Job Aid titled **HR351 Completing a New Hire** to complete this rehire. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

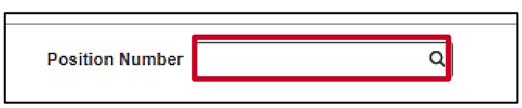
Step	Action
7.	**Scenario 2:** Click the **Manage Job** link if the employee is being rehired back into the same Agency and back into the same employee type (e.g., salary to salary). This hires the employee back into the same employee record they previously held within the Agency.  The **Job Actions Summary** page displays with the current effective dated row and Job Record for the employee. To see historical rows, click the **Include History** button in the top right corner of the page. 
8.	Click the **Create Job Action** button to continue the process of hiring the employee back to the same Agency as the same employee type. 

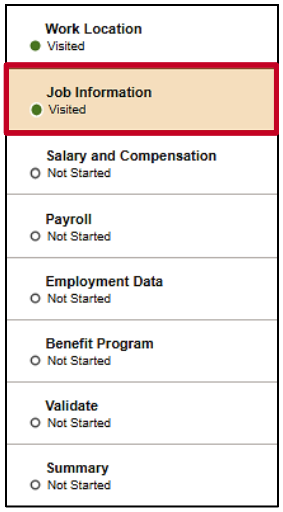
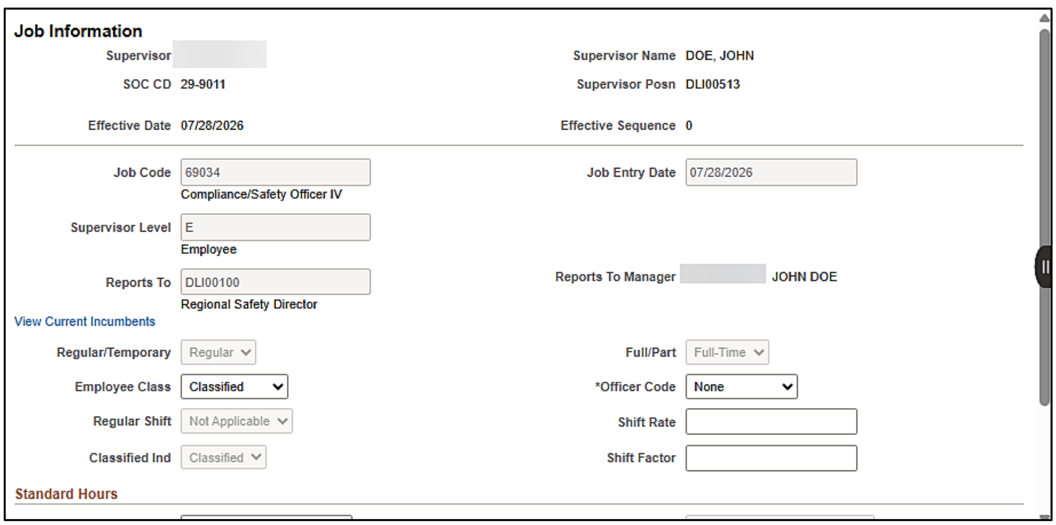
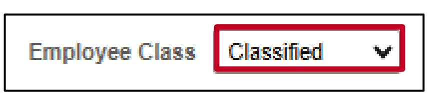
Step	Action
	The **Create Job Action** page displays in a pop-up window. 
9.	Enter or select the applicable effective date of the rehire in the **Effective Date** field. **Note**: The **Effective Sequence** field will auto-populate. 
10.	Click the **Action** dropdown button and select “REH” (“Rehire”). 
	The action of “Rehire” is only available if the employee has an historical Job Record (Employee Record) within the same Agency in Cardinal. When Cardinal was established, all employee Personal Data from the legacy system 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 for the current Agency. The **Employment Data** page is used to address prior service using the applicable fields.
11.	Click the **Reason** dropdown button and select the applicable reason for the rehire (“REH” in this example). 

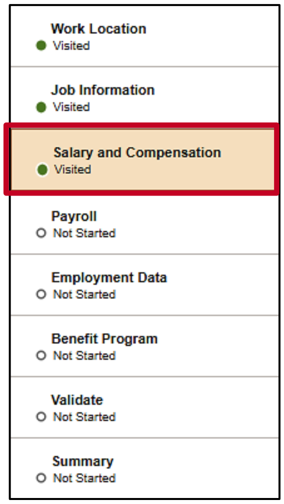
Step	Action
	For further information pertaining to valid Action and Reason code combinations, see the Job Aid titled **HR351 Action Reason Codes** located on the Cardinal website in **Job Aids** under **Learning**.
12.	Click the **Continue** button. 

The **Work Location** page displays.

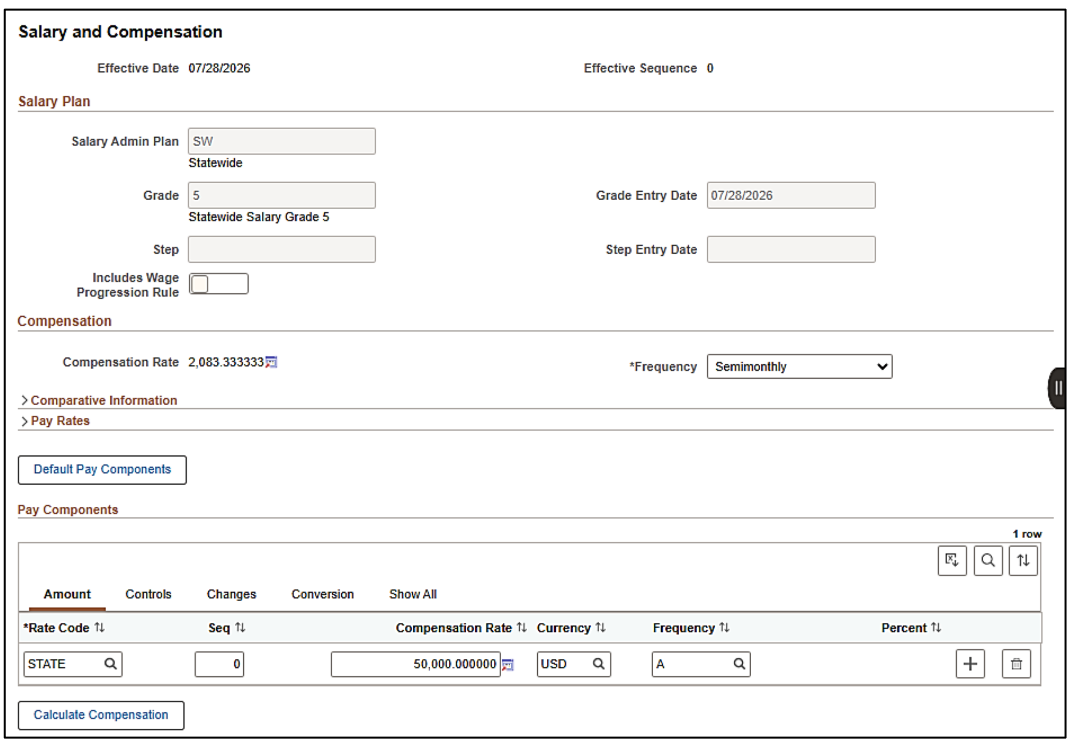


Step	Action
13.	Enter the Position Number in the **Position Number** field. 
	The **Work Location** page refreshes and the remaining Position Data populates based upon the selected Position Number. Review the information. If the position details are not correct, cancel the transaction and make corrections to the position before assigning the employee to the position. For further information pertaining to updating Position Data, see the Job Aid titled **HR351 Managing Position Data** located on the Cardinal website in **Job Aids** under **Learning**.

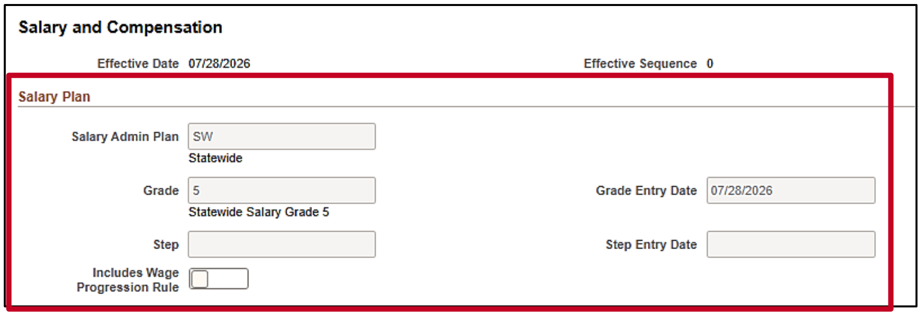
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14.</td><td>If the Position Data is correct, click the Job Information tab.

</td></tr>
<tr><td colspan="2">The Job Information page displays.

</td></tr>
<tr><td>15.</td><td>Click the Employee Class dropdown button and select the applicable employee classification.

</td></tr>
<tr><td></td><td>For further information on selecting the appropriate employee class, see the Job Aid titled HR351 Employee Class Overview located on the Cardinal website in Job Aids under Learning.</td></tr>
</table>

Step	Action
16.	Click the **Salary and Compensation** tab. 

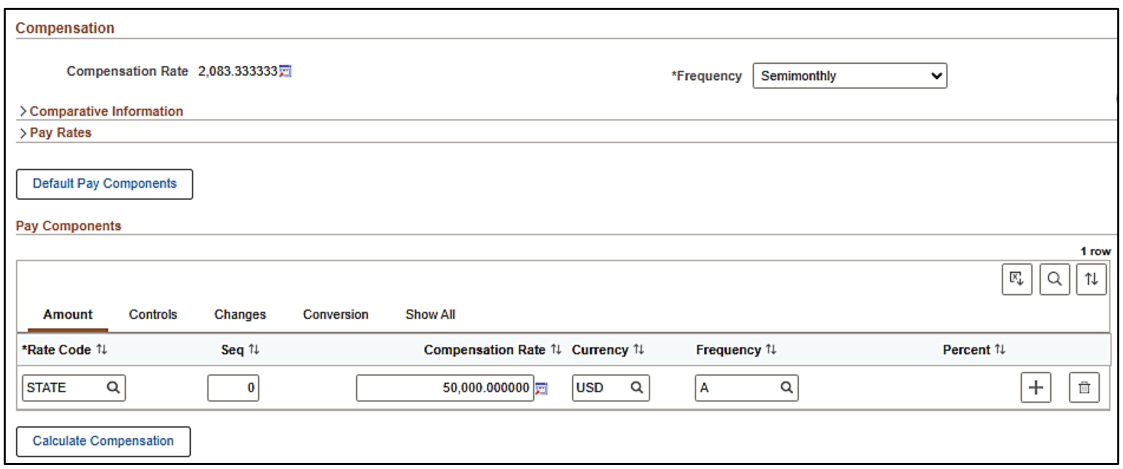
The **Salary and Compensation** page displays.



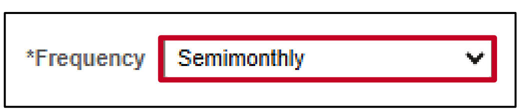
Step	Action
17.	Review the **Salary Plan** section. If the salary plan information is incorrect, cancel the transaction, confirm job code accuracy, and make corrections on the position record before assigning the employee to the position.



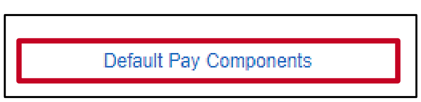
Step	Action
(info)	For further information on updating Position Data, see the Job Aid titled **HR351 Managing Position Data** located on the Cardinal website in **Job Aids** under **Learning**.
18.	Scroll down to the **Compensation** section.



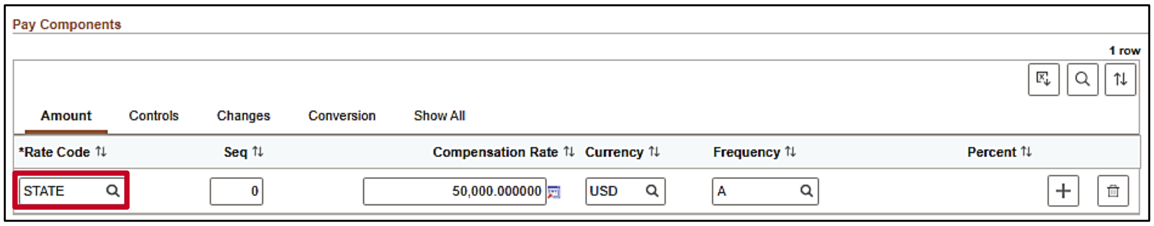
Step	Action
19.	Click the **Frequency** dropdown button and select the applicable pay frequency.



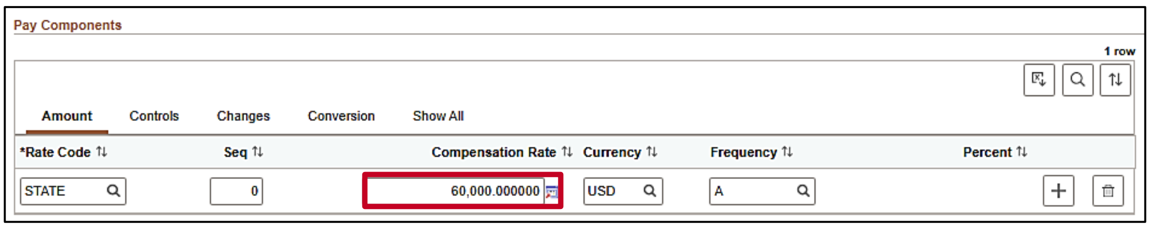
Step	Action
20.	Click the **Default Pay Components** button.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>21.</td><td>In the Pay Components section, click the Rate Code Look up icon and select the applicable rate code.

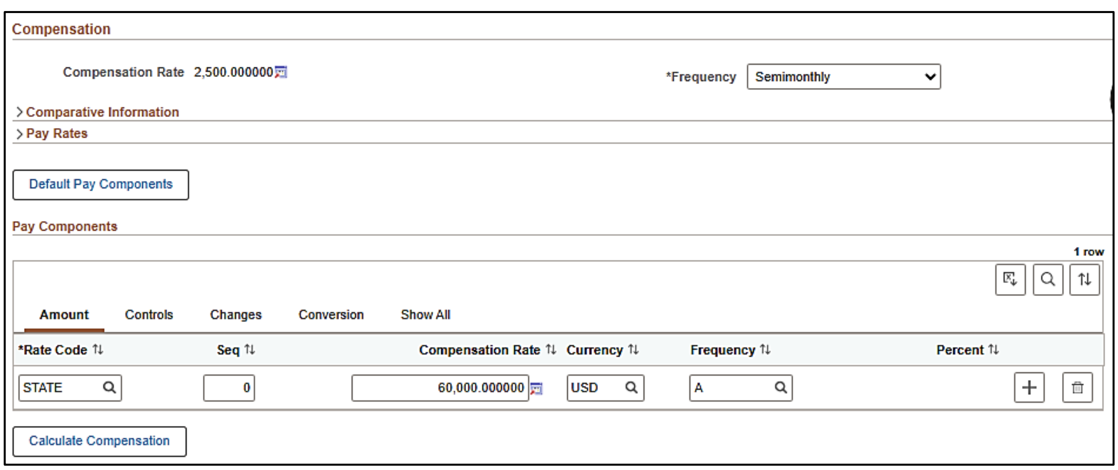


</td></tr>
<tr><td>22.</td><td>Enter the applicable compensation amount in the Compensation Rate field as either an annual or hourly compensation amount.

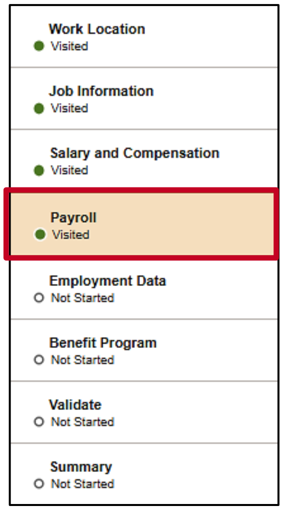


</td></tr>
<tr><td></td><td>The Currency will always be “USD” and the Frequency field defaults based on the Rate Code selected. Do not update these fields.</td></tr>
<tr><td>23.</td><td>Click the Calculate Compensation button.

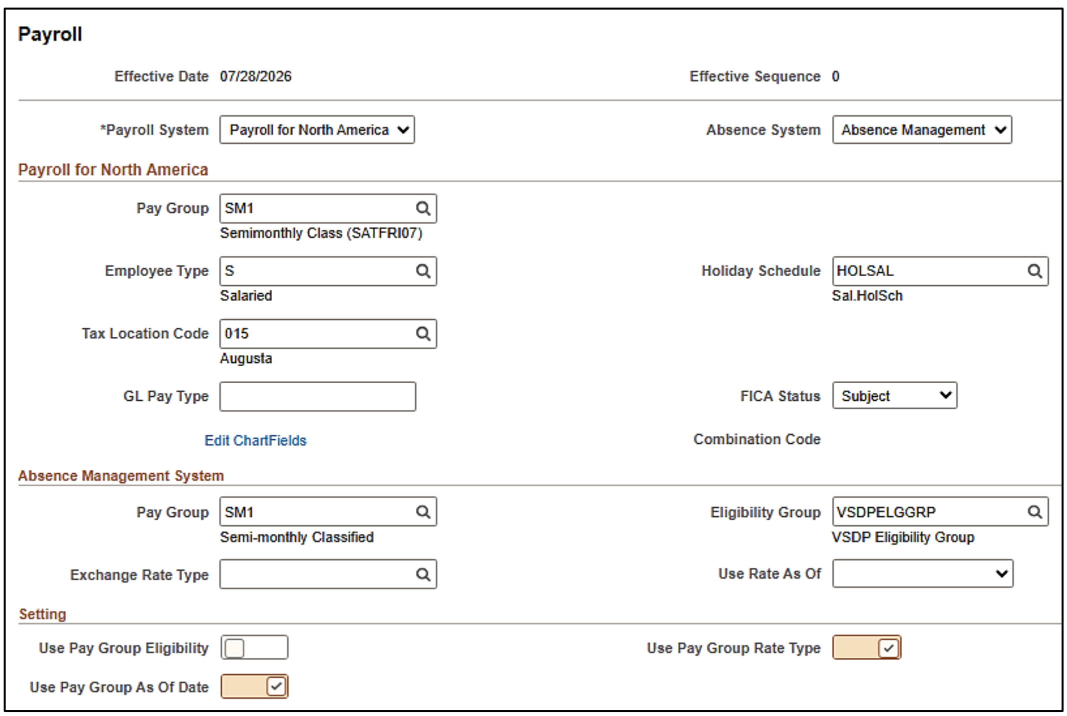
</td></tr>
<tr><td colspan="2">The Pay Components section refreshes, and the applicable compensation fields above populate.



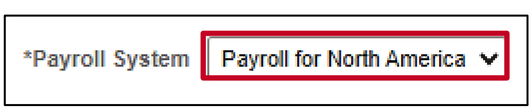
</td></tr>
</table>

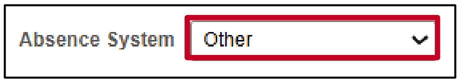
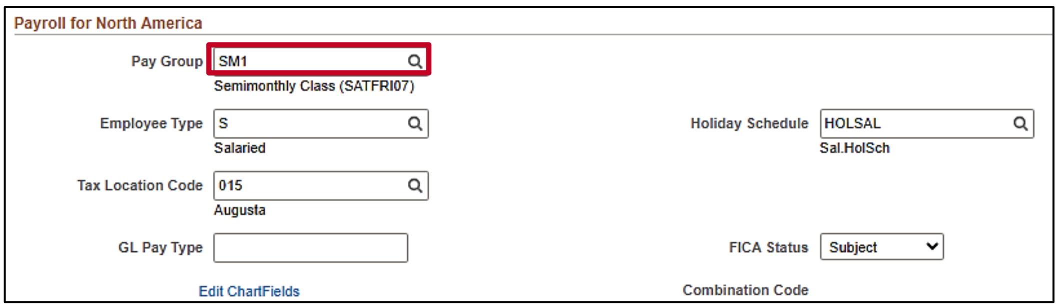
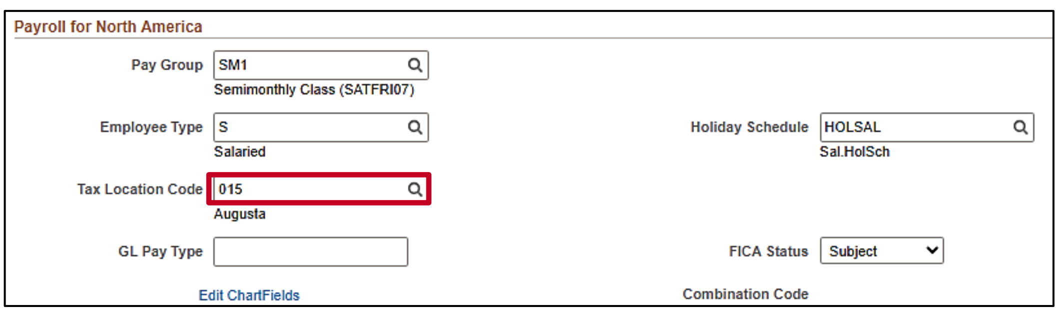
Step	Action
24.	Click the **Payroll** tab. 

The **Payroll** page displays.

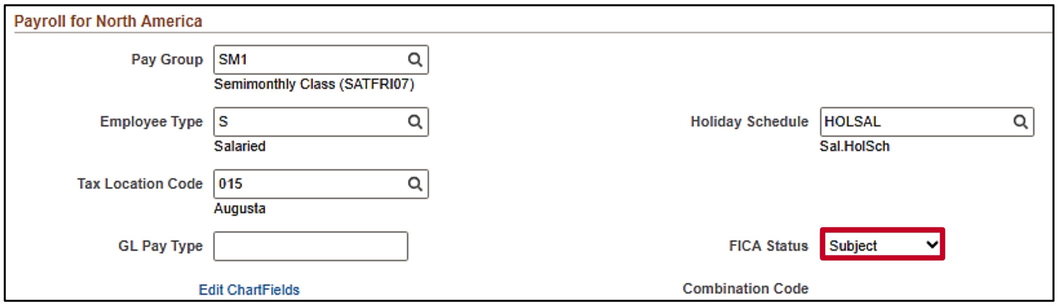


The **Payroll System** defaults to “Payroll for North America”. Do not change.



Step	Action
25.	Confirm the accuracy of the **Absence System** field. If the employee is a wage employee or the Agency does not use Cardinal Absence Management, the Absence System field should display “Other”. If the employee is a salaried employee and the Agency uses Cardinal Absence Management, the field should display “Absence Management”.  
26.	Click the **Pay Group Look up** icon and select the applicable Pay Group within the **Payroll for North America** section. 
	The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection.
27.	Click the **Tax Location Code Look up** icon and select the applicable tax location code. 
	Updates made to the **Tax Location Code** field will update the **Tax Data** pages in the Payroll module. Please notify the Agency Payroll Administrator that a change was made.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>28.</td><td>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.

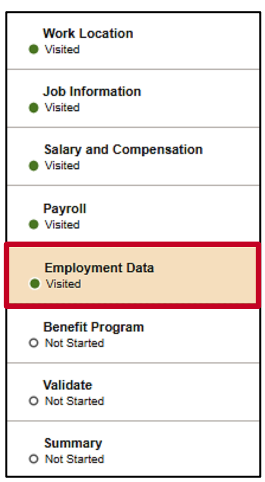

</td></tr>
<tr><td></td><td>The Absence Management System section only displays if “Absence Management” is selected in the Absence System field above.


</td></tr>
<tr><td>29.</td><td>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.


</td></tr>
</table>

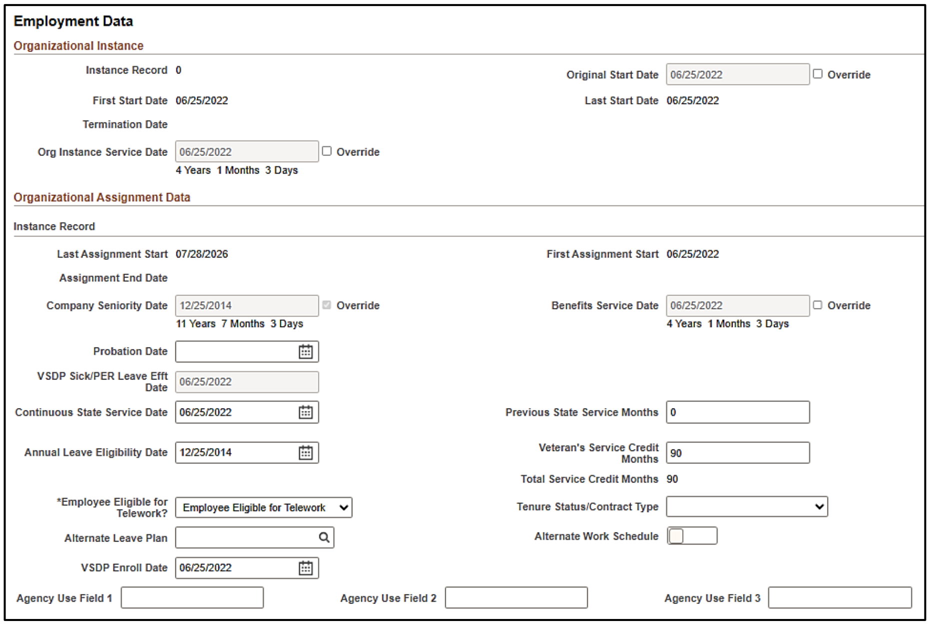
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>30.</td><td>Click the Eligibility Group Look up icon and select the applicable eligibility group.

</td></tr>
<tr><td></td><td>For further information on selecting the correct eligibility group, see the Job Aid titled TA374 Absence Management Leave Types and Eligibility located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>31.</td><td>De-select the Use Pay Group Eligibility field toggle.

</td></tr>
<tr><td>32.</td><td>Click the Employment Data tab.

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Employment Data** page displays.

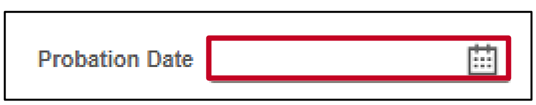


</td></tr>
<tr><td></td><td>

For a detailed description of the date fields on the **Employment Data** page, refer to the Job Aid titled **HR351 Managing Service Dates and Breaks in Service** located on the Cardinal website in the **Job Aids** under **Learning**.

</td></tr>
<tr><td>33.</td><td>

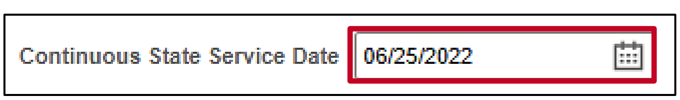
Select the date probation ends for the employee using the **Probation Date Calendar** icon in the **Instance Record** section under **Organizational Assignment Data** if applicable.



</td></tr>
<tr><td>34.</td><td>

Review the **Continuous State Service Date** field and update as needed.

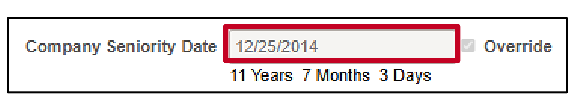
Note: This field is shared across all employee records, and is used to determine eligibility for legislative pay increases for all salaried employees, as well as severance and benefits at layoff for VPA covered employees, if applicable.



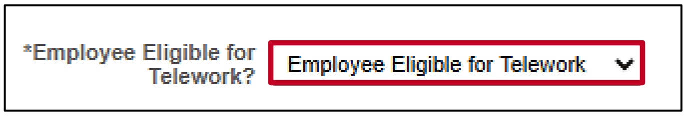
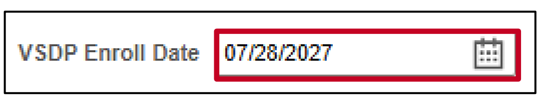
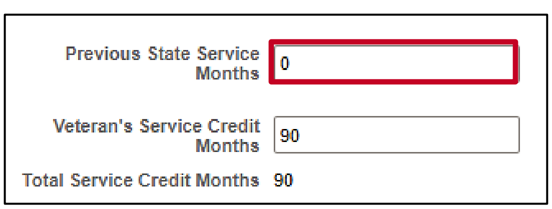
</td></tr>
<tr><td>35.</td><td>

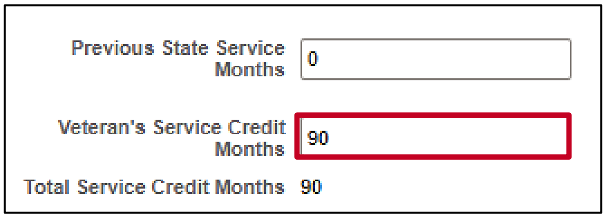
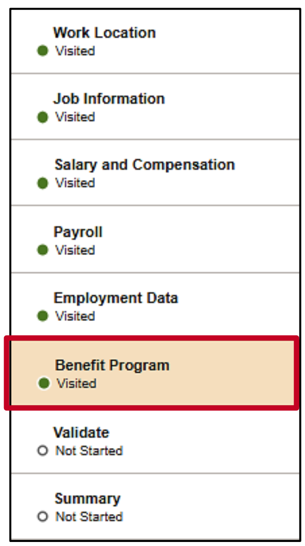
Review the **Annual Leave Eligibility Date** field and update as needed.

Note: This field must be populated for all VPA covered employees and salaried employees for Agencies that use Cardinal's Absence Management. The **Company Seniority Date** field auto-populates from the **Annual Leave Eligibility Date** field.

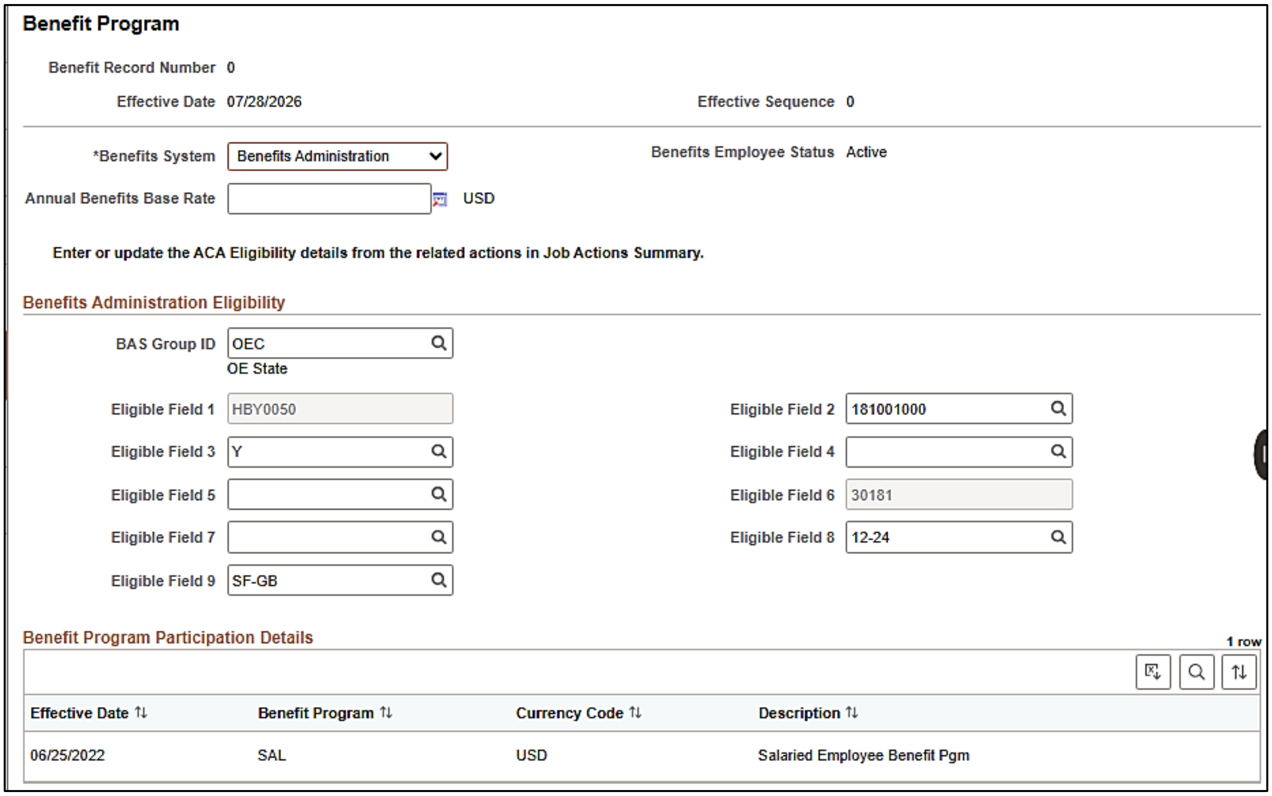


</td></tr>
</table>

Step	Action
36.	Select the applicable value for the **Employee Eligible for Telework?** field using the dropdown button provided. 
	For further information on selecting telework options, see the Job Aid titled **HR351 Managing Employee Teleworker Data** located on the Cardinal website in **Job Aids** under **Learning**.
	If the Agency does not use Cardinal Absence Management, the **Alternate Leave Plan** field must be completed based on the employee's leave plan (e.g., VSDP Elig Group) in order for the employee to have a complete Total Compensation statement in Cardinal Employee Self-Service (ESS). If the Agency does not use Cardinal Absence Management or ESS/Total Compensation Statement, the COV system of record (Cardinal) must still incorporate the employee's leave plan. Therefore, this field must be completed. 
37.	Enter the enrollment date in the **VSDP Enroll Date** field. This field is provided to VNAV and is used by the VSDP vendor to determine the original program enrollment date. A rehire will have a one-year waiting period for VSDP enrollment. After the waiting period, the original VSDP enrollment date will apply with their program eligibility. HR Analysts should refer to program rules and confer with DHRM and/or VRS if this effective date is not clear. 
38.	The **Previous State Service Months** field is used when there is a break in service. Enter the Previous State Service Months using the **Managing Service Dates Calculator**. If this information is not available at the time of rehire, this information can be entered later. **Note**: To download the calculator, and for more information on managing service dates and breaks in service, see the Job Aids titled **HR351 Managing Service Dates Calculator** and **HR351 Managing Service Dates and Breaks in Service,** located on the Cardinal website in **Job Aids** under **Learning**. 

Step	Action
39.	Enter the months of veteran's service in the **Veterans Service Credit Months** field, if applicable. 
	The annual leave accrual is determined by using state service and veteran's service in the military, National Guard, or Reserves. The **Total Service Credit Months** field is a read-only field. It is auto-populated as the sum of the veteran's service credit months and the previous state service months. It is used to determine the annual leave eligibility date when there is a break in service or veteran's service applies.
40.	Click the **Benefit Program** tab. 

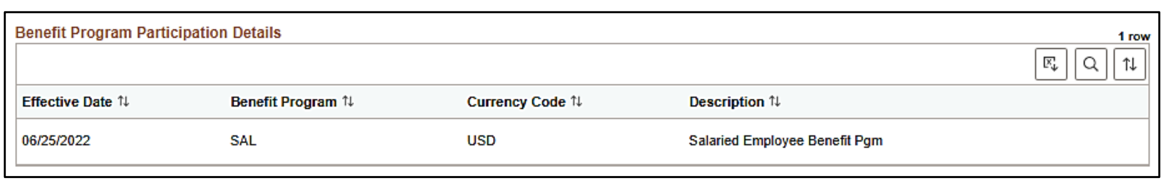
Step	Action
The **Benefit Program** page displays.	

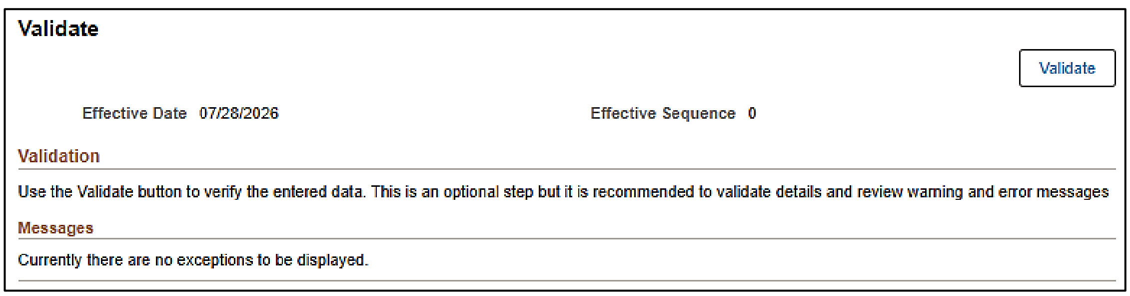
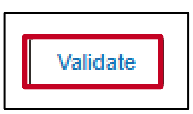
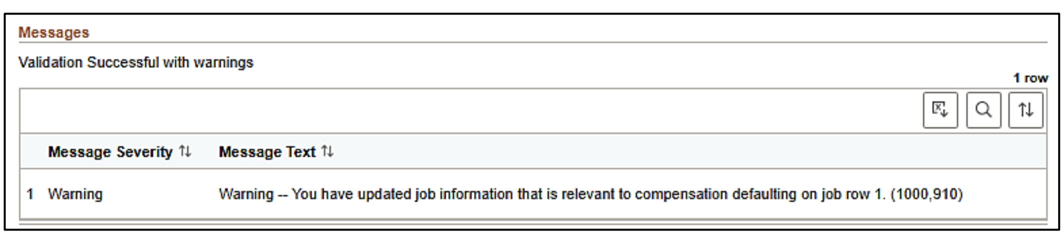


<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>41.</td><td>Review the Benefits Administration Eligibility section. The eligibility fields will default from the previous row of Job Data. Update Eligibility Fields 2, 3, 8, and 9 as needed using the following information:

• Eligible Field 2 – update to the applicable Healthcare Group ID (Department value). These values are provided to the health benefit vendors and reflect the group in which the employee is enrolled (DHRM provided 9-digit number).
• Eligible Field 3 – this field is required for PY/TA Agencies:
  ➢ Select “Y” if the employee enters their own time (gives employee edit access to their timesheet)
  ➢ Select “N” or leave blank if time is entered by a Timekeeper or loaded through an interface (gives employee read-only access to their timesheet)
• Eligible Field 8 – update as needed: select the applicable pay frequency (e.g., salaried is “12-24” and hourly is “12-26”).
• Eligible Field 9 – update as needed: select the applicable value. These values represent the nature of the employee and how the employee health premiums are paid. Select the breakdown of how the benefits payment will be split between the employee (EE) and the employer (ER).

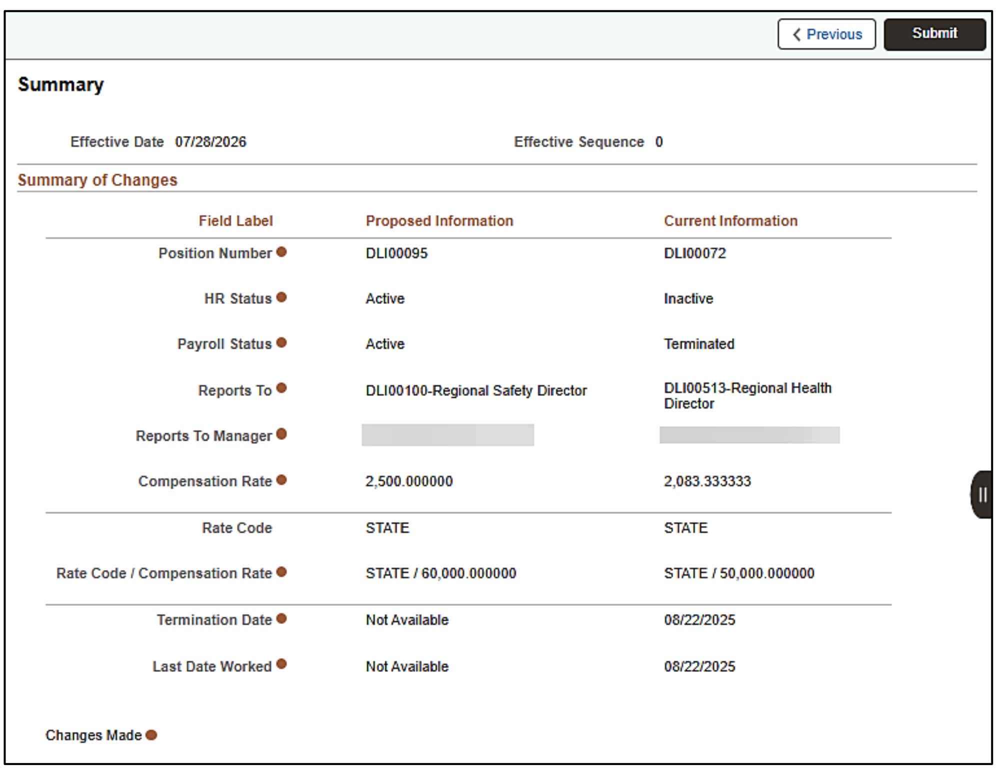

</td></tr>
<tr><td>42.</td><td>Review the Benefits Program Participation Details section and validate it for accuracy.

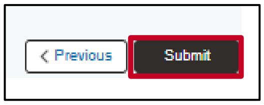
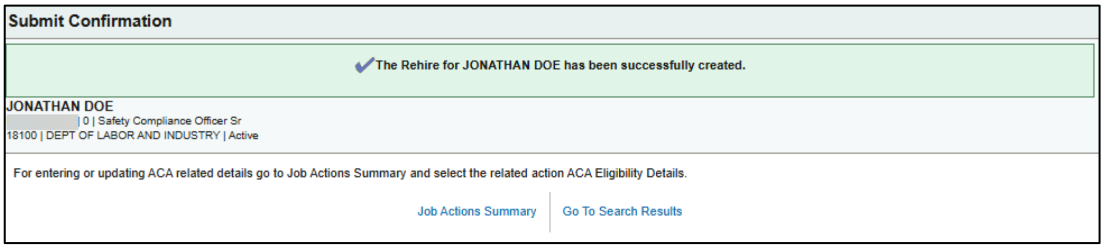
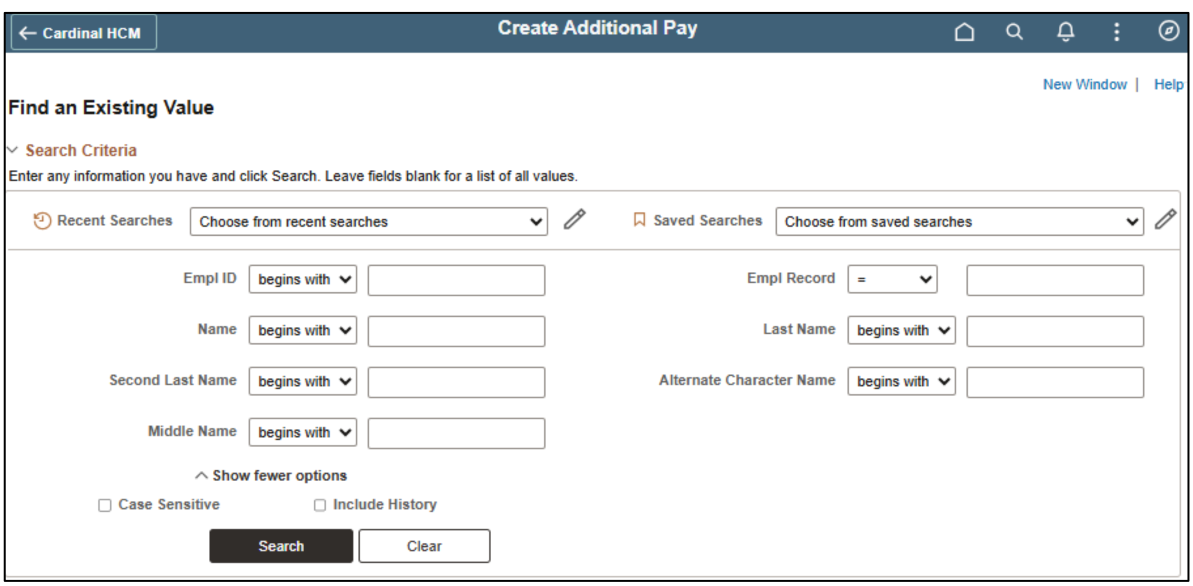

</td></tr>
<tr><td></td><td>For further information on the Eligibility Configuration valid values, refer to the Job Aid titled BN361 Overview of the Eligibility Configuration Fields located on the Cardinal website in Job Aids under Learning.</td></tr>
</table>

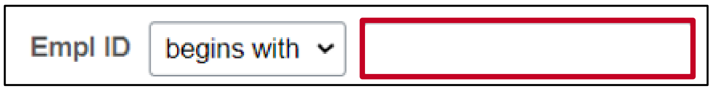
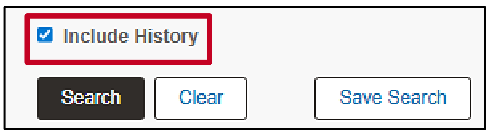
Step	Action
43.	Click the **Validate** tab. 
The **Validate** page displays. 	
44.	Click the **Validate** button. 
The **Validation** page refreshes with a **Messages** section. 	

Step	Action
45.	Review the **Messages** section. **Note**: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting (the **Messages** section will display an **Error** message and the validation will fail). Select the **Proceed with warning** checkbox option if applicable.
46.	Click the **Summary** tab. 

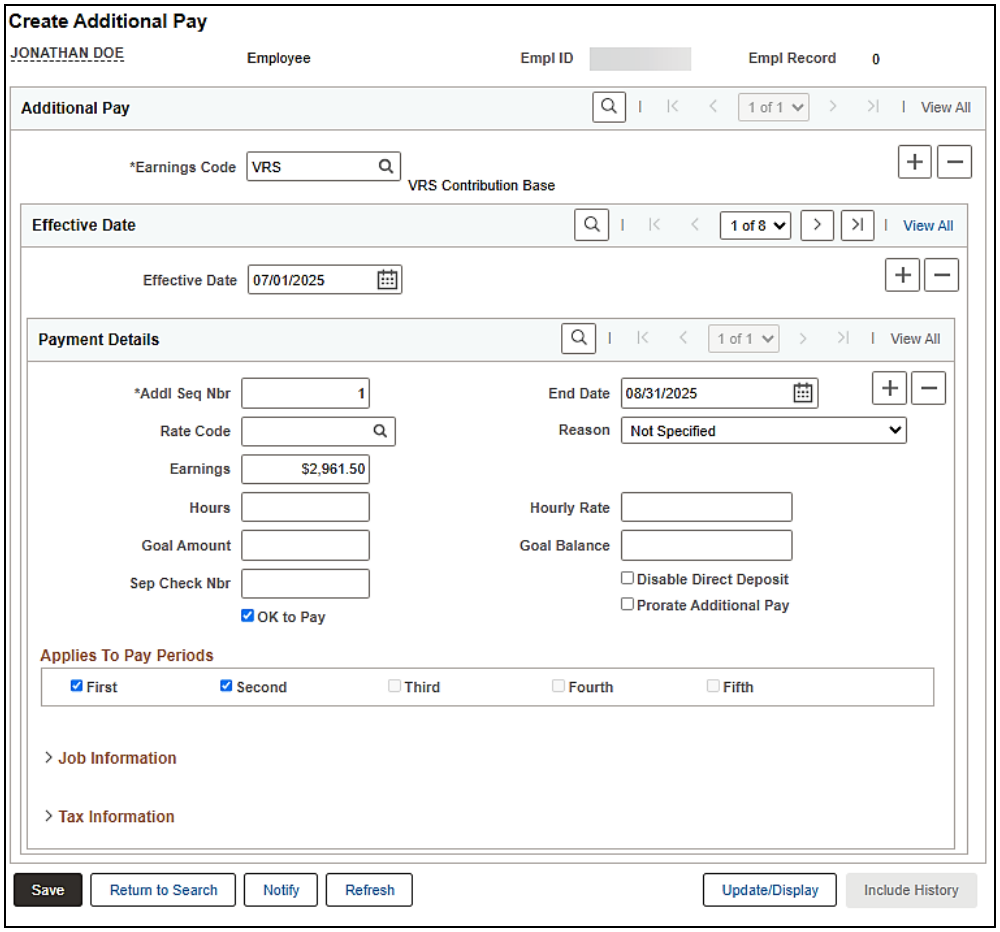
The **Summary** page displays.



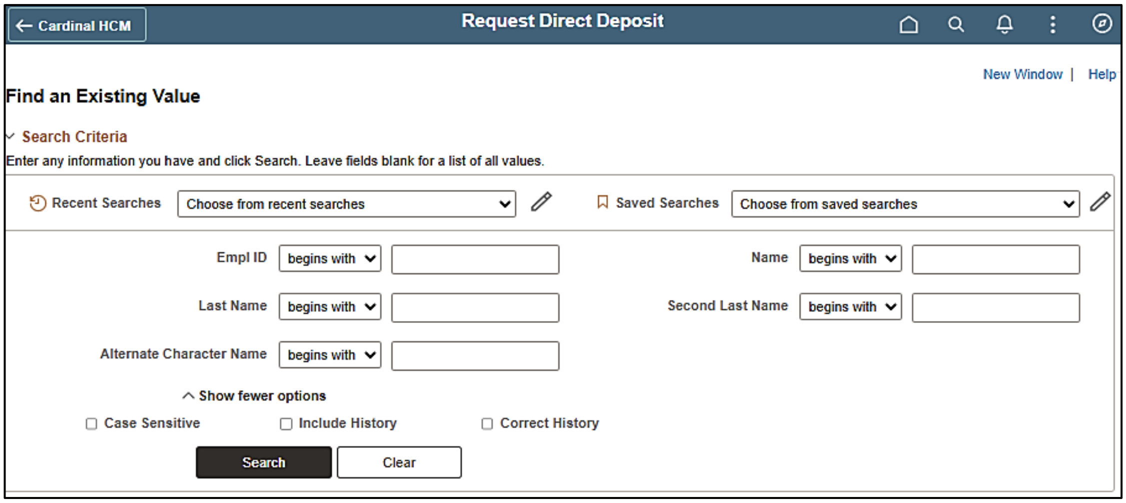
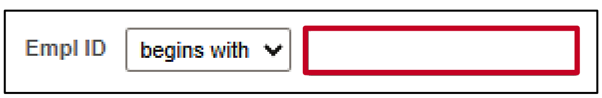
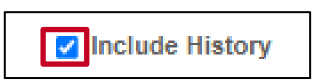
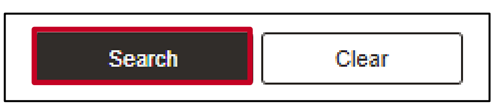
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>47.</td><td>Review the Summary of Changes section, and then click the Submit button.
</td></tr>
<tr><td colspan="2">The Submit Confirmation page displays.
</td></tr>
<tr><td>48.</td><td>Navigate to the Modify Person page to update the employee’s personal 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 Modifying Personal Data located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>49.</td><td>Navigate to the Additional Pay page using the following path:
NavBar > Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay</td></tr>
<tr><td colspan="2">The Create Additional Pay Find an Existing Value Search page displays.
Scenario: The employee was rehired with an effective date of 07/28/2026. Ensure that there are no additional pay transactions with an end date later than 07/28/2026 or with no end date.
</td></tr>
</table>

Step	Action
ℹ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
50.	Enter the rehired employee's Employee ID in the **Empl ID** field. **Note**: Users can also search for the applicable employee using the various fields if the Employee ID is not known. However, it is recommended to use the Employee ID as every employee will have a unique Employee ID. 
51.	Select the **Include History** checkbox option. 
52.	Click the **Search** button. 

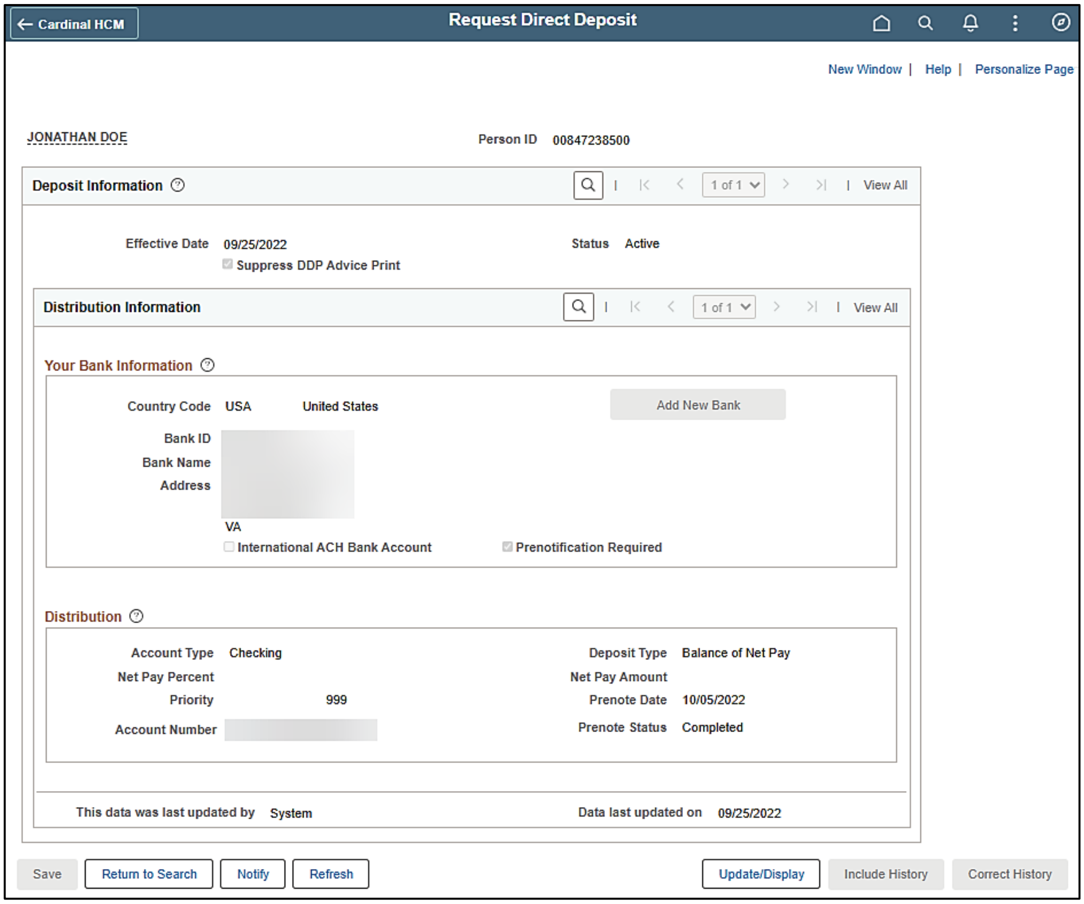
Step	Action
The **Create Additional Pay** page displays.	



Step	Action
53.	Verify that there are no active additional pay transactions that will be in effect after the rehire effective date for the employee. In this example, the end date of “08/31/2025” 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.
i	To stop an Additional Pay transaction, refer to the Job Aid titled **HR351 Processing Additional Pays** located on the Cardinal website in **Job Aids** under **Learning**.
54.	For Agencies using Cardinal Payroll, navigate to the **Request Direct Deposit** page using the following path: **NavBar > Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit**

Step	Action
	The **Request Direct Deposit Find an Existing Value Search** page displays. 
	The **Request Direct Deposit** page is a Read Only page available under the HR Administrator role. For more information pertaining to viewing the **Direct Deposit** page, see the **Viewing the Direct Deposit Page** section of the Job Aid titled **PY382 Reviewing the Payroll Read Only Pages** located on the **Cardinal** website in **Job Aids** under **Learning**.
55.	Enter the rehired employee's Employee ID in the **Empl ID** field. 
56.	Select the **Include History** checkbox option. 
57.	Click the **Search** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Request Direct Deposit page displays for the employee.



</td></tr>
<tr><td>58.</td><td>Review the previous Direct Deposit information and verify it matches the rehire paperwork.</td></tr>
<tr><td>59.</td><td>If the Direct Deposit information differs from the Direct Deposit form provided by the employee during onboarding, the HR Administrator must reach out to the Agency Payroll Administrator promptly to have the Direct Deposit information updated in Cardinal prior to Payroll certification.</td></tr>
<tr><td>60.</td><td>Continue to the <u>Agency Next Steps After Entering the Rehire</u> section of this Job Aid.</td></tr>
</table>

Agency Next Steps After Entering the Rehire

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

- For further information on entering citizenship information, updating Personal Data and telework agreement, see the Job Aids titled **HR351 Viewing and Modifying Personal Data** and **HR351 Managing Employee Teleworker Data**. These Job Aids can be found on the Cardinal website in **Job Aids** under **Learning**.

If the Agency requires the Employee Activity Report to be placed in the personnel file, be sure to run the **Employee Activity Report**. This report can be found in the **Cardinal HCM Human Resources Reports Catalog** located on the Cardinal website in **Reports Catalogs** 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 default to Virginia. Please coordinate with the Agency Payroll Administrator.

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

- For further information on completing benefit elections, see the Job Aid titled **BN361 Completing a New Hire Enrollment** located on the Cardinal website in **Job Aids** under **Learning**.

Coordinate with an Agency Time and Labor (TL) Administrator 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 (e.g., overtime, comp leave, etc.).

- For further information pertaining to assigning work schedules, see the Job Aid titled **TA Maintaining Employee Work Schedules** located on the Cardinal website in **Job Aids** under **Learning**.