

9.2 Entering Rehires

Purpose: Use this document as a reference for how to enter rehires in ctcLink.

Audience: HR Specialists.

 You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZD HR Central Config VW
- ZD HR Admin View Job Data
- ZD Benefits Employee Data Inq
- ZD HR Employee Maintenance VW
- ZD HR Limited Person Job Info
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator
- ZZ FWL HCM Pay Process

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

The **Rehire** process is used only for workers whose payroll or job status is:

- *Terminated*
- *Terminated with Pay*
- *Retired*
- *Retired with Pay*

Enter a Rehire

Navigation: NavBar > Navigator > Workforce Administration > Job Information > Job Data

1. The **Job Data** search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button. **Search Results** display.
4. Select the appropriate **Empl Record** from the Search Results.

Job Data

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

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

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

Search Results

View All 1-2 of 2

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
201015805	0	Drew Allen	Drew	Allen	(blank)	(blank)	(blank)
201015805	1	Drew Allen	Drew	Allen	(blank)	(blank)	(blank)

5. The **Job Data** page displays.
6. On the **Work Location** tab, notice that the payroll status is **Terminated**.
7. Select the **Add a New Row** button.

Work Location [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#) [CTC Job Data](#) [CTC Earnings Distribution](#)

Employee Empl ID 201015805
Empl Record 1

Work Location Details 1 of 1

*Effective Date

Effective Sequence

HR Status Inactive

Payroll Status **Terminated**

*Action

Reason

*Job Indicator

[Go To Row](#) [+](#) [-](#)

Current

8. A new row displays to update.
9. Enter the **Effective Date** of the rehire.
10. Select **Rehire** from the **Action** drop-down menu.
11. Select **Rehire** from the **Reason** drop-down menu.
12. Select the appropriate **Job Indicator** from the drop-down menu.

Work Location Job Information Job Labor Payroll Salary Plan Compensation CTC Job Data CTC Earnings Distribution

Employee Empl ID 201015805
Empl Record 1

Work Location Details ? 1 of 2

*Effective Date 03/11/2019

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Rehire

Reason Rehire

*Job Indicator Primary Job

Go To Row

13. Select the **Job Information** tab.
14. The **Job Information** page displays.
15. Enter the **Job Code** or use the lookup icon to search for the appropriate job code.
16. Select the lookup icon to select the **Supervisor ID**.

Work Location Job Information Job Labor Payroll Salary Plan Compensation CTC Job Data CTC Earnings Distribution

Employee Empl ID 201015805
Empl Record 1

Job Information Details ? 1 of 2

Effective Date 03/11/2019

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Rehire

Reason Rehire

Job Indicator Primary Job

*Job Code 52220 OFFICE ASSIST I - SWS

Entry Date 03/11/2019

Supervisor Level

Supervisor ID 101001513 Nico Cook

Reports To

*Regular/Temporary Temporary

*Full/Part Part-Time

Empl Class Student

*Officer Code None

*Regular Shift Not Applicable

Shift Rate

Shift Factor

Go To Row

17. Select the **Compensation** tab.
18. The **Compensation** page displays.
19. Select the **Default Pay Components** button to execute rate codes based on the default values specified on this page.

Or

20. Select the **Calculate Compensation** button to recalculate the employee's compensation without executing any rate code defaults or replacing default values.

21. Select the **Save** button.

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | **Compensation** | CTC Job Data | CTC Earnings Distribution

Employee: [Redacted] Empl ID 201015805
Empl Record 1

Compensation Details ⓘ

Effective Date 03/11/2019
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Rehire
Reason Rehire
Job Indicator Primary Job
Current

Compensation Rate 25.000000 *Frequency H Hourly

Go To Row

Comparative Information ⓘ

Pay Rates ⓘ

Default Pay Components

Pay Components ⓘ

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	12.240000	USD	H	

Calculate Compensation

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

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | CTC Job Data | CTC Earnings Distribution

22. The process to enter a rehire is now complete.

23. End of procedure.