



## Time and Attendance

### How to Rehire an Employee

1. To rehire an employee, you must be in the last pay period in which the employee was active. If you are unsure of the pay period, first use the [Diagnostics > Employee Search](#) tool and select the employee.
2. With the employee selected and viewing the last pay period the employee was active in, select the **REHIRE** button at the bottom of the Employee Profile screen. The following screen displays after the Rehire button is selected.

A screenshot of a web application window titled "Detail View" with a close button. The main heading is "Rehire Employee" with a print and help icon. Below the heading are tabs for "Employee", "Primary", "Employment", "Org Level", "Supervisor", "Groups", and "Security". The "Employee" tab is active, showing a form with the following fields: Name (First: BECKY, M.I., Last: DAVIS), Pay Group (Salary), Supervisor Level (Manager), and Effective Date (09/14/2015). The Effective Date field is highlighted with a red box.

This is NOT the actual rehire date, as that date will be entered in on the Employment tab.  
This date will be the **first day of the pay period** in which the rehire date falls.

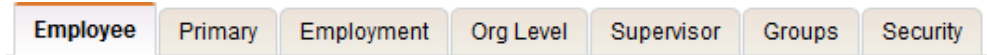
REHIRE

REHIRE

Select the Rehire Employee button at any time within the wizard to reactivate the employee. All required fields must be completed prior to reactivating the employee.



Select the Cancel/Exit button to exit the wizard without saving any changes.



Click on the tabs on the top of the screen to enter the employee's information.

3. All 4 fields on the first screen are required.

Field Name	Description
Name	Employee Name
Pay Group	The pay group the employee is assigned to. The pay group controls the calculation of all hours and punches within TimeStar™.
Supervisory Level	The level of supervisor an employee is (i.e. employee, supervisor, manager, etc.)
Effective Date	This field should be the <b>first day</b> of the pay period the re-hire date is in. <b>**This field should not be the actual re-hire date as that date will be entered next</b>

4. When you have entered the required information, click on the Primary tab. The following page will display:

The screenshot shows a web application window titled 'Detail View' with a close button. Below the title bar is the heading 'Rehire Employee' with a printer icon and a help icon. There are seven tabs: 'Employee', 'Primary' (selected), 'Employment', 'Org Level', 'Supervisor', 'Groups', and 'Security'. The form contains the following fields:

- Employee Number: 00000017
- Badge Number: 00000083
- SSN: [Empty text input]
- Title: Production Mechanic
- Time Zone: Central (dropdown menu)
- Export Override: Include Employee (dropdown menu)

At the bottom of the form is an orange button labeled 'REHIRE'.

Field Name	Description
Employee Number	Employee's identification number within the company
Badge Number	Employee's badge number
Social Security Number	The Employee's social security number.
Title	Employee's job title
Time Zone	Employee's time zone. The time zone defaults to the time zone setup for the company.

Export Override	Whether or not an employee will be on the payroll export file
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- When you have entered the required information, click on the Employment tab. The following page will display:

The screenshot shows a 'Detail View' window titled 'Rehire Employee'. It features several tabs: Employee, Primary, Employment (selected), Org Level, Supervisor, Groups, and Security. The 'Employment' tab contains the following fields:

- Employment Type: Temporary
- Hire/Re-Hire Date: 12/09/2013
- Normal Hours/Period: 40.00
- Pay Rate: 15.50
- Pay Status: Active
- Salary: 0.00
- Withholding: Required
- Work Shift: First
- Healthcare Group: N/A
- Pre-tax: No
- Work Country: United States
- Work State: Wisconsin

An orange 'REHIRE' button is located below the form.

Field Name	Description
Employment Type	Employee's employment type (i.e. full time, part time, etc)
Re-Hire Date	Employee's re-hire date
Normal Hours/Period	Is the amount of hours the employee works
Pay Status	Employee's pay status (i.e. hourly, salary, etc)
Salary	Employee's annual salary
Withholding	Employee's withholdings
Work Shift	Employee's shift code
Healthcare Group	Employee's healthcare name
Pre-Tax	If there's pre-tax or not
Work Country	Which country the employee works in
Work State	Which state the employee works in

- The employee's active status will automatically be set to Active. You may enter any information you wish on this screen. Select Next and the following page will display:

Detail View

Rehire Employee

Employee Primary Employment **Org Level** Supervisor Groups Security

Division: Stringed Instruments

Department: Manufacturing

Job Function: Maintenance/Repair

Employee: N/A

REHIRE

- The organization levels setup for your company will be listed. Note that organization level hierarchy is enforced, so assign organization level from the first level downward.
- When you have selected the organization levels you wish to assign to the employee, select Next. The following page will display:

Detail View

Rehire Employee

Employee Primary Employment Org Level **Supervisor** Groups Security

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SUPERVISOR

REHIRE

- On this screen assign supervisor(s). Supervisors will be grouped by the supervisor level and listed alphabetically within each supervisor level. When you have completed supervisor assignments, select the Next button. The following page will display:

Detail View

Rehire Employee

Employee Primary Employment Org Level Supervisor **Groups** Security

Request Workflow Group: Inherits Company Default (VoxUrbana)

Schedule Group: Maintenance

Vehicle: Personal

Accrual Group: Hourly Employees

REHIRE

10. If your company utilizes schedules, you may select the schedule group, accrual group, and request workflow group. If your company utilizes allocations, select the employee's earning group. If your company utilizes accruals, select the employee's accrual group. When you have completed group assignments, select the Next button. The following page will display:

The screenshot shows a 'Detail View' window titled 'Rehire Employee'. The 'Security' tab is selected, displaying the following information:

- User Name: NICK
- Password: [Reset this user's password]
- Authentication: TimeStar
- Email Address: nicholas.delacroix@voxurbi
- Generate exceptions at login: No
- Force user to change password at next login: No
- Company Memberships: VoxUrbana Music Co.
- Group Memberships: Hourly

A 'REHIRE' button is located at the bottom left of the form.

11. If an employee was previously a user of TimeStar, the user information will display on this tab. If the employee was not a user, it is suggested that the employee be added as a user via System - User Security or Global Maintenance - User since group assignments cannot be made from this screen.
12. When you have completed your entries, select the Rehire Employee button. If there are any sections you have not completed, a pop-up message will appear. An example of the message is below.

The following tabs were not changed:  
Primary  
Employment  
Supervisor  
Security  
Org Level  
Groups  
Would you like to continue?

OK Cancel

13. If you do not wish to enter the additional information listed in the message, select OK and the employee will be added to the system. To enter additional information before saving the employee, select "Cancel" and you will be returned to the employee wizard.