



CHARTER SCHOOL PEOPLESOFT TRAINING MANUAL

Palm Beach County School District—HRIM Team

Rehiring Information

DIVISION OF HUMAN RESOURCES

Compensation and Employee Information Services

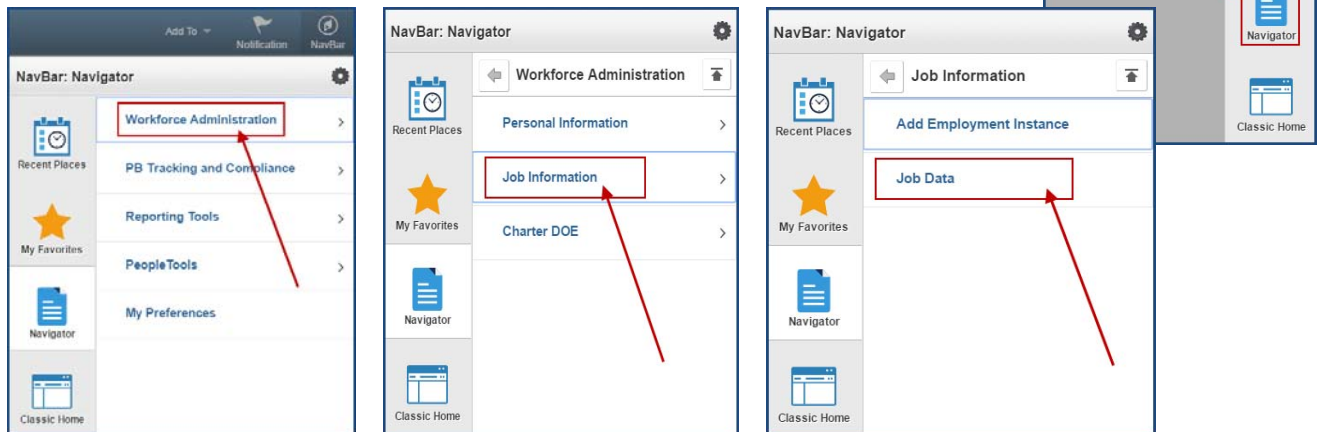
3300 Forest Hill Blvd., Suite A-152

West Palm Beach, FL 33406

How to Rehire an Employee in PeopleSoft

All job information changes, including REHIRING THE EMPLOYEE, are made to the employee's current job record. (Do not create a new job with the "Add Employment Instance Process.") When updating the job record to rehire an employee, always use REHIRE for the Action and REHIRE for the Reason. Review and update the information on each tab in the **Job Data** pages for the rehired job. Please note: Don't forget to click the **Calculate Compensation** button on the **Compensation** tab before saving.

1. In PeopleSoft, click on the **Human Capital Management** tile. In the next window, click on the **NavBar** icon to bring up the **NavBar Menu**, then
 - A. Click on the **Navigator** icon to bring up the **Navigator Menu**
 - B. Click on **Workforce Administration**
 - C. Click on **Job Information**
 - D. Click on **Job Data**



The Job Data Search Screen will display.

2. There are three (3) ways to search for an employee:
 - A. Enter the **Employee ID** in the **Empl ID** field, or
 - B. Enter the **last name, first** in the **Name** field, or
 - C. Enter the **last name, only**, in the **Last Name** field.
3. Click the **Include History** box.
4. Click the **Search** button.



The Employee's most recent **Job Data** screen will appear.
(Termination will be displayed in the Action field.)

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

Teacher, Tommy
Employee

Empl ID: 1234567
Empl Record: 0

Work Location

*Effective Date: 09/09/2016
Effective Sequence: 0
HR Status: Inactive
Payroll Status: Terminated

*Action: Termination
Reason: Other Resignation
*Job Indicator: Primary Job

Position Number:
Position Entry Date:
*Regulatory Region: USA
Company: CHT
*Business Unit: SDPBC
*Department: 1234
Department Entry Date: 07/14/2014
*Location: 1234
Establishment ID: SDPBC

United States
Palm Beach Charter Schools
School Dist of Palm Beach Co
Anytown Charter School

Date Created: 09/09/2016

Last Start Date: 07/14/2014
Expected Job End Date:
Last Date Worked: 09/08/2016

Termination Date: 09/08/2016
 End Job Automatically
 Override Last Date Worked

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

1. On the **Work Location** page/tab, click on the **plus sign (+)** button to add a new row.
2. Enter the **Effective Date** of the rehire.
3. In the **Action** and **Reason** fields, select REHIRE for each.

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

Teacher, Tommy
Employee

Empl ID: 1234567
Empl Record: 0

Work Location

*Effective Date: 09/09/2016
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

*Action: Rehire
Reason: Rehire
*Job Indicator: Primary Job

Position Number:
Position Entry Date:
*Regulatory Region: USA
Company: CHT
*Business Unit: SDPBC
*Department: 4021
Department Entry Date: 09/09/2016
*Location: 4021
Establishment ID: SDPBC

United States
Palm Beach Charter Schools
School Dist of Palm Beach Co
Anytown Charter School

Date Created: 09/09/2016

Last Start Date: 09/09/2016
Expected Job End Date:
Termination Date:
 End Job Automatically

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

4. Update the information on each of the other tabs (**Job Information**, **Job Labor**, **Payroll**, **Salary Plan**, **Compensation**) for the rehired job.
5. Once you have completed entering the tab information, click on the **Benefits Program Participation link** at the bottom of the page.

Benefit Program Participation page


1. In the **Benefit Record Number** field, if a "1" is already listed, click **SAVE**.
(NOTE: It is alright if the Effective date in the bottom section is PRIOR to the new Effective date.)
2. If there is a "0" in the **Benefit Record Number** field, you will need to contact the HRIM Team, via email, to fix it before you will be able to save the information. Please put "Benefit Record Error" in the subject line of the email and include the rehired employee's Employee ID number and name in the email. Once the record is fixed, you will be able to complete the step above.

Benefit Program Participation

Teacher, Tommy
Employee

Empl ID: 1234567
Empl Record: 0

Benefit Status Find First 1 of 3 Last

Benefit Record Number:  Go To Row

Effective Date: 09/09/2016

Effective Sequence: 0 Action: Rehire


HR Status: Active Reason: Rehire

Payroll Status: Active Job Indicator: Primary Job

*Benefits System: Current

Annual Benefits Base Rate: USD Benefits Employee Status: Active

Benefits Administration Eligibility


BAS Group ID: 


Elig Fld 1: Elig Fld 2: Elig Fld 3:

Elig Fld 4: Elig Fld 5: Elig Fld 6:

Elig Fld 7: Elig Fld 8: Elig Fld 9:

Benefit Program Participation Find | View All First 1 of 1 Last

*Effective Date:  Currency Code: USD + -

*Benefit Program:  SDPBC No Benefits BenPgm

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)